



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(Established under Haryana Act No.XXV of 1975)
'A+' Grade University accredited by NAAC

No. AC-IV/Misc./20/ 12595
Dated: 8/9/2020

To

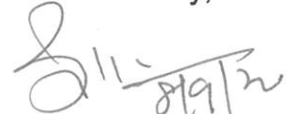
The Director,
Computer Centre,
M.D.University, Rohtak

Subject: **Amendments/Modifications to various Ordinances and Rules & Regulations.**

Sir,

Find enclosed copy of Amendments/Modifications to various Ordinances and Rules & Regulations approved by the Executive Council in its meeting held on 29.07.2020 for uploading the same on the University website at appropriate place. **You are also requested to supply the PDF file of the same to this office at the earleast for taking further necessary action.**

Yours faithfully,


Superintendent (Academic)
for REGISTRAR

Encl: As above.



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(Established under Haryana Act No.XXV of 1975)
'A+' Grade University accredited by NAAC

The Executive Council in its meeting held on 29.07.2020 has approved the amendments/modifications to various Ordinances and Rules & Regulations as per Annexure-I and II, respectively. These amendments/modifications are being sent for keeping the record up-to-date.

REGISTRAR

Endst.No.AC-IV/CS/20/ 12501-85 Dated: 07-09-2020

A copy of the above is forwarded to the following for information and necessary action:

1. The Secretary to Governor-Chancellor, Haryana Raj Bhavan, Chandigarh.
2. The Director General, Higher Education, Haryana, Shiksha Sadan, Sector-5, Panchkula.
3. The Registrar, Kurukshetra University, Kurukshetra.
4. The Controller of Examinations, M.D.University, Rohtak.
5. University Librarian, Vivekananda Library, M.D.University, Rohtak.
6. The Dean, Students' Welfare, M.D.University, Rohtak.
7. All the Heads of the University Teaching Departments, M.D.University, Rohtak.
8. The Chief Warden (Boys), M.D.University, Rohtak.
9. The Chief Warden (Girls), M.D.University, Rohtak.
10. All the Branch Officers, M.D.University, Rohtak.
11. The Joint Director (Audit), M.D.University, Rohtak.
12. The Director, University Computer Centre, M.D.University, Rohtak. He is requested to **kindly upload the same on the University website at appropriate place.**
13. OSD to Vice-Chancellor, M.D.University, Rohtak.
14. OSD to Registrar, M.D.University, Rohtak.
15. Superintendent (Acad.-II), M.D.University, Rohtak.
16. AC-II and VI Sets, Academic Branch, M.D.University, Rohtak.


Deputy Registrar (Academic)
for REGISTRAR 

MAHARSHI DAYANAND UNIVERSITY ROHTAK
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ANNEXURE- A/1

MAHARSHI DAYANAND UNIVERSITY ROHTAK
ORDINANCES

1. Starting of Post Graduate Diploma/Certificate Programs in Law

Starting of the following new programs in the M.D.University Centre for Professional and Allied Studies, Gurugram as well as in the Department of Law, M.D.University, Rohtak w.e.f. the session 2019-20:-

- (i) Post Graduate Diploma/Certificate program in Labour Law and Social Welfare
- (ii) Post Graduate Diploma/Certificate program in Cyber law

[E.C. Reso. No. 28 of 29.07.2020]

2. Discontinuation of M.Phil (SFS) Programme in Visual Arts

Discontinuation of M.Phil (SFS) Programme in Visual Arts from the session 2019-20.

[E.C. Reso. No. 30 of 29.07.2020]

3. Amendment in Chapter-VI, Migration, Enrolment and Fee details

Amendment in Chapter-VI, Migration, Enrolment and Fee details relating to RR/CR, enhancement of late fee for admission/promotion, cut off date for Inter University/College Migration etc.

Amendment in Chapter-VI, Migration, Enrolment and Fee details

Existing	Amended
In case a College/Institute fails to do the needful, the RR-cum-exam form shall be accepted with requisite fee in one go and penalty of Rs.5/-per student per day shall be charged in respect of each kind of fee separately as already provided in ordinance before one month of the commencement of examination of a course.	In case a College/Institute fails to submit the Registration Return-cum-Examination Form and Continuation Return within prescribed time limit (without late fees), the same will be accepted with late fees @ Rs. 2/- per day per student in respect of each kind of fee including examination fee (total @ Rs. 20/- per day per student) for first 7 days and after this @ Rs. 65/- per student per day i.e. (Rs. 5X9=45+Rs. 20 examination fee) shall be charged in respect of each kind of fee separately

	as already provided in ordinance before one month of the commencement of examination of a course.
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Note:

1. The applications for Inter College/University Migration will be accepted upto 30th September. The applications received after this date will not be considered for migration in any case. The R&S branch will complete all formalities for Inter College and Inter University Migrations and branch changes latest by 30th October.
2. The last date of online submission of RR/CR should not be on Monday or next date to Gazetted Holidays.

[E.C. Reso. No. 32 of 29.07.2020]

4. Revision of Ordinance of the Admission Committee

Revision of Ordinance of the Admission Committee (Appendix C/1 pages 1-2).

[E.C. Reso. No. 40 of 29.07.2020]

5. Adoption of MCA-2 year regular program and eligibility criteria for admission to this program as per latest guidelines of AICTE and Ordinance thereof

Adoption of MCA-2 year regular program and eligibility criteria for admission to this program as per latest guidelines of AICTE from the session 2020-21 (Appendix C/2 page-3); and Ordinance of MCA-2 year regular program as per Appendix C/3 pages 4-8).

[E.C. Reso. No. 46 of 29.07.2020]

6. Amendment to Clause-12 of Common Ordinance for 5-year integrated course

Amendment to Clause-12 of Common Ordinance for 5-year integrated course as under:-

Common Ordinance for 5-Year Integrated Courses:

Existing	Amended
<p>Clause-12 The candidate shall be treated as promoted to the next semester/class automatically subject to fulfilment of conditions as laid down in clause-9 of the Ordinance. However, promotion to 7th semester will be allowed only when he/she has cleared the 1st module (1st to 6th semesters).</p>	<p>Clause-12 The candidate shall be treated as promoted to the next semester/class automatically subject to fulfilment of conditions as laid down in clause-9 of the Ordinance. However, promotion to the 7th semester will be allowed only when he/she has cleared atleast 50% papers of 1st module (1st to 6th semesters). Note: The above amendment be made applicable forthwith to all students (old as well as new)</p>

NOTE: THE ABOVE AMENDMENT BE MADE APPLICABLE FORTHWITH TO THE NEW STUDENTS. HOWEVER, AUTOMATIC PROMOTION BE ALLOWED TO OLD STUDENTS SUBJECT TO FULFILMENT OF CONDITIONS AS LAID DOWN IN CLAUSE-9.

[E.C. Reso. No. 69 of 29.07.2020]

7. Prescription of Ordinances of M.Phil & Ph.D. Program

Prescription of Ordinances of M.Phil & Ph.D. Program from the session 2020-21 as per Appendix C/4 pages 9-33).

[E.C. Reso. No. 74 of 29.07.2020]


Deputy Registrar (Academic)
for REGISTRAR

**MAHARSHI DAYANAND UNIVERSITY ROHTAK
RULES**

8. Amendments in the rules governing for payment of Honorarium on the spot to the non-official members

Amendments in the rules governing for payment of Honorarium on the spot to the non-official members for attending the meetings as under:-

Existing	Amended
An honorarium of Rs.2,000/- be paid to the non-official member (non-official members means members other than from M.D. University, its affiliated Colleges and the State Govt.) of the Court, the Executive Council, the Academic Council, the Finance Committee, the selection committee, the establishment committee, the Department Research Committee, the boards of the studies, and the Faculties for attending the meetings.	An honorarium of Rs.2,000/- be paid to the non-official member (non-official members means members other than from M.D. University, its affiliated Colleges and the State Govt.) of the Court, the Executive Council, the Academic Council, the Finance Committee, the selection committee, the establishment committee, the Department Research Committee, the boards of the studies, and the Faculties for attending the meetings. Such honorarium be also paid to the outside expert/ members of the various committees' constituted by the Vice-Chancellor/ Academic Council/ Executive Council and Court. Further, the outside experts/ members be treated as University Guest (s).

Note: THIS HONORARIUM BE PAID ALONGWITH TA/DA AS PER RULES.

[E.C. Reso. No. 15 of 29.07.2020]

9. Reviewal of existing rates of remuneration to officials of the Secrecy, Re-evaluation, Conduct and Result Branches

Reviewal of existing rates of remuneration to officials of the Secrecy, Re-evaluation, Conduct and Result Branches (Appendix C/5 pages 34-44), as were approved by the Executive Council vide Reso.No.34 dated 2.07.2018 (Appendix C/6 pages 45-50) under Sr. No. 65 to 72 corresponding to these branches.

[E.C. Reso. No. 16 of 29.07.2020]

10. Qualifications, eligibility and nature of appointment for the post of Director, MDU CPAS, Gurugram

Qualifications, eligibility and nature of appointment for the post of Director, MDU CPAS, Gurugram (Appendix C/7 page 51).

NOTE:

"AN EMINENT SCHOLAR WITH A DOCTORAL DEGREE IN LAW, MANAGEMENT OR ALLIED SUBJECT WITH AT LEAST 5 YEARS EXPERIENCE AS PROFESSOR AT STATE/CENTRAL GOVT. UNIVERSITY/INSTITUTE LEVEL ACTIVELY ENGAGED IN RESEARCH. A MINIMUM OF 5 YEARS OF ADMINISTRATIVE EXPERIENCE AT STATUTORY LEVEL/SENIOR POSITION IS ESSENTIAL.

THE AGE OF THE RETIREMENT WILL BE 60 YEARS. HOWEVER, SUPERANNUATED PERSONS MAY ALSO BE CONSIDERED FOR APPOINTMENT ON CONTRACTUAL BASIS UPTO ATTAINING THE AGE OF 65 YEARS. IN CASE OF EXCEPTIONALLY GOOD CANDIDATES, CONTRACTUAL APPOINTMENT OF DIRECTOR MAY BE CONSIDERED UPTO THE AGE OF 70 YEARS."

[E.C. Reso. No. 41 of 29.07.2020]

11. Amendment in Clause-3 of Chapter-15, relating to 'Conduct of Meetings of the Faculties'

Amendment in Clause-3 of Chapter-15, relating to 'Conduct of Meetings of the Faculties' of M.D.University Calendar Volume-III:

Existing	Amended
The Dean shall, not less than 10 days previous to each meeting of the Faculty, issue to each member a notice stating the date, time and place of the meeting alongwith the agenda and related papers. However, in the case of emergent meeting, the Dean, with the prior approval of the Vice-Chancellor, may suspend or modify the operation of this rule, provided 2/5 th of the members of the Faculty send a written request to the Dean.	The Registrar(Secretary) in consultation with the approval of concerned Dean of the Faculty, shall, not less than 10 days previous to each meeting of the Faculty, issue to each member a notice stating the date, time and place of the meeting alongwith the agenda and related papers. However, in the case of emergent meeting, the Dean, with the prior approval of the Vice-Chancellor, may suspend or modify the operation of this rule.

[E.C. Reso. No. 48 of 29.07.2020]

12. Amendment to Clause-8(i) of the Rules pertaining to participation in seminars/ conferences/workshops etc.

Amendment to Clause-8(i) of the Rules pertaining to participation in seminars/ conferences/workshops etc. appearing in Chapter-25 of University Calendar Vol.- III (Appendix C/8 page 52).

[E.C. Reso. No. 50 of 29.07.2020]

13. Prescription of Qualifications and Selection Criteria for the posts of Receptionist, Junior Store-Keeper, Steno-typist and Clerk-cum Junior Data Entry Operator

Prescription of Qualifications and Selection Criteria for the direct recruitment to the posts of Receptionist and Junior Store-Keeper (Appendix C/9 pages 53-57).

and Qualifications & Selection Criteria to the post of Steno-typist and Clerk-cum Junior Data Entry Operator (Appendix C/10 pages 58-70).

[E.C. Reso. No. 65 of 29.07.2020]

14. Prescription of qualifications for appointment to the post(s) of Professor and Associate Professor in Self-Financing Colleges of Education for B.Ed. & M.Ed. Courses

Prescription of qualifications for appointment to the post(s) of Professor and Associate Professor in Self-Financing Colleges of Education for B.Ed. & M.Ed. Courses affiliated to this University (Appendix C/11 page 71).

[E.C. Reso. No. 70 of 29.07.2020]

15. Award of best Ph.D. thesis

Award of best Ph.D. thesis of the faculties :

1. Dean, Academic Affairs will invite proposals every academic year from various Teaching Departments of the University for consideration of the said award(s). Academic year on which the degree is awarded will be considered for the award.
2. Heads of the Departments will recommend the names of suitable research scholars through the Dean of the Faculty. Names of only those research scholars whose research papers have accepted/published in reputed, International/National Journals with latest Impact Factor will be considered (Thompson & Reuters). Latest Impact Factor of each Journal in which papers have been accepted/published should be specified in the proposal(s) along with documentary proof thereof.
3. Only those accepted/published research papers which have been appended along with the Ph.D thesis shall be considered for the said award.

4. Every candidate whose Cumulative Impact Factor (CIF) of various research papers appended alongwith Ph.D thesis exceeds 10.00 shall be eligible for University Gold Medal for best Ph.D thesis. The detailed criteria is as under:

Sr. No.	Category	Minimum Eligibility	Award	Cash Prize (in Rs.)	Selection Criteria
1.	University Gold Medal	CIF > 10.00	Gold Medal + Citation	1,00,000/-	Highest Impact Factor
2.	University Silver Medal	CIF > 10.00	Silver Medal + Citation	51,000/-	Second Highest Impact Factor
3.	University Bronze Medal	CIF > 10.00	Bronze Medal + Citation	31,000/-	Third Highest Impact Factor
4.	Faculty Best Ph.D thesis award	CIF > 3.00	Citation	21,000/-	Highest in each faculty
5.	Certificate of Appreciation	CIF > 10.00	Citation	11,000/-	CIF > 10.00 but below Bronze Medal category and excluding Faculty Best Thesis award

[E.C. Reso. No. 71 of 29.07.2020]


Deputy Registrar (Academic)
for REGISTRAR 

ORDINANCE: ADMISSION COMMITTEE

1. Admission of student of the University shall be regulated by a Committee of the Academic Council to be called 'Admission Committee', consisting of the following:
 - a) Vice-Chancellor Chairman
 - b) Dean, Academic Affairs
 - c) All Deans of Faculties
 - d) Dean Student Welfare
 - e) Dean College Development Council
 - f) Chief Warden Girls/Boys (both)
 - g) One Principal from each of the following categories of Colleges/Institutions recognised/maintained by the University to be nominated by the Vice-Chancellor for a term of two years.
 - i) College/Institutions maintained by the University
 - ii) Govt. Colleges other than the Colleges of Education
 - iii) Professional Colleges including Colleges of Education
 - iv) Other non-Govt. Colleges
 - h) Two members to be nominated by the Academic Council from amongst its own members for a term of two years.
 - i) Controller of ExaminationsThe Registrar shall be the Member Secretary. Two fifth of the member will form the quorum.

"The members of the colleges and the Deans of Faculties on the Campus only will be invited if at such a meeting matters concern the University Teaching Departments/Colleges on the Campus alone are to be discussed".

2. The Admission Committee shall, subject to the provisions of ordinance, decide :-
 - i) the manner in which admission to the University Teaching Departments and to the colleges recognised/ maintained by the University shall be regulated
 - ii) in particular and without prejudice to the generality of the foregoing power, the Committee may lay down :-
 - iii) the principles for drawing up to merit lists of candidates applying for admission, and the categories of candidates for which any seats are to be reserved and/or to whom any weightage is to be allowed for placement in the merit lists,

- iv) the number of seats to be available in the University Teaching Departments and in the Colleges (excluding Govt. Colleges). The seats for courses in Govt. Colleges will be decided on the recommendations of the Higher Education Commissioner, Haryana,
- v) the schedule of dates for admission to the various courses,
- vi) such other matters as may be referred to it by the Vice-Chancellor.

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Department of Computer Science & Applications

**NORMS FOR ADMISSION TO REGULAR MCA 2-YEAR PROGRAMME
AS PER THE LATEST GUIDELINES OF AICTE 2020-21**

With effect from the Session 2020-21

Eligibility for Admission to MCA 2-year Programme:

a) Passed BCA/B.Sc.(Hons.) Computer Science/ B.E. or B.Tech.(CSE/IT)/ B.Voc.(Software Development/IT) or an equivalent degree with having at least 50% marks (45% for SC/ST candidates of Haryana only) in aggregate.

Or

b) Passed B.Sc/ B.Com/ B.A with Mathematics at 10+2 level or at Graduation level with having at least 50% marks(45% for SC/ST candidates of Haryana only) in aggregate, along with the students admitted with this eligibility will have to simultaneously undertake additional *bridge course as prescribed by the University during the first semester.

*Note: * It is compulsory for each student to pass out bridge course (three additional theory papers and one practical as prescribed in scheme of examination of bridge course) as per University norms during the 1st year of MCA-2 year course and the degree will be awarded after the completion of bridge course. However, these papers under bridge course will be taught only in the 1st semester of the course.*

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Appendix C/3

Department of Computer Science & Applications

M. D. University, Rohtak

ORDINANCE FOR REGULAR MASTER OF COMPUTER APPLICATIONS (MCA) 2-YEAR PROGRAM

With effect from the Session 2020-21

1. The duration of the course leading to the conferment of the degree of MCA shall be two academic years divided into four semesters.
2. The minimum eligibility condition for admission to 1st semester of the course shall be as follows:-
 - a) Passed BCA/B.Sc.(Hons.)Computer Science/ B.E. or B.Tech.(CSE/IT)/ B.Voc.(Software Development/IT) or an equivalent degree with at least 50% marks (45% for SC/ST candidates of Haryana only) in aggregate.

Or

- b) Passed B.Sc/ B.Com/ B.A with Mathematics at 10+2 level or at Graduation level with at least 50% marks(45% for SC/ST candidates of Haryana only) in aggregate, alongwith the students admitted with this eligibility will have to simultaneously undertake additional **Bridge Course**^ as prescribed by the University during the first semester.

Note:

**Bridge Course: It is compulsory for each student to pass out Bridge Course (three additional theory papers and one practical as prescribed in Scheme of Examinations of Bridge Course) as per University Norms during the 1st year of Regular MCA 2- year program. However, these papers under Bridge Course will be taught only in the 1st semester of the course.*

3. The examination for the 1st and 3rd semesters shall ordinarily be held in the month of December/January and for the 2nd and 4th semesters, in the month of April/May on such dates as may be notified by the Controller of Examinations.

A supplementary examination for 1st & 2nd semesters shall be held along with their regular 1st & 2nd semester examinations. However, the supplementary examination for 3rd and 4th semesters of MCA 2-Year programme as well as Bridge Course shall be held simultaneously after every six months.

It is compulsory to complete the Industrial Internship Report/Project Work training by each student in regular MCA 2-year programme after 2nd semester examinations of 8 weeks duration and after 4th semester examinations of 6 weeks duration. Industrial Internship report/ Project

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work shall be submitted by each student to the Head of the Department/Principal/Director of the College/Institute through his/her supervisor latest by 31st July of the academic year. External viva of the Industrial Internship Report/Project Work will be held in month of August of the year.

4. After passing any Post Graduate Examination (MCA) from any University/College, candidate shall be allowed admission in any PG course in any of the Department/College. However, no hostel facilities shall be provided to them as admission in the hostel shall be allowed only once at the time of 1st entry in the University/affiliated Colleges running PG courses.

5. Every candidate shall be examined in the subject(s) as laid down in the syllabus and Scheme of Examination of MCA course prescribed by the Academic Council from time to time. The fail/reappear candidates will also appear in the examination as per syllabus applicable to regular students of that semester.

6. The examination schedule containing the dates of receipt of examination forms with and without late fee, shall be notified by the Controller of Examinations from time to time.

7. Every candidate shall be examined in the subjects as laid down in the scheme of the examination and syllabus prescribed by the Academic Council from time to time. There shall be 20% marks for internal assessment in the each paper (Theory/Practical/Industrial Internship Report/Dissertation/ Project Report).

The Head of the Department/Principal shall forward the internal assessment marks awarded by the concerned teacher on the basis of class test, written assignment and its Presentation/Seminar and attendance in the classes etc. to the Controller of Examinations as per the following schedule:

(i) The Internal Assessment/Sessionals marks should be supplied by the Heads of the Departments/Principals of the Colleges/Heads of the Institutions invariably **within 20 days after the commencement of the examination** unless mentioned explicitly in view of the requirement of the specific course.

(ii) Thereafter, a late fee @ Rs.25/- per candidate per subject shall be charged from the Department/College/Institute concerned.

(iii) No Internal Assessment/ Sessionals marks shall be entertained, if the same are received into the University after 30 days of the declaration of results. However, Vice Chancellor may condone the delay with late fee after taking into consideration the merit of each case.

8. The Head of Department/Principal will preserve the record on the basis of which the internal assessment awards have been prepared for inspection, if needed by the University up to three months from the date of declaration of the result of semester examination.

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9. The candidate will be allowed to appear in the examination if he/she meets the following requirements:-

(a) Bears a good character

(b) Has been on the rolls of the Department/College/Institution during the semester.

(c) Has attended not less than 65% of lectures delivered in theory as well as practicals.

Relaxation in shortage of lectures upto 20% will be allowed by the Head of the Department/Principal of the College/institute on the following grounds:

(i) Self-illness;

(ii) Illness/death of parents, brother, sister or any other close family member;

(iii) Any other reason beyond the control of the student to the satisfaction of the Head of the Institution/Department.

10. The medium of instructions in the examination shall be English.

11. The minimum percentage of marks to pass the examination in each semester shall be:

(i) 40% in each theory paper

(ii) 40% in each practical examination or viva-voce/Project Report/Industrial Internship Training Report/Dissertation wherever prescribed.

(iii) 40% in the aggregate of each theory paper and internal assessment (and practical where practical is a component of theory paper).

12. The examination fee to be paid by the candidate for each semester shall be prescribed by the University from time to time.

13. (i) A candidate who fails to pass or having been eligible, fails to appear in any semester examination will be allowed to clear the re-appear paper(s) and also for improvement of result after passing a semester examination within a period of five years. While re-appearing to pass a semester examination, the candidate will be exempted from re-appearing in the papers/practicals in which he/she has secured 40% pass marks.

(ii) A candidate will be allowed to join the MCA 3rd semester class only if he/she clears all the subjects given in the Bridge Course.

(iii) The candidate shall be treated as promoted to the next semester/class automatically subject to fulfillment of conditions as laid down in clause-9 of the ordinance and the eligibility of the course.

14. The internal assessment awards as well as viva-voce awards of a candidate who fails in any semester examination shall be carried forward to the next examination.

15. Soon after the termination of the examination, the Controller of Examinations shall declare the result as early as possible.

16. The list of successful candidates after the fourth semester examination shall be arranged as under in three divisions on the basis of the aggregate marks obtained in the 1st , 2nd , 3 rd and 4th semester examinations taken together, and the division obtained by the candidate will be stated in his degree:-

(a) Those who obtain 60% or more marks -- First Division

(b) Those who obtain 50% or more marks -- Second Division but less than 60% marks

(c) Those who obtain less than 50% marks --Third Division

If a candidate secures 75% or more marks in a course in first attempt, he/she will be awarded 1st class Degree with Distinction.

NOTE: The candidate who has passes all the semester examination in the 1st attempt obtaining at least 75% marks in aggregate shall be declared to have passed in the 1st division mentioned in the degree.

17. After passing each semester examination, a candidate will be allowed to appear for improvement of result in one or more theory papers only once within the period prescribed in Clause-13 (i). Only improved marks (higher score) will be taken into account. The candidate will have to appear according to the current syllabus.

18. The grace marks will be allowed as per University rules.

19. The Industrial Internship Report/Project Report/Dissertation wherever prescribed in the syllabus/scheme of examination and required to be submitted in the University must reach in the concerned office within 10 days after the last date of submission as prescribed in the Ordinance.

20. The Industrial Internship Report/Project Report/Dissertation after 2nd and 4th semesters will be forwarded by the Head of the Department /Principal of College concerned. The candidate shall be required to submit three copies of his/her Industrial Internship Report/Dissertation/Project Report. The last date of receipt of Industrial Internship Report/Project Report/Dissertation in the office of Head of the Department/Principal of the college through his/her supervisor shall be 31st July of the year.

The candidate can submit the Industrial Internship Report/Dissertation/ Project Report with late fee of Rs.500/-within three months after the last date of receipt of the Industrial Internship Report/ Dissertation in the University. Provided that in exceptional cases, the Vice-Chancellor has the power to extend, on the recommendations of the Head of the Department/ Principal of the college concerned, the last date for receipt of Industrial Internship Report/ dissertation/ Project Report up to three months.

a) Industrial Internship Report/Project Report/Dissertation and Viva-Voce shall be evaluated/conducted jointly by the Internal and External examiner. If the two examiners are unable to agree in respect of a student, the average of the two awards shall be taken as final award of the Project.

b) The Industrial Internship Report/Dissertation/Project Report submitted by the candidates for any semester examination should not have been submitted earlier partially or fully for the award of any other diploma/degree in the University or any other University /Instruction. The candidates shall have to furnish a certificate to this effect while submitting the Industrial Internship Report/ dissertation/ Project Report.

c) The Industrial Internship Report/Project Report/Dissertation shall be carried out by the candidate individually. The same Industrial Internship Report/Project Report/Dissertation should not be submitted by two or more candidates otherwise the Industrial Internship Report/Project Report/Dissertation shall be cancelled by the University.

21. A candidate who joins regular MCA 2-Year programme shall not be allowed to pursue another course of study simultaneously in any institution of this University or any other University.

22. Any other point of the common ordinance for two year P.G. programme (four semesters) of M. D. University, Rohtak which may be applicable to this course.

23. Notwithstanding the integrated nature of this course which is spread over more than one semester, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the semester and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance subsequently and the amended Ordinance, if any, shall apply to all students, whether old or new.

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**Ordinance for M. Phil. Program
w.e.f. 2020-21 session**

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 Regulations for M.Phil. Program based on University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees Regulations, 2016) and amendments.
- 1.2 The ordinance shall be applicable from 2020-21.
- 1.3 All courses prescribed for M.Phil. program shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods.

2. DURATION

M.Phil. program shall be of one-year duration with course work spread over two semesters. The examination shall ordinarily be held in the month of December for 1st semester and May for 2nd semester on the dates notified by the University. A supplementary examination for 1st & 2nd Semesters for re-appear and improvement categories will be held along with next regular students in the months of December and May for both Semesters, as the case may be. The credits assigned to the program shall be at least 28 including 8 credits for dissertation and Viva-Voce.

3. ACADEMIC ELIGIBILITY

A candidate who has passed Master's Degree in a relevant subject of the M.D. University or an examination recognized as equivalent thereto with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7 Point scale, shall be eligible to seek admission to M.Phil. program.

A relaxation of 5% of marks from 55% to 50% or an equivalent relaxation of grade may be allowed for those belonging to SC/ST/Differently Abled candidates of the Haryana State only subject to the condition that the qualifying marks without including the grace marks procedures.

4. APPLICATION FOR ADMISSION

- 4.1 The candidate shall apply for admission to M.Phil. program in the manner stipulated by the University from time to time.
- 4.2 Separate application form (s) shall be filled up for each program.

5. ADMISSION PROCEDURE

- 5.1 Applications for admission to M.Phil. program shall be invited through advertisement once in a year normally in the month of July/August or as decided by the University.
- 5.2 The University shall make admissions to M.Phil. program through an Entrance Test. The syllabus of the Entrance Test shall be as prescribed for NET by UGC/CSIR/ICAR etc. In case NET examination is not conducted for any subject, the syllabus for the entrance test will be decided by the concerned University Teaching Department through the Departmental Committee.

- 5.3 Entrance Test will be of 100 marks and a candidate must secure 50 % marks to qualify the same. In case of SC/ST of Haryana State/ Differently-abled candidates, a relaxation of 5% marks from 50 % to 47.5% will be allowed. There will be no negative marking.
- 5.4 The candidates who have qualified UGC/CSIR-JRF/NET or any other similar examination / SLET (Haryana State) as the case may be are exempted from entrance test for admission to M.Phil program.

Note:

- a. The candidates who are covered under the exempted categories may also appear in the entrance test, if they so desire, to improve their weightage.
- b. There will be a common entrance test for admission to Ph.D. and M.Phil. Programs.

6. CRITERIA FOR PREPARING MERIT LIST

The merit list for admission to M.Phil. Program shall be prepared by the Department/Institute/Centre according to the following criteria:

- (i) 20% marks of the percentage of marks in the Master's degree examination.
- (ii) 15% marks of the percentage of marks in the Bachelor's (Hons.) degree examination in the concerned subject.
- OR**
- (iii) 10% marks of the percentage of marks in the Bachelor's degree examination.
- (iv) 40% marks of the percentage of marks in the entrance test.

OR

Weightage of 35 marks to those candidates who have qualified for JRF (entitled for scholarship).

OR

Weightage of 30 marks to those candidates who have passed NET/SLET (Haryana State only)/JRF (not entitled for scholarship).

- (v) Weightage of 5 marks, 2.5 each to the candidates for passing undergraduate and postgraduate, from Maharshi Dayanand University, Rohtak.
- (vi) Weightage of 2.5 marks for every six months (maximum weightage of 10 marks) to the Project Fellows working in various major research projects funded by the UGC and other Government agencies.

Note-

- (a) The merit of the candidates who are availing weightage of JRF/NET will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.
- (b) If two or more candidates secure identical marks in the merit, the candidate senior in age will be given preference.
- (vii) While granting admission to students to M.Phil. Program, the Department/Institute/Centre will adhere to the State Government Reservation Policy.
- (viii) The number of seats for M.Phil. Program in each subject shall be decided by the concerned University Teaching Department/Institute/Centre keeping in view the Clause 9.3 of this ordinance and advertised accordingly by the University.

- (ix) Admission Committee will consist of Head of the Department/Director and three Professors, one Associate Professor and one Assistant Professor by rotation. All members must satisfy eligibility conditions to be M.Phil. Supervisor. If a Department/Centre/Institute does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department /Centre/Institute does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members, which shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department/Director from amongst the teachers of the concerned/relevant Faculty.

7. SCHEME, SYLLABI AND EXAMINATION

- 7.1 The credit requirement for M.Phil. Program including credit for the course work shall be of 28 credits in all (1 credit is equals to 25 marks).
 - i). The first semester comprising 14 credits (3 courses of 4 credits each and one course of 2 credits) with one course on Research Methodology of four credits and another on Research and Publication Ethics of two credits.
 - ii) The second semester shall comprise of one course of 4 credits and other of 2 credits along with M.Phil. Dissertation of 8 credits.
- 7.2 20% marks in each theory course (excluding practicals) shall be assigned for internal assessment. The internal assessment shall comprise two written assignments and two presentations of 5% marks each. The concerned teacher shall maintain the record on the basis of which internal assessment has been awarded for atleast three months after the declaration of results. HOD shall maintain the record of award list for atleast three months after the declaration of results.
- 7.3 Every candidate shall be examined in the course(s) as per the criteria laid down in the scheme of examination approved by the Academic Council from time to time.
- 7.4 The examination in M.Phil. shall be open to a student whose name is submitted to the Controller of Examinations by the concerned Head of the University Teaching Departments along with the following certificates:
 - i) of having remained on the roll of the University Teaching Departments during the semester preceding the examination.
 - ii) of having attended not less than 65% of total lectures delivered in each theory paper and 75% in practicals.
- 7.5 A candidate who has failed in one or more paper(s) or having been eligible failed to appear in the examination may be allowed to appear/re-appear in the paper(s) within the period of three years of his admission to the course. Such a candidate shall be exempted from re-appearing in the paper(s) in which he/she may have obtained at least 55% marks. The candidate shall be promoted to 2nd semester automatically, provided that a candidate has completed the requirements as given in clause 7.4 for the 1st semester.
- 7.6 A candidate who fails in an examination or having been eligible, fails to appear in an examination, who takes the examination under Clauses 7.5 shall unless approved by the Controller of Examinations by the concerned Head of the University Teaching Departments along with the following certificates:
 - i) of having remained on the roll of the University Teaching Departments during the semester preceding the examination.
 - ii) of having attended not less than 65% of total lectures delivered in each theory paper and 75% in practicals.

otherwise by the Academic Council take the examination as an ex-student according to the syllabus prescribed for regular students appearing for that examination.

7.7 A candidate who does not complete the requirements for the award of degree within the period of three years of his admission to the program shall be declared to be unfit for M.Phil. Program of this University in the subject concerned. The women candidates and persons with disability (more than 40% disability) may be allowed relaxation of one additional year. In addition, the women candidates may be provided maternity leave/child care leave once in the entire duration of M.Phil. for upto 240 days, subject to satisfying Clause 7.4(i).

7.8 A candidate who has passed M.Phil. examination may reappear once in one or more theory paper(s) to improve the grade within the period of three years as an Ex-student.

8. MEDIUM

The medium of instructions and examination shall be as under:

- i) The subjects under the Faculty of Social Sciences, Commerce, Education and Performing & Visual Arts : Hindi/English
- ii) Faculty of Humanities
 - a) in case of English : English
 - b) in case of Hindi : Hindi
 - c) in case of Sanskrit : Sanskrit/Hindi/English
 - d) in case of Journalism & Mass Communication : Hindi/English
- iii) The subjects under the Faculty of Physical Sciences and Life Sciences : English

9. Appointment of Supervisors

9.1 The Departmental Committee should consist of faculty members who are otherwise eligible for appointment as M.Phil. Supervisors. The Departmental Committee shall allocate the supervisor to a candidate and finalize the area of his/her dissertation by the end of semester I. The allocation of Research Supervisor for a candidate shall be decided depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interest of the student.

9.2 A regular teacher appointed through duly constituted selection committee and approved by the University, possessing a Ph.D. degree will be eligible to supervise the M.Phil. Dissertation

9.3 The maximum number of M.Phil. students that a Research Supervisor/Co-supervisor guide, at any given point of time, shall be as under:

Professor	:	3
Associate Professor	:	2
Assistant Professor	:	1

9.4 The concerned Head of the Department shall send the soft copy (pdf file) of the list of M.Phil. Students along with area of dissertation, name of supervisors and date of enrollment to the R&S Branch after holding the meeting of the Research Advisory

Committee for this purpose and the same will be uploaded on the University Website by the R&S Branch of the University.

10. PLAGIARISM CHECK

The following guidelines must be adhered to for submitting the Plagiarism report at the time of submission of M.Phil. thesis:

- 10.1 The M.Phil. must undergo a Plagiarism check by Turnitin/ iThenticate or any other software recommended by the University from time to time.
- 10.2 The similarity checks for plagiarism shall exclude the following:
 - i) Quoted work(s) reproduced with proper attribution;
 - ii) All references, bibliography, table of content, preface and acknowledgements;
 - iii) All generic terms, laws, standard symbols and standard equations, mathematical formula;
 - iv) Exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words;
 - v) Small similarity less than 1% (to account for name of supervisor, institution, department etc.).
- 10.3 The admissible level of similarity is 10%.
- 10.4 Regarding self-Plagiarism or cases where published work of the student is shown as similarity in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check except theory and methodology. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library which will perform the final check.
- 10.5 The final Plagiarism check from the University library is essential so that the correct report is submitted at the time of thesis submission.
- 10.6 The University Library will issue the Plagiarism Verification Certificate duly countersigned by the Supervisor that the similarity index is acceptable as per UGC guidelines applicable from time to time and adopted by the University. This certificate has to be included in the thesis.

11. PASS MARKS

- 11.1 The minimum number of marks required to pass the M.Phil examination shall be as under:
 - (i) 50% marks in each written paper/practical/dissertation and viva-voce separately.
 - (ii) 50% marks in aggregate of theory and internal assessment.
 - (iii) 55% marks in aggregate or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the program and submit the dissertation.
- 11.2 A candidate who has secured 60% or above marks shall be considered to have passed in First division. Candidates who have secured 55% or above but below 60% shall be considered to have passed in Second division.

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12. EVALUATION

Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

- 12.1 The M.Phil. scholar shall be required to undertake research work and produce a draft dissertation within a time stipulated by the University upon satisfactory completion of course work, and obtaining the marks/grade prescribed in clause 11.1 above.
- 12.2 M.Phil. scholars shall be required to attend atleast one workshop of one week duration on research methodology/academic writing/ Data analysis/Statistical analysis and research related issues. Participation certificate will have to be submitted as proof of having attended it.
- 12.3 The M.Phil. dissertation may be submitted by the candidate to the Controller of Examination/Secrecy Branch through the office of concerned HOD after the examination of 2nd semester, without a late fee till 30 September and thereafter with a late fee of Rs.1000/ or as prescribed by the University from time to time.
- 12.4 The M.Phil. dissertation submitted by the candidate shall be evaluated External Examiner out of the panel approved by PGBOS and the Supervisor. The viva-voce examination shall be conducted by the External Examiner and the Supervisor together and shall be open to all faculty members and students of the Department. In the event of non-availability of supervisor with cogent reasons, in conducting the viva-voce, the concerned Head of the Department shall act as supervisor.
- 12.5 The public viva-voce of the research scholar to defend the dissertation shall be conducted only if the evaluation report of the external examiner on the dissertation is satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner is unsatisfactory and does not recommend viva-voce, the University shall send the dissertation to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 12.6 The University shall complete the entire process of evaluation of M.Phil. dissertation including holding of viva-voce and declaration of final result within a period of three months from the date of submission of the dissertation.
- 12.7 The request of a candidate interested for publication of his/her M.Phil. dissertation shall be considered whether the dissertation is suitable/fit for publication or not by a Committee consisting of the Dean of the Faculty (Chairperson), Head of the Department (Member) and Supervisor (Member). If the Dean of the Faculty and Head of the Department are the same, the Vice-Chancellor may nominate some other teacher from the concerned Faculty. The recommendations of the Committee shall be referred to the Vice-Chancellor for consideration and approval.

13. FEE FOR M.PHIL.PROGRAM

The fee structure of M.Phil. program shall be governed by the rules of the University as applicable from time to time.

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ORDINANCE FOR DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)
w.e.f. 2020-21 session

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 Regulations for Ph.D. Program are based on University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees Regulations, 2016) and amendments.
- 1.2 The ordinance shall be applicable from 2020-21. Therefore, this ordinance will not be applicable to the research scholars already registered under preceding ordinances.
- 1.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods.
- 1.4 The degree of Doctor of Philosophy (Ph.D.) may be awarded in any Faculty of the University.
- 1.5 Subject to the general guidance of the Academic Council, research studies in the University leading to the Degree of Doctor of Philosophy shall be regulated by the various Post Graduate Boards of Studies/relevant Board of Studies.

2. ACADEMIC ELIGIBILITY

A candidate seeking admission to the Ph.D. Program must satisfy the following relevant academic criteria:

(i) Master's degree with at least 55% marks in aggregate or its equivalent B grade in UGC seven-point scale in the subject concerned or in an allied subject.

(ii) For Management Sciences - Master's Degree or any other degree recognized equivalent thereto in (a) Business Administration or Economics or Commerce or in allied subjects with at least 55% marks OR (b) Post Graduate Diploma in Management recognized equivalent to MBA by AICTE with 55% marks or its equivalent B grade in UGC seven-point scale.

OR

(iii) Candidates with Qualifications as laid down in (ii) shall also be eligible for pursuing Ph.D. in Economics/Commerce.

OR

(iv) M.Phil. degree (regular mode only and as per UGC norms) or a recognized equivalent degree beyond Master's degree level with atleast 55% marks or its equivalent B grade in UGC seven-point scale in the concerned or allied subject.

Note: The eligibility will be 50% or an equivalent grade for SC/ST/Differently Abled candidates of the Haryana State only.

3. APPLICATION FOR ADMISSION

- 3.1 The candidate shall apply for admission to Ph.D. program in a manner stipulated by the University from time to time.
- 3.2 Separate application form(s) shall be filled up for each subject.

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4. ADMISSION PROCEDURE

4.1 Applications for admission to Ph.D. program shall be invited through advertisement once in a year normally in the month of July/August or as decided by the University. Departments may float seats with specialization, if deemed necessary.

4.2 The University shall make admissions to Ph.D. program through an Entrance Test. The syllabus of the Entrance Test shall be as prescribed for NET by UGC/CSIR/ICAR etc. In case NET examination is not available for any subject, the syllabus for the entrance test will be decided by the concerned University Teaching Department through the Departmental Committee.

4.3 Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same. In case of SC/ST of Haryana State/ Differently-abled candidates, a relaxation of 5% marks from 50% to 47.5% will be allowed. There will be no negative marking.

Note: There will be a common entrance test for admission to Ph.D. and M.Phil. Programs.

4.4 **The following categories of candidates are exempted from entrance test for Ph.D. program:**

- (i) The candidates who have qualified UGC/CSIR/JRF/NET/GATE (for Engineering only)/ GPAT (for Pharmaceutical Sciences only) or any other similar examination/ SLET (Haryana State) as the case may be.
- (ii) Candidates who are teacher fellowship holders/awardee of the fellowship by the DST (INSPIRE), ICMR, ICSSR or any other equivalent national level fellowship.
- (iii) Candidates who have passed Ph.D. course work/M.Phil. from Maharshi Dayanand University, Rohtak.

Note: The candidates who are covered under the exempted categories may also appear in the entrance test, if they so desire, to improve their weightage.

5. SUPERNUMERARY SEATS

The following category of supernumerary seats are earmarked for admission to Ph.D. program provided that they are otherwise eligible:

- (i) One supernumerary seat in each Department for candidates who are Principal Investigator/Co-PI having Research Project (more than 5 lacs) at MDU, Rohtak from any government funding agency.
- (ii) One supernumerary seat in each Department for foreign/NRI students (see Annexure 1 for NRI seat).

The merit will be prepared on the basis of marks obtained by the candidate in Post Graduate Program i.e. M.A./M.Sc./M.Com./ M.B.A./M.C.A. etc.

- (iii) One supernumerary seat in each Department for University appointed teachers working on regular basis with minimum eight years of service. If such seat(s) remain vacant in a Department, then it will go to University appointed non-teaching employees working on regular basis with minimum eight years of service.

For preparing merit list one mark for each year of service experience beyond eight years shall be given subject to the maximum of 10 marks. Experience of more than 6 months upto one year shall be counted as one year.

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The preference in admission shall be given to non-teaching employees having NET qualification. In case of nonavailability of NET qualified candidates, the merit list for non-teaching staff will be prepared on the basis of marks obtained by the candidate in PG program i.e. M.A./M.Sc./M.Com./M.B.A./M.C.A. etc.

- (iv) One supernumerary seat department-wise in Faculties of Social Sciences, Humanities, and Departments of Commerce, Management Sciences, and Law (UTDs and MDU-CPAS) for the officers working on senior Administrative posts i.e. IAS/IFS/IPS/IRS etc. (Group A of Civil Services examination conducted by UPSC); having minimum experience of ten years on the post. For preparing merit list one mark for each additional year of service beyond 10 years eligibility requirement shall be given.
- (v) One supernumerary seat department-wise in the Faculties of Life Sciences, Physical Sciences, Pharmaceutical Sciences, Engineering & Technology, and Interdisciplinary Studies for the Scientists working in Centre/State Government funded Research Labs/Institutions at the level of Scientist (E) or equivalent scale with experience of atleast 10 years. The merit list will be prepared on the basis of 'h index' (Scopus excluding self-citations).
- (vi) One supernumerary seat department-wise in Commerce, Economics, Management Sciences (UTDs & MDU-CPAS) and Pharmaceutical Sciences for the Corporate Professionals working atleast at General Manager (GM) level (or equivalent thereof) for minimum ten years at Corporate level with the condition that the company's turnover should be at least 300 crores per annum. For preparing merit list one mark for each year of industrial experience beyond ten years eligibility requirement subject to maximum 10 marks shall be given.
- (vii) One supernumerary seat department-wise in Commerce, Economics and Management Sciences (UTDs & MDU-CPAS) for Corporate Executive having atleast 10 years' experience in company/organization with annual turnover of atleast 300 crores and presently running their own enterprise/start-up with a minimum annual turnover of 25 lacs. For preparing merit list one mark for each year of start-up experience subject to maximum 10 marks.
- (viii) Two supernumerary seats department-wise in Defence & Strategic Studies and one each in English and Foreign Languages, Management Sciences and Law (UTDs and MDU-CPAS) and Journalism and Mass Communication for Commissioned Officers of ten years' experience in Defence Services. For preparing merit list one mark for each year of experience beyond ten years' subject to maximum 10 marks shall be given.
- (ix) Two supernumerary seats in the Department of Law (UTD and MDU-CPAS) are earmarked for admission to the candidates who are State Govt. Judicial officers/Superior Judicial Services/Judges from Punjab and Haryana High Court. The judicial officers are required to have minimum ten years' experience in their service. There shall be no requirement of service length for Superior Judicial Services.

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For preparing merit list one mark for each year of experience in the service and beyond eligibility (wherever applicable) subject to maximum 10 marks shall be given.

The following conditions apply with regard to supernumerary seats:

- a) Applicants are exempted from entrance test provided that they are otherwise eligible.
- b) If two or more candidates secure identical marks in the merit, the candidate senior in age will be given preference.
- c) The admission will be subject to the availability and consent of Supervisor. Number of seats under a supervisor should remain within limit as per Clause 12 of the Ordinance.
- d) The HOD's will ensure that Ph.D. student admitted under supernumerary category must complete any one of the following teaching-learning plan (at least 6 hours of teaching per day) which may be a blend of online-offline mode with prior approval of the Vice-Chancellor:

A 30 days' modular Ph.D. Course work which shall be a weekend program spread over the whole semester with teaching-learning and evaluative arrangements to be made by the concerned Head of the Department (OR) A 30 days' modular Ph.D. Course work customized for the proposed researcher by the Head of the Department in consultation with course-in charge.

6. CRITERIA FOR ADMISSION OF STUDENTS HAVING JRF (ENTITLED FOR SCHOLARSHIP)/TEACHER FELLOWSHIP/ DST (INSPIRE) FELLOWSHIP, ICMR OR ANY OTHER EQUIVALENT NATIONAL LEVEL FELLOWSHIPS WITH THE VALIDITY TO PH.D. PROGRAM

Admission to Ph.D. program will be offered to candidates who have qualified as JRF (entitled for scholarship)/teacher fellowship holders/ awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship with the validity period. The candidates of above category may join Ph.D. program in the University on the recommendations of the concerned Supervisor (provided he/she does not exceed the limit as mentioned at Clause 12) and the Head of the Department concerned any time during the academic session and will complete the Ph.D. course work in the subsequent session. He or She will apply through prescribed application form given in the prospectus.

7. CRITERIA FOR PREPARING MERIT LIST FOR CANDIDATES APPLYING AGAINST ADVERTISED SEATS

7.1 The merit list of candidates seeking admission to Ph.D. Program against the number of seats advertised shall be prepared by the Department according to the following criteria:

- a).
 - (i) 20% marks of the percentage of marks in the Master's degree examination.
 - (ii) 15% marks of the percentage of marks in the Bachelor's (Hons.) degree examination in the concerned subject OR 10% marks of the percentage of marks in the Bachelor's degree examination.
 - (iii) 40% marks of the percentage of marks in the entrance test.

OR

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Weightage of 30 marks to those candidates who have passed JRF/NET/GATE (for Engineering only)/GPAT (for Pharmaceutical Sciences only)/SLET (Haryana State only).

OR

Weightage of 25 marks to those candidates who have passed M.Phil./Ph.D. course work examination of M.D. University, Rohtak.

OR

Weightage of 3 marks for each year of teaching experience (maximum 24 marks) to Assistant Professor in University/College for the same subject appointed through duly constituted selection committee.

- b) Weightage of 5 marks, 2.5 each to the candidates for passing undergraduate and postgraduate, from Maharshi Dayanand University, Rohtak.
- c) Weightage of 2.5 marks for every six months (maximum weightage of 10 marks) to the Project Fellows presently working in various major research projects funded by the UGC and other Government agencies.
- d) 10 Marks for Interview (05 marks for domain knowledge and 05 marks for research aptitude)

Note:

- i) The merit of the candidates who are availing weightage of JRF/NET/GATE/GPAT will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.
- ii) If two or more candidates secure identical marks in the merit, the candidate senior in age will be given preference.

7.2 While granting admission of students to Ph.D. program, the Department/Institute will adhere to the State Government Reservation Policy.

7.3 The number of seats for Ph.D. program in each subject shall be intimated by the concerned University Teaching Department/ Institute/ Centre and advertised accordingly by the University in view of Clause 12 of the Ordinance.

7.4 Admission Committee will consist of Head of the Department/Director and three Professors, one Associate Professor and one Assistant Professor by rotation. All members must satisfy eligibility conditions to be Ph.D. supervisor. If a Department/Centre/Institute does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department /Centre/Institute does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members, which shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department/Director from amongst the teachers of the concerned/relevant Faculty.

8. COURSE WORK

8.1 The credit requirement for Ph.D. course work shall be of 14 credits (1 credit equals to 25 marks) in all comprising 3 courses of 4 credits each and one course of 2 credits. It is mandatory to offer one course on Research Methodology of four credits and another on Research and Publication Ethics of two credits.

8.2 Each theory paper shall have an internal assessment of 20 % marks. It shall comprise of two written assignments and two presentations of 05% marks each. The concerned teacher/Head of the Department shall maintain the record on the basis of

- which internal assessment has been awarded for atleast three months after the declaration of results.
- 8.3 The candidates who have obtained M. Phil degree through regular mode from UGC approved university as per UGC norms shall be exempted from the Ph. D course work.
- 8.4 Every candidate shall be examined in the courses(s) as per criteria laid down in the scheme of examination approved by the Academic Council from time to time except the candidates who are exempted from the Ph.D. course work.
- 8.5 The amount of the examination fee to be paid shall be governed by the rules as applicable from time to time.
- 8.6 The candidate will be allowed to appear in course work examination, if he/she meets the following requirements:
- Bears a good moral character.
 - Has been on the rolls of Department/Institute during the concerned semester.
 - Has attended not less than 65% of lectures delivered in theory course and 75% in practicals.
- Note:** Relaxation in shortage of lectures up to 20% will be allowed by the Head/Director of the Department/Institute/Centre on the following grounds:
- Self-illness;
 - Illness/death of parents, brother, sister or any other close family member;
 - Any other reason beyond the control of the student to the satisfaction of the Head/Director of the Department/Institute/Centre.
- 8.7 The minimum pass marks shall be:
- 50 % marks in each written paper/practical separately.**
 - 50% marks in aggregate of theory and internal assessment.**
 - 55 % marks in aggregate.**
- 8.8 A candidate who fails to pass or having been eligible fails to appear in the examination will be allowed to clear the re-appear paper(s) in consecutive two chances in December/May on such dates notified by the University. In reappear cases, the student will be exempted to appear in such papers in which he/she has obtained 55 per cent marks.
- 8.9 The internal assessment awards of a candidate who fails in examination shall be carried forward to the next examination.
- 8.10 If a candidate fails to pass Ph.D. course work examination within the time stipulated in Clause 8.8 above, his/her admission to Ph.D. program shall be cancelled.
- 8.11 The Controller of examination shall publish a list of candidates who have passed the Ph.D. course work examination.

9. PROCEDURE FOR REGISTRATION

- 9.1 The following categories of candidates from among those admitted to Ph.D. program are eligible to apply for registration to Ph.D.:
- who are exempted from Ph.D. course work in terms of Clause 8.3
 - who have passed Ph.D. coursework of the University in terms of Clause 8.7
- 9.2 **The Departmental Committee and its Functions**
The Departmental Committee shall be constituted as per Ph.D. Ordinance Clause 9.6 (i & ii) It shall have the following functions:

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- (i) To allocate Supervisor to a student eligible for Ph.D. registration keeping into consideration the research interest of the student and consent of the supervisor.
- (ii) To constitute the Research Advisory Committee (RAC) for each candidate on the recommendation of the Research supervisor.

9.3 Research Advisory Committee and its Functions

A Research Advisory Committee (RAC) shall consist of the following:

- i) Concerned Supervisor (Convener).
- ii) One Professor (Member). In case of non-availability, a Professor from related/allied discipline may be co-opted.
- iii) One Professor/Associate Professor/Assistant Professor from the faculty members of the concerned or related Department, preferably in the related research area (Member).

9.4 The Research Advisory Committee shall have the following functions:

- i) To review the research proposal and suggest the topic of research
- ii) To appoint a Co-supervisor in terms of Clause 9.9 (ii), if need be. It shall be ratified by DRC. Co-Supervisor can also be allowed in domains of interdisciplinary and intradisciplinary nature from the UTDs or from other institutions.
- iii) In special circumstances, viz. in the case of subjects of inter-disciplinary/inter-specialty nature, the RAC may recommend the appointment of a Co-Supervisor who can be from other universities/ research institutes as well, for reasons to be recorded. In case of IMSAR, Pharmacy, UIET, industry person can be appointed as co-supervisor provided he/she have Ph.D., is at Senior level position with at least 15 years' experience after post-graduation.
- iv) To guide the research scholar to develop the study design and methodology of research.
- v) To periodically review the progress of the research work of the research scholar. The six monthly progress report of the research scholar alongwith the recommendations of RAC shall be forwarded to the HOD/Director for further processing.

9.5 Application(s) on the prescribed form for registration to Ph.D. program along with synopsis/research proposal duly approved and signed by the Supervisor received upto 31st October/31st March (or as decided by the University from time to time) shall be considered by the Department twice a year.

Note: The candidature for the Ph.D. Registration would be valid for one year from the date of his/her eligibility for the registration.

9.6(i) The Departmental Committee for considering the applications for registration to Ph.D. program will consist of all Professors, Associate Professors and Assistant Professors of the Department provided they are otherwise eligible for appointment as Ph.D. Supervisors.

(ii) However, in case of registration to Ph.D. program for all science subjects in Applied Sciences in UIET, the Departmental Committee will consist of

- a. Director, UIET
- b. One Professor and One Associate Professor to be nominated by the HOD of the concerned UTD, seniority-wise by rotation for a period of two years.

- c. All Professors, Associate Professors and Assistant Professors of Applied Sciences working in UIET.
- (iii) The registration to Ph.D. Program for non-science subjects in UIET, shall be handled by the concerned University Teaching Department and the Degree shall be awarded by the concerned Faculty.
- (iv) The proposed supervisor will also be invited to attend the meeting of the Departmental Committee only during the presentation of his/her candidate, if the supervisor is not its member.
- 9.7 (i) A copy of the synopsis/research proposal of each applicant shall be sent to all the members of the RAC by its Convener, under intimation to the Head of the Department/Director, at least seven days before the meeting. The candidates will be invited to defend their synopsis/research proposal before the RAC.
- (ii) The RAC may:
- Recommend the research proposal in its original form to Departmental Research Committee (DRC) for its consideration.

OR

- Recommend the research proposal with amendments to Departmental Research Committee (DRC) for its consideration.
- 9.8 (i) Head of the Department/Director of the Institute shall place the application(s) along with the recommendations of the RAC before the Departmental Research Committee (DRC). The candidate(s) will also be invited to defend their synopsis/research proposal(s) before the DRC which shall consist of the following:
- (a) Head of the Department concerned/Director of the Institute/Centre - Chairperson
 - (b) All Professors and Associate Professors of the concerned Department/Institute
 - (c) One Assistant Professor (eligible to be appointed as Ph.D. Supervisor) from the Department/Institute to be nominated by the HOD/ Director by rotation for a period of two years.
 - (d) Two outside experts to be nominated by the Vice-Chancellor for a period of two years out of the panel of six experts recommended by the Departmental Committee.
 - (e) Dean of the Faculty.
- (ii) The DRC for Applied Sciences in UIET shall consist of the following:
- (a) Director, University Institute of Engineering & Technology - Chairperson
 - (b) Head of the concerned University Teaching Department.
 - (c) One Associate Professor to be nominated by the Head of the concerned University Teaching Department by rotation for a period of 2 years.
 - (d) All Professors and Associate Professors of the concerned subject working in University Institute of Engg. and Tech.
 - (e) One Assistant Professor eligible to be appointed as Ph.D. Supervisor of the concerned subject working in University Institute of Engg. and Tech. to be nominated by the Director UIET by rotation for a period of 2 years.
- (iii) 2/5th of the members of DRC shall form the quorum. The proceedings of the meeting of the Departmental Research Committee will be valid if at least one out of two experts attends the meeting.
- 9.9(i) The Departmental Research Committee may:

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Recommend the research proposal in its original form to Post Graduate Board of Studies (PGBOS)/ Board of Studies (BOS) for its consideration.

OR

Recommend the research proposal with amendments to PGBOS/ BOS for its consideration.

OR

Reject the proposal with reasons to be recorded.

- (ii) In case the supervisor, at the time of registration, has two or less years of service before retirement, a Co-supervisor from within the Department shall be mandatory. Co-supervisor must have at least four years of active service at the time of the proposal submitted. After retirement of Supervisor the appointed Co-supervisor shall continue to guide the particular research scholar as Supervisor and the Supervisor having retired will become Co-supervisor in that particular case.

Note:

- a) In no case, there shall be more than one Co-supervisor.
 - b) The qualifications for a Co-supervisor will be the same as prescribed for the Supervisor.
 - c) **The whole process of holding the meetings of the Research Advisory Committee, Departmental Research Committee and the PGBOS/BOS shall normally be completed within 3 months of the last date of receipt of application for Ph.D. registration in each cycle. In case the department is not able to meet the deadline the HOD would seek extension with valid reasons for not completing the registration process within a stipulated time from Vice Chancellor.**
- 9.10 (i) The recommendations of the DRC for Ph.D. registration shall be placed before the PGBOS/BOS for its consideration and recommendation.
- (ii) The recommendations of PGBOS/BOS shall be placed before the Academic Council for its consideration and approval.
- (iii) DRC and PGBOS can be held on all days except gazetted holidays and Sundays.
- 9.11 After the approval of the Academic Council, the candidate shall pay the registration fee etc. within a month of the date he/she is directed to deposit fee failing which his/her registration may stand cancelled automatically. However, the Vice-Chancellor may extend this period in special circumstances with late fee as prescribed by the University from time to time.
- 9.12 The date of registration of the research scholar shall be the date on which the PGBOS/BOS recommends the registration of the candidate.
- 9.13 The list of Ph.D. registered students will be uploaded on the University website by the Registration and Scholarship (R&S) branch of the University. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

10. TOPIC MODIFICATION

A candidate may, normally not later than one year after his/her registration, modify/change the topic of his/her subject on the recommendations of the P.G. Board of Studies/Board of Studies and approval of the Academic Council.

11. QUALIFICATIONS OF THE SUPERVISORS

A regular teacher appointed through duly constituted Selection Committee and approved by the University possessing a Doctoral Degree may be appointed as Research Supervisor/Co-Supervisor for Ph.D. in University Teaching Departments/MDU-Centre for Professional and Allied Studies. In addition, he/she should also have published at least two research papers indexed in Scopus/Web of Science/UGC-CARE listed journals.

OR

A regular teacher appointed through duly constituted selection committee and approved by the University possessing a doctoral degree and at least three years of PG teaching experience after acquiring Ph.D. in the concerned subject in a PG College /Institute* affiliated to MD University and having published at least two research papers indexed in Scopus/Web of Science/UGC-CARE listed journals. Before allotting Supervisors/Co-Supervisors from PG Colleges/Institutes, the concerned Head of the Department/Director must get a certificate from the Principal of the College concerned with an undertaking that the College has requisite research facilities and same will be provided to the research scholars.

*Post-graduate Departments of Colleges, Research laboratories of Government of India/State Government must have at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities stipulated as under:

- (i) In case of Science and Technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
- (ii) Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;
- (iii) Colleges may also access the required facilities of the neighbouring institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.
- (iv) A three-member committee from the concerned Department to be constituted by the Vice-Chancellor will verify the facilities available in the college/Institute. The report of the committee will be considered by the Departmental Committee comprising faculty eligible to guide Ph.D.

NOTE:

- a) The eligibility of the supervisor will be ascertained by the Departmental Committee.
- b) Teaching of distance education classes will not be considered teaching experience for the eligibility of the supervisor.
- c) Three years teaching experience may be relaxed in case of those teachers who have been allotted research projects by National/International funding agencies where there is a provision for appointment of project fellow(s), so as to allow him/her to register that project fellow.

- d) Provided further that no relative of the candidate such as father, mother, wife, husband, son, daughter, sister, brother, wife's/husband's brother and sister, brother's son/daughter, sister's son/daughter, first cousin, nephew, grandson, granddaughter shall be appointed as his/her Supervisor/ Co-supervisor. A Certificate to this effect will be given by the Supervisor/Co-Supervisor along with the application for enrolment.

12. NUMBER OF RESEARCH SCHOLARS

The maximum number of Research Scholars to be registered under a Supervisor/Co-Supervisor, at a given point of time, shall be as under:

Designation	University appointed teachers	Teachers of Affiliated Colleges/ institutions
Professor	8	5
Associate Professor	6	4
Assistant Professor	4	3

In case of University appointed teachers, the number of research scholars registered under Supervisor at a given point of time should not be less than 50% of the maximum number of seats a Supervisor can have, except under exceptional circumstances beyond control. The Vice-Chancellor may allow an additional seat beyond the sanctioned intake to a Supervisor on the recommendations of P.G. Board of Studies/Board of Studies on genuine grounds in exceptional circumstances. However, this additional seat will be adjusted as and when any of his/her candidates submits thesis.

NOTE:

- i) In case where a Supervisor is working as Co-supervisor of a Research Scholar for the purpose of the limit as referred to in the above Clause, the number in each such case shall count as half (1/2) both for Supervisor/ Co-Supervisor.
- ii) A teacher cannot be Co-Supervisor of more than four candidates at a time.

13. CHANGE OF SUPERVISOR

The change of Supervisor may be allowed in the following cases:

- i) The Supervisor has expired or has left the services of the University or the supervisor proceeds on leave/deputation of more than one year and the research scholar makes a request in writing to change the supervisor.
- OR**
- ii) By mutual consent of both the Supervisor and the Research Scholar.
- OR**
- iii) In case of extreme hardship where it becomes almost impossible for a candidate to work/continue his/her research work with the Supervisor or in case the Supervisor or the candidate requests for the change of Supervisor on valid/genuine grounds. Such requests will be submitted to the Head of the Department/Director/Chairperson, Board of Studies, who will put the matter before the Departmental Committee as well as the concerned PG BOS/BOS. However, the change in such cases will be allowed after the approval of the

14. PERIOD OF WORK

- 14.1 Every candidate admitted for Ph.D. program shall be required to pursue his/her research work atleast for two years from the date of registration.
- 14.2 Every Research Scholar will be required to remain in interaction with his/her Supervisor/Co-Supervisor for a minimum period of 120 days after Ph.D. registration. However, in case science/technology subjects where laboratory work is involved the research scholar will be required to stay at Rohtak or at place where his Supervisor/Co-supervisor is working for a minimum period of 120 days after Ph.D. registration. The concerned Supervisor/Co-Supervisor shall issue a certificate to this effect.
- 14.3 No research scholar shall join any other course of study or appear in any other examination conducted by any University leading to the award of Degree during the period of his/her study, otherwise his/her registration for Ph.D. will be cancelled by the Vice-Chancellor on the recommendations of the P.G. Board of Studies/Board of Studies. The action of the Vice-Chancellor in such cases will be placed before the Academic Council for information.
- 14.4 A research Scholar can join part time/evening course in a Foreign Language or any knowledge/skill enhancement/ value-added Diploma/Certificate course along with Ph.D. program.

15. MEDIUM

The medium of instructions and examination shall be as under:

- i) The subjects under the Faculty of Social Sciences, Commerce, Law, Education and Performing & Visual Arts : Hindi /English-
- ii) Faculty of Humanities
 a) in case of English : English
 b) in case of Hindi : Hindi
 c) in case of Sanskrit : Sanskrit/Hindi/English
 d) in case of Journalism & Mass Communication : Hindi/English
- iii) The subjects under the Faculties of Management Sciences, Physical Sciences, Life Sciences, Pharmaceutical Sciences and Engineering & Technology : English

16. REQUIREMENTS DURING REGISTRATION PERIOD

- 16.1 Every research scholar will be required to show continuous progress during the period of his/her registration which will be monitored by the Research Advisory Committee.
- 16.2 The research scholar shall submit half yearly progress report on the prescribed Proforma for the period from 1st January to 30th June on or before 31st of July and for the period from 1st July to 31st December on or before 31st of January.
- 16.3 The Research Supervisor shall place the report before the Research Advisory Committee in its meeting to be held preferably in the month of August/February. The research scholar shall also be invited to make a presentation before RAC of the

progress of his/her work for evaluation and further guidance. The six monthly progress report duly signed by the RAC, shall be submitted to the HOD/Director with a copy to the research scholar. The two half-yearly progress reports of the Research Scholar shall be placed before DRC on or before 31st March of each year by the HOD/Director.

- 16.4 In case the progress report/presentation of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures and will communicate the same to the student concerned. After giving proper opportunity to the scholar if the student fails to implement suggestive/corrective measures, the RAC will send the recommendations to the P.G. Board of Studies/Board of Studies for cancellation of the registration. The recommendations of the PGBOS/BOS will be forwarded to R & S branch through concerned Dean of the Faculty.
- 16.5 Ph.D. student shall publish minimum two research papers (at least one should be published and other may be in press/accepted) from his/her research work of which atleast one should be in Scopus/Web of Science indexed journals. The publication in UGC-CARE listed journals is permissible only if the number of journals available in Scopus/Web of Science in a particular subject is less than one hundred. The research scholar shall invariably, be first author and supervisor/co-supervisor/research guide shall be the corresponding author in atleast two research papers. In addition, a research scholar will make two paper presentations in conferences/seminars before the submission of the thesis.
- The proof of publications and paper presentation must be appended with the thesis.
- 16.6 Ph.D. scholars shall be required to attend at least one workshop of one-week duration on research methodology/academic writing/ data or statistical analysis and research related issues. Participation certificate will have to be submitted as proof of having attended it.
- 16.7 Prior to the submission of the thesis, the scholar shall give a pre-submission seminar in the Department before the Departmental Committee which shall also be open to all faculty members and research scholars. The feedback and comments obtained from them may be suitably incorporated into the thesis.
- 16.8(i) Every candidate shall submit his/her thesis within a period of four years from the date of his/her registration to Ph.D. program, failing which his/her registration to Ph.D. program shall stand cancelled unless this period is extended by a maximum of two years by the Vice-Chancellor but not for more than one year at a time, on the recommendations of the Supervisor, the Head of the Department and Dean of the Faculty for valid reasons to be recorded.
- (ii) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two additional years. The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.
- (iii) The researcher will have to apply for extension well before the expiry of permissible period including extension. If the researcher still fails to complete his/her research work within the extended period and requires more extension, his/her request can be forwarded on the prescribed form duly recommended by the Supervisor, Head of the Department and Dean of the Faculty concerned requesting the Vice-Chancellor to grant extension after six years. It will be the prerogative of the Vice-Chancellor that he/she may refer the matter to a Committee comprising the following for consideration of the request of the candidate:

- (a) Dean Academic Affairs
- (b) Dean of the Faculty concerned
- (c) HOD/Director Concerned
- (d) Supervisor of the candidate

The Committee shall give its recommendations for extension of period in submission of his/her Ph.D. thesis for not more than one year with an annual fee along with late fee prescribed by the University from time to time specifying that no extension will be allowed beyond that period. The recommendations of the Committee shall be referred to the Academic Council for its approval. If the candidate still fails to submit the thesis within this permissible time, his/her registration of Ph.D. shall be cancelled automatically.

The University will create a Digital Monitoring System to monitor student progress in Ph.D. program through a Research Scholar portal.

17. CANCELLATION OF REGISTRATION

The Vice-Chancellor, on the recommendations of the P.G. Board of Studies/Board of Studies, may cancel the registration of a research scholar whose research work has been reported to be unsatisfactory by the Post Graduate Board of Studies/Board of Studies.

18. APPOINTMENT OF EXAMINERS

- 18.1 (i) After giving pre-submission seminar, the research scholar may make a request for the appointment of examiners along with an abstract of the thesis duly certified by the Supervisor that his/her research work is complete and ready for submission. The P.G. Board of Studies/Board of Studies shall recommend a panel of eight external examiners who shall not be below the rank of Professor to evaluate the thesis. The chairperson will certify that no external examiner in the panel is below the rank of Professor. Ph.D. pre-submission seminar can be held during vacations/ summer, winter breaks on all days except gazetted holidays and Sundays.
- (ii) However, the Board of Studies while recommending the panel of examiners may ensure that the proposed examiners are from the area of specialization of the Ph.D. thesis. The Board of Studies may ensure that at least 50% of the examiners in the panel are from places outside the state.
- (iii) Efforts should be made to recommend examiners of national and international repute belonging to the leading Institutes/ Universities in the country. It shall be up to the P.G. Board of Studies/Boards of Studies concerned to recommend the examiners from outside the Country.
- 18.2 Panel of the examiners approved by the PGBOS/BOS will be valid for six months. However, the Chairperson may, for satisfactory reasons, extend the period of the panel by a maximum of another six months.

19. GUIDELINES FOR SUBMISSION OF THESIS

- 19.1 The candidate shall submit his/her thesis within six months of pre-submission seminar. The thesis shall be an original piece of research work characterized either by discovery of new facts or enunciation of a new theory or by fresh interpretation of known facts or theories. In either case, it should evince the candidate's capacity for critical acumen and judgment.
- 19.2 The research scholar shall submit three printed/typed copies of the thesis, along with

two soft copies of thesis in pdf file on separate CDs. Two copies of thesis meant for evaluation should be bound in paper-back form and one copy should be in hard binding, which will be sent to the library.

- 19.3 The typing/printing of thesis should be done on both sides of the paper (instead of single side printing) on A-4 size paper in font size '12' in 'Times New Roman' format.
- 19.4 The thesis should be typed in 1½ space. But the bibliography/references should be typed in single space.
- 19.5 The title page of Ph.D. thesis would be in Maroon Colour with Golden Printing on it.
- 19.6 The title/cover page will be as per the Standard Ph.D. thesis template of the University.
- 19.7 The thesis will include declaration from the candidate countersigned by the Supervisor and Head of the Department in the following format:

Declaration

This is to certify that the material embodied in the present work entitled _____ "is based on my original research work. It has not been submitted in part or full for any other diploma or degree of any University. My indebtedness to other works has been duly acknowledged at the relevant places.

(Signature of the Candidate with date)

Countersigned by

Supervisor with date

Head of the Department with date

- 19.8 A candidate shall also submit six copies of the summary of the thesis.

20. PLAGIARISM CHECK

The following guidelines must be adhered to for submitting the Plagiarism report at the time of submission of Ph.D. thesis:

- 20.1 The Ph.D. thesis must undergo a Plagiarism check by Turnitin/ iThenticate or any other software recommended by the University from time to time.
- 20.2 The similarity checks for plagiarism shall exclude the following:
 - i) Quoted work(s) reproduced with proper attribution;
 - ii) All references, bibliography, table of content, preface and acknowledgements;
 - iii) All generic terms, laws, standard symbols and standard equations, mathematical formula;
 - iv) Exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words;
 - v) Small similarity less than 1% (to account for name of supervisor, institution, department etc.)
- 20.3 The admissible level of similarity is 10%.
- 20.4 Regarding self-Plagiarism or cases where published work of the student is shown as similarity in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check except theory and methodology. No other article of the Supervisor or

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- the student should be excluded from the check. This will be for reference of the library which will perform the final check.
- 20.5 The final Plagiarism check from the University library is essential so that the correct report is submitted at the time of thesis submission.
- 20.6 The University Library will issue the Plagiarism Verification Certificate duly countersigned by the Supervisor that the similarity index is acceptable as per UGC guidelines applicable from time to time and adopted by the University. This certificate has to be included in the thesis.

21. FEE FOR PH.D. PROGRAM

21.1 FOR Ph.D. Course Work

Ph.D. Course work fee (to be paid by those who are required to complete Coursework):

Course work fee for Engineering & Technology	Rs. 30000/-
Course work fee for others	Rs. 10000/-
Course work fee for Supernumerary Seats	Rs. 60000/-
(for Foreign/NRI Students: US \$ 1000)	

21.2 For Ph.D. Program every research scholar shall pay fee as under:

- (a) Registration Fee Rs. 5000/-
(In case of foreign/NRI students except for students from less developed countries this fee will be US \$ 500)
- (b) (i) Annual Fee except for the candidates having Laboratory subjects as mentioned in (ii) & (iii) below: Rs. 4000/-
- (ii) Annual Fee for subjects involving use of Laboratory such as Psychology, Geography and Theoretical fields in science subjects such as Mathematics, Statistics, Computer Science, etc. Rs. 6000/-
- (iii) Annual Laboratory fee for subjects in Science such as Physics, Chemistry, Pharmacy, Life Sciences, Engineering and Technology, Hotel & Tourism Management, etc. Rs. 10000/-
- (iv) Annual fee for supernumerary seats Rs. 25000/-
(for Foreign/NRI Students: US \$ 1000)
- Annual fee will be payable within thirty (30) days of registration and annually thereafter.
- (c) Evaluation fee to be charged at the time of submission of Ph.D. thesis Rs. 10000/-
(for Foreign/NRI Students: US \$ 500)
- Late fee for delayed payment of annual fee:
- (a) up to six months Rs. 1000/-
(for Foreign/NRI Student: US \$ 100)
- (b) beyond six months Rs. 2000/-
(for Foreign/NRI Students: US \$ 200)

Note: At the time of admission, fee/fund like enrolment registration, tuition fee, sports, Union, Library, Magazine, medical, Examination fee and other funds may not be charged from the SC students whose parents annual income is not more than Rs.

2.5lacs. The claim on account of such fee may be submitted to the Higher Education Commissioner, Haryana, Panchkula after getting the same vetted from the Auditors of the Directorate for reimbursement. The affiliated Colleges shall however pay all the University dues at the time of submitting the registration return/examination form as usual. These instructions shall also be applicable to all Colleges/UTDs where Programs under Self Financing Scheme(S.F.S.) are being run.

Instructions received from the State Government from time to time on this issue shall be followed.

22. CHECKLIST OF DOCUMENTS

The University shall provide a 'Checklist of documents' to be included in the Ph.D. thesis, namely:

- i) Declaration from the candidate, as specified in Clause 19.7
- ii) Research publications, as specified in Clause 16.5
- iii) Research paper presentation certificate in an International/
- iv) National Conference/ Seminar, as specified in Clause 16.5
- v) Workshop Participation Certificate, as specified in Clause 16.6
- vi) Plagiarism Verification Certificate, as specified in Clause 20.6 etc.
- vii) Plagiarism Self Exclusion Certificate, as specified in Clause 20.4, if need be.

23. EVALUATION OF THESIS

23.1 The thesis shall be evaluated by two external examiners appointed by the Vice-Chancellor out of the panel of external examiners already approved by PG BOS/BOS. At least one external examiner shall be from outside the State or Country. The examiners shall be requested to send their reports within one month.

23.2 Each examiner shall give detailed report on the thesis and make a clear-cut recommendation whether:

a) The thesis be accepted.

OR

b) The research scholar be asked to resubmit the thesis with improvements/revisions.

OR

c) The thesis be rejected.

In case the examiner(s) recommend the revisions/improvements of the thesis then he/she may make suggestions for such improvements/revisions as deemed fit. The research scholar shall be required to submit the revised thesis within one year of communication to him/her. After revision, the thesis shall be sent to the same examiner(s) for evaluation, unless he/she expresses his/her inability.

23.3 If one external examiner recommends award of Ph.D. degree and the other recommends rejection, then the thesis shall be sent to the third external examiner for taking a final decision. In any case, there should be two positive recommendations from the external examiners for the award of Ph.D. degree.

23.4 The examiners must categorically state whether the thesis is suitable/fit for publication in its original form or in a modified form as spelt out by them.

23.5 The examiners shall send a set of questions along with the report that they would like the research scholar to answer in the viva-voce examination.

23.6 A research scholar whose thesis is rejected shall not be registered again for Ph.D.

with the same topic.

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24. VIVA-VOCE EXAMINATION AND AWARD OF DEGREE

- 24.1 The viva-voce examination shall be held by a Board of Examiners consisting of Supervisor and one of the external examiners who evaluated the thesis, to be nominated by the Vice-Chancellor, within a period of one month of the receipt of reports of evaluation of the thesis. In the event of non-availability of Supervisor with cogent reasons, in conducting viva-voce, the concerned Head of the Department shall act as supervisor.
- In case, both the external examiners who evaluated the thesis are unable to conduct the viva-voce, the Vice-Chancellor shall appoint another external examiner out of the panel to conduct the viva-voce. The viva-voce shall, unless ordered otherwise by the Vice-Chancellor, be held at Rohtak in the Department concerned. The date, time and the subject of the thesis shall be notified by the Head of the Department among the teachers and the research scholars of the concerned Faculty, who may be permitted to be present at the time of the viva-voce, but they shall have no right to put any question to the examinee. Viva-voce can be conducted through skype/video conferencing in normal course/circumstances or if the scholar and/or the external examiner are abroad and unable to come for viva-voce, upon their request, with the permission of Vice-Chancellor.
- 24.2 The reports of the examiners on the thesis as well as on the viva-voce shall be placed before Research Degree Committee (RDC) consisting of the Vice-Chancellor, Dean Academic Affairs, the Dean of the Faculty, the Head of the Department concerned and Controller of Examinations within one month of the viva-voce. In the absence of the Vice-Chancellor, the Dean Academic Affairs shall Chair the meeting. Either of the Vice-Chancellor or the Dean Academic Affairs should be there to form the quorum. At least three out of five members will form the quorum of the meeting. If the RDC desires, the Supervisor and the Research Scholar may be asked to appear before the Committee. The Controller of Examinations shall issue the notification of the award of Ph.D. Degree after clearance of the case by RDC.
- 24.3 If the Dean of the Faculty or Head of the Department somehow is not able to participate in the meeting, the Vice-Chancellor will co-opt any other senior member of the Faculty, in their place.
- 24.4 Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy (pdf file) of Ph.D. thesis to UGC within a period of thirty days for hosting the same on INFLIBNET which shall be accessible to all Institutions/ Universities.
- 24.5 Along with the Degree, the University shall issue a certificate certifying that the degree has been awarded in accordance with the provisions of the Ph.D. regulations of the UGC.

25. PUBLICATION OF THESIS

The permission for publication of the thesis, if applied for, by the concerned research scholar may be given by the Vice-Chancellor if the examiners have recommended that the thesis is suitable/fit for publication. If there is difference of opinion between the examiners regarding the publication of the thesis, the case shall be referred to the committee consisting of the following for consideration and recommendations:

- (a) Dean of the Faculty - Chairperson

- (b) Head of the concerned department - Member
- (c) Supervisor of the Research Scholar - Member

In case the Dean of Faculty/Head of the Department is the Supervisor, the Vice-Chancellor would nominate some other expert on the committee. The recommendations of the committee shall be referred to the Vice-Chancellor for consideration and approval.

Annexure- I

Definition of NRI students for taking admission in various programs run by the University:

1. Actual NRI
2. At least one of the parents of such students should be an NRI and shall ordinarily be residing abroad as an NRI.
3. NRI sponsoring a student for admission should be a first degree relation of the student and should be ordinarily residing abroad as an NRI. First degree relation would include real brother and sister over and above the mother-father.
4. If the student has no parents or near relatives, or taken as a ward by some other nearest relative such students also may be considered for admission provided the guardian has bonafide treated the student as a ward and such guardian shall file an affidavit indicating the interest shown in the affairs of the student and also his relationship with the student and such person also should be an NRI, and ordinarily residing abroad.

Following will be covered under this category:

- i. Real brother and sister of father i.e. real uncle and real aunt.
- ii. Real brother and sister of mother i.e. real maternal uncle and maternal aunt.
- iii. Father and mother of father i.e. grandfather and grandmother.
- iv. Father and mother of mother i.e. maternal grandfather and maternal grandmother.

Admission against seats reserved for NRI candidates will be made in the above manner in order of priority.

Proceedings of the meetings of the Committee, constituted by the Vice-Chancellor, to re-examine its recommendations made in its earlier meetings held on 16.08.2019 and 5.12.2019 reviewing the rates of remuneration to the officials of Conduct, Secrecy and Results branches, as were approved vide E.C.Reso.No.34 dated 2.07.2018, held in the office of the Controller of Examinations on 22.01.2020 and 14.02.2020 at 3.00 p.m.

The Committee comprises as under:

1. Prof. Surendra Kumar, Department of SanskritConvener
2. Prof. A.S.Dalal, Head & Dean Faculty of Law
3. Prof. J.S.Nandal, Department of Mathematics
4. Controller of Examinations
5. Finance Officer
6. Director(UCC)
7. Director(UIET)

Prof. A.S.Dalal (being on sabbatical leave) and the Director(UIET) could not attend the meetings, whereas the Director(UCC) could ^{not attend} the meeting held on 14.02.2020. On 22.01.2020, Mr. Phool Kumar, Assistant, A/cs. Br. attended the meeting as Finance Officer's Nominee.

The Committee noted that the Executive Council vide its Reso. No. 30(Annexure-1, page-1) in its meeting held on 31.12.2019 considered the recommendations of the Committee made in its meetings held on 16.08.2019 and 5.12.2019(Annexure-II, pages 2-6) reviewing the rates of remuneration to the officials of Secrecy, Re-Evaluation, Results and Conduct branches and the Executive Council resolved to re-examine those recommendations.

The Committee invited the Mr. Kulwant Singh, President, Non-Teaching Employees Association as a Special invitee. He, along with the former President Mr. Sumer Singh, attended the meeting of the Committee held on 22.01.2020. On 14.02.2020, Mr. Sumer attended the meeting as nominee of the President, NTEA.

The Committee revisited its earlier recommendations dated 16.08.2019 and 5.12.2019(Annexure-II, pages 2-6) and after detailed deliberations, the Committee decided to review it to the following extent:

- (i) Upon accepting a representation dated 28.01.2020(Annexure-III, page 7) submitted by the officials of Re-evaluation branch, the Committee

J. Dalal

Finance Officer

Phool Kumar

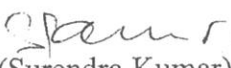
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recommended the payment of one day salary, nearest his/her skills, as per current D.C.rates to the officials of Re-evaluation branch who have to work whole day on holidays, prospectively, in line with the provision made by the Executive Council vide Reso. No. 66 dated 8.02.2018 (Annexure-IV, pages 8-9).

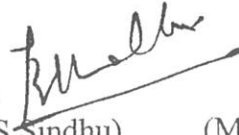
- (ii) The rate of remuneration to the officials of Result Branches be raised from ₹6/- to ₹9/- per examinee, per semester, subject to maximum of ₹25,000/- per semester to an official.
- (iii) The rate of remuneration to the officials of Conduct branch be raised from ₹2.50/- to ₹3/- per examinee, per semester subject to maximum of ₹25,000/- per semester to an official.


The Committee recommended that other conditions/modalities mentioned in its recommendations dated 16.08.2019 and 5.12.2019(Annexure-II, pages 2-6) will remain the same.

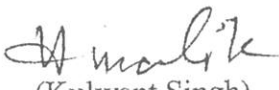
The reviewed rates will be effective from pre and post examination works relating to Nov./Dec. 2019 examinations onwards.

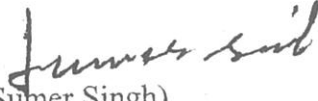

(Surendra Kumar)


(J.S.Nandal)


(B.S.Sindhu)


(Mukesh Bhatt)


(Kulwant Singh)


(Sumer Singh)

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MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 30 of Executive Council's meeting held on 31.12.2019.

30. Recommendations of the Committee with regard to review the existing rates of remuneration to officials of the Secrecy, Re-evaluation, Conduct and Result Branches

Considered the recommendations of the committee (Annexure A/33 pages 164-168, already circulated) constituted by the Vice-Chancellor to review the existing rates of remuneration to officials of the Secrecy, Re-evaluation, Conduct and Result branches, as were approved by the Executive Council vide Reso.No.34 dated 2.07.2018, under Sr. No. 65 to 72 corresponding to these branches.

RESOLVED THAT THE MATTER BE RE-EXAMINED AND BROUGHT BEFORE THE EXECUTIVE COUNCIL IN ITS NEXT MEETING.

[ACTION BY D.R.(CONDUCT)]

Proceedings of the meetings of the Committee constituted by the Vice-Chancellor to review the recommendations of the Committee relating to remuneration to the officials of Conduct, Secrecy and Results branches approved vide E.C.Reso.No.34 dated 2.07.2018, held in the office of the Controller of Examinations on 16.08.2019 and 5.12.2019.

A Committee comprises as under:

1. Prof. Surendra Kumar, Department of SanskritConvener
2. Prof. A.S.Dalal, Head & Dean Faculty of Law
3. Prof. J.S.Nandal, Department of Mathematics
4. Controller of Examinations
5. Finance Officer
6. Director(UCC)
7. Director(UIET)

Prof. J.S.Nandal and Sh.Mukesh Bhatt, Finance Officer could not attend the meeting held on 16.08.2019. Prof.A.S.Dalal and Prof. Rahul Rishi, Director(UIET) could not attend the meeting held on 5.12.2019.

The Committee noted that it has been constituted by the Vice-Chancellor to review the recommendations made by a Committee under items at Sr.No.71 & 72 and also part of item at Sr.No.68 under Note (12), approved by the Executive Council vide Reso.No. 34 dated 2.07.2018.

Upon detailed deliberations on items at Sr.No.71, 72 & Note(12) under Sr.No.68, the Committee observed that besides these items, the recommendations of the Committee, under reference, under Sr.No. 65 to 70 also needs to be revisited to bring uniformity in norms. Further, the following Note also requires to be shifted from Sr.No. 70 to Sr.No.25 to 28, under Item No. 5 titled 'RATES OF REMUNERATION FOR EVALUATION/ RE-EVALUATION OF ANSWER BOOKS AND EXPERT REPORT OF UMCs':

Note 7-A. Person(s) committing 5% mistake shall be penalized @ ₹ 25/- per mistake. Person(s) committing more than 5% mistakes shall be disqualified for the job.

The Committee observed that most of the work in Result branches is now on complete automation and no manual work is there, therefore, it recommended to review the payment of remuneration at existing norms/rates to the officials of the Secrecy branch, Result branches as well as Conduct branch by setting up/prescribing the following norms:

J. S. Nandal *A. S. Dalal* *Mukesh Bhatt*

9. RATES OF REMUNERATION FOR THE STAFF OF VARIOUS BRANCHES OF EXAMINATION WING:			
(2) Remuneration to the officials of Secrecy branch for handling charges of Answer Books:			
Sr. No.	Details of Job	Existing Rates (under Review)	Proposed Rates
65.	To receive the bundles of answer books from the Examination Centre, to count each and every bag physically and to send them for evaluation to the examiners/examination centres.	₹0.40 per answer book	₹0.50 per answer book
66.	To collect the evaluated answer books from the examiners and to send awards to the concerned Result branch(es).	₹0.25 per answer book	₹0.30 per answer book
67.	For Supervisory staff.	₹0.15 per answer book	₹0.20 per answer book
68.	Handling of dissertations/ Project Reports/ Training Reports/ Summer Training Reports.	₹1/- per dissertation/ Project report summer training reports/ job training report etc. each to both persons in the set	No Change
Note 12:	iii) 50% (Fifty percent) of the job will be deemed to have been done during office hours for which no payment will be made to the concerned persons.		i) 70% (Seventy percent) of the job will be deemed to have been done during office hours for which no payment will be made to the concerned persons.
	iv) Part of the above remuneration shall be shared by the officials dealing with other miscellaneous jobs in the Secrecy branch as may be prescribed/ decided by the Branch Officer.		ii) No Change

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M. S. S.

(3) Remuneration to the officials of Re-evaluation branch for Coding/Decoding of Answer Books:			
Sr. No.	Details of job	Existing Rates (under Review)	Proposed Rates
69.	Coding of Answer Books	₹70/- per 100 Answer Books	₹1/- per Answer Book
70.	De-coding of Answer Books including recoding of Roll Nos. on the award	₹70/- per 100 Answer Books	₹1/- per Answer Book
Note 13:		Person(s) committing 5% mistake shall be penalized @ ₹ 25/- per mistake. Person(s) committing more than 5% mistakes shall be disqualified for the job.	Deleted
			i) 70% (Seventy percent) of the job will be deemed to have been done during office hours for which no payment will be made to the concerned persons. ii) Part of the above remuneration shall be shared by the officials dealing with other miscellaneous jobs in the Re-evaluation branch as may be prescribed/decided by the Branch Officer
(4) Remuneration to the officials of Results branches and University Computer Centre for handling the work relating to Examinees:			
71.	a)	To the officials of Results branches :	
		₹4/- per form including supplementary Examinations, irrespective of course, in respect of forms over and above 6000 on a set subject to the fulfilment of following conditions:	₹6/- per examinee, per semester. 70% (Seventy percent) of the work relating to the examinees shall be deemed to have been done during office hours for which no payment will be made to the concerned staff, irrespective of the number of examinees dealt with by him/her. This will be subject to fulfilment of following conditions:

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Existing Rates (under Review)		Proposed Rates	
i)	A schedule of work for each session shall be drawn and the officials would be required to complete the job within the stipulated period.	i)	No Change
ii)	No overtime allowance or honorarium or compensatory leave shall be allowed.	ii)	No Change
iii)	Payment shall be made after the despatch of detailed marks cards/degrees, as the case may be.	iii)	No Change
iv)	A part of the remuneration shall also be shared by other officials of the branch like Supervisory staff, Steno, Diarist, Despatcher, Daftri, Peon. The ratio shall be fixed/decided by the Branch Officer.	iv)	No Change
v)	The staff may be provided in each set consisting of one Assistant and two Clerks and the examination forms may be distributed among all the sets equally.	v)	No Change
b) To the officials of Computer Centre :			
	₹0.10 per form subject to maximum of Rs.5,000/- a person per semester beyond norms.		₹0.10 per examinee, subject to maximum of Rs.5,000/- to a person per semester beyond norms.
Note 14:	Remuneration of Rs.20/- per degree will be paid to the Calligrapher.		
5.	Remuneration to the officials of Conduct branch :		
72.	₹ 4/- per student shall be paid to the staff of Conduct branch for conduct of examinations of over and above 2,00,000 students per semester, subject to the condition that no overtime allowance/ honorarium/ compensatory leave will be allowed to the claimants.		₹ 2.50/- per examinee, per semester. 70% (Seventy percent) of whole types work of Conduct branch will be deemed to have been done during office hours for which no payment will be made to its officials, irrespective of work relating to number of

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B. Sankar


				examinees handled by them, provided no over-time allowance/ honorarium/ compensatory leave(s) will be allowed to the claimants.
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The proposed amendments will be effective from pre and post examination works relating to Nov./Dec. 2019 examinations onwards.


(Surendra Kumar)


(J.S. Nandani)


(B.S. Sindhu)


(G.P. Saroha)


(Mukesh Bhatt)

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सेवा में, परिक्षा नियन्त्रक महोदय,
म.द. विश्वविद्यालय, रोहतक।

AR (Edu Mgt)

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विषय: अवकाश के दिन D.C. रेट बारे।

महोदय, आपसे निवेदन है कि हमारी पूर्वमूल्यांकन शाखा में मैनवर्क कार्य होता है पूर्वमूल्यांकन शाखा के कर्मचारियों को कार्य की आघेकता और समयवच कार्य होने के कारण अवकाश के दिनों में भी कार्यालय में कार्य दिवस की तरह कार्य करना पड़ता है ताकि समय पर विद्यार्थियों का परिणाम निकाला जा सके। आपसे प्रार्थना है कि हमारी शाखा में भी प्रशासनिक भवन की तरह ही D.C. रेट अवकाश के दिनों में कार्य करने पर दिलावाया जायें। शाखा के सभी कर्मचारी एवं अधिकारी उपरोक्त पर सहमत हैं।

क्रमांक	नाम	पद	हस्ताक्षर
1.	कृष्ण कुमार	सहायक	[Signature]
2.	सुनील कुमार	"	[Signature]
3.	Veena Kumari	"	[Signature]
4.	राज कुमार	"	[Signature]
5.	Bhawar Singh		[Signature]
6.	Rajesh Singh	clerk	[Signature]
7.	Ramniwas	JSK	[Signature]
8.	Ram Dharam Singh	JSK	[Signature]
9.	काम राज	दफतरी	काम राज
10.	जीलम	Supdt	[Signature]
11.	[Signature]	Supdt	[Signature]
12.	[Signature]	A.R.	Mahender Br.

उपरोक्त रुक प्रीत प्रधान (गैर शिक्षक कर्मचारी संघ) म.द. विश्वविद्यालय, रोहतक को सुचनार्थ है।

Request has been considered & accepted Gandal
14/02/2020

RESOLVED THAT THE RECOMMENDATIONS OF THE COMMITTEE AS ABOVE BE APPROVED.

[ACTION BY F.O.]

66. Grant of honorarium/remuneration to the drivers and the officers/officials of the University for performing additional duties/arduous nature of duties

To approve

i) Action taken by the Vice-Chancellor under Section 9-A(5) in approving the recommendations dated 18.08.2017 (Annexure A/99 page 584) of the committee constituted by him for considering the request of Transport Officers regarding grant of honorarium/remuneration to the drivers;

And

ii) Considered the recommendations dated 21.11.2017 (Annexure A/100 page 585, already circulated) of the Committee constituted by the Vice-Chancellor, regarding grant of honorarium/remuneration to the officers/officials of the University for performing additional duties/arduous nature of duties to give a fresh look to the Executive Council Resolution No.46 dated 24.09.2016.

RESOLVED THAT THE ACTION TAKEN BY THE VICE-CHANCELLOR AT (i) ABOVE AND THE RECOMMENDATIONS OF THE COMMITTEE AT (ii) ABOVE BE APPROVED.

[ACTION BY A.R.(ESTT.-NT)]

67. Requests of Col. Satbir Singh(Retd.), Principal, University Campus School for extension of tenure also enhancement of the consolidated salary

Considered the requests of Col. Satbir Singh(Retd.), Principal, University Campus School for extension of tenure in the interest of the Institution (Annexure A/101 page 586, already circulated) and also enhancement of the consolidated salary (Annexure A/102 page 587, already circulated).

RESOLVED THAT THE REQUEST FOR EXTENSION OF TENURE BE EXTENDED UPTO 30.06.2018 OR TILL THE REGULAR APPOINTMENT WHICHEVER IS EARLIER.

RESOLVED FURTHER THAT EFFORTS BE MADE TO FILL UP THE POST ON REGULAR BASIS.

[ACTION BY A.R.(ESTT.-NT)]

PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR TO EXAMINE THE MATTER REGARDING GRANT OF HONORARIUM TO THE OFFICERS/OFFICIALS OF THE UNIVERSITY FOR PERFORMING ADDITIONAL DUTIES/ARDUOUS NATURE OF DUTIES HELD ON 21.11.2017 AT 12-00 NOON IN THE OFFICE OF THE DEAN, ACADEMIC AFFAIRS M.D. UNIVERSITY ROHTAK.

The following were present:





- 1. Dr. Ajay K. Rajan, Dean Academic Affairs
- 2. Dr. J.P. Yadav, Head Deptt. of Genetics
- 3. Sh. Jitender K. Bhardwaj, Registrar
- 4. Dr. B.S. Sindhu, Controller of Examinations

The Committee has gone through the recommendations of the erstwhile committee constituted by the Vice-Chancellor on grant of honorarium to the officers/officials of the University as approved by the Executive Council vide Resolution No.46 dated 24.09.2016. After detailed deliberations on it, the present Committee recommends the following amendments:-

- 1) The honorarium for additional administrative assignment/ assignment of arduous nature to teaching and non-teaching staff (in the pay scale of Superintendent and above or equivalent thereof) be awarded as under:-

<u>Sr.No.</u>	<u>Category</u>	<u>Honorarium</u>
1.	Grade pay of Rs.4200/- to Rs.7600/-(pre-revised)	Rs.1000/- per month
2.	Grade pay of Rs.8000/- and above (pre-revised)	Rs.1500/- per month

- 2) The Committee identified that the following offices/branches involve work of arduous nature:
 - i) Vice-Chancellor's, Dean Academic Affairs' Registrar's and Controller of Examinations'
 - ii) Establishment (Teaching and Non-Teaching)
 - iii) Academic Branch
 - iv) Controller Security's office (for those who are not allowed weekly rests)
- 3. The Committee also resolved that all the employees (below the rank of Superintendent or equivalent) who have to work whole day on holidays shall be entitled to get one day salary nearest to their pay scale as per current prevailing D.C. rates.

 (Ajay K. Rajan)
  (Dr. J.P. Yadav)
  (Jitender K. Bhardwaj)
  (B.S. Sindhu)

Annexure B
Appendix C/D

45

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 34 of the Executive Council's meeting
held on 2/7/18

34. Recommendations of the Committee relating to revision of remuneration for various examination works

Considered the recommendations of the Committee (Annexure A/45 pages 293-348, already circulated) constituted by the Vice-Chancellor to examine the issues relating to revision of remuneration for various examination works.

RESOLVED THAT THE RECOMMENDATIONS OF THE COMMITTEE AS ABOVE BE APPROVED.

[ACTION BY D.R.(CONDUCT)]

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Proceedings of the meetings of the Committee constituted by the Vice-Chancellor to examine the issues relating to the revision of remuneration for examination duties

The Committee comprises as under:

1. Prof. Surinder Kumar, Department of Sanskrit Chairman
2. Prof. J.P. Yadav, Department of Genetics
3. Prof. J.S. Nandal, Department of Mathematics
4. Prof. Gulshan Taneja, Director, IQAC
5. Prof. Rahul Rishi, Director, UET
6. Dr. Yudhvir Singh, Dean, College Development Council
7. Controller of Examinations
8. Finance Officer/Senior Accounts Officer

Initially, the Committee was constituted under the Chairmanship of Prof. N.K. Garg, Department of Commerce. Since he joined I.G. University, Meerpur, Rewari during March 2017, the Vice-Chancellor substituted him with Prof. Surinder Kumar, Department of Sanskrit. Likewise, Prof. S.S. Dahiya, B.A. D.L. was replaced with Prof. Yudhvir Singh, B.A. D.L. from being appointed as D.C.D.

The Committee, in its series of meetings on 18.01.2017, 13.02.2017, 19.02.2017, 28.03.2017, 6.04.2017, 11.04.2017, 13.09.2017, 19.09.2017, 18.10.2017, 03.03.2018, 13.03.2018 and finally on 20.06.2018 deliberated at length on the existing rates of remuneration approved by the Executive Council vide Reso. No. 40 dated 2.03.2012 (Appendix 'A' page 3 to 5) and subsequent amendments vide E.G. Reso. No. 34 dated 22.12.2014 (Appendix 'B' page 30), E.G. Reso. No. 70 dated 22.12.2014 (Appendix 'C' page 37), E.C. Reso. No. 11 dated 18.09.2013 (Appendix 'D' page 38), E.G. Reso. No. 29 dated 11.03.2017 (Appendix 'E' page 29). Representations from various quarters viz. Haryana Govt. College Lab. Employees Association, Haryana Private Colleges Non-teaching Employees Union, MDU Non-teaching Employees Association, Staff of Retail Branches, Conduct Branch and University Computer Centre were also considered and deliberated upon. Finally, the Committee recommends the proposed rates corresponding to the existing rates for various examination works, as appended at ANNEXURE-I (page 1 to 21).

The Committee recommends to implement the proposed rates of remuneration w.e.f. 1st July 2018.

(Surinder Kumar)

(J.P. Yadav)

(J.S. Nandal)

(Gulshan Taneja)

(Rahul Rishi)

(Yudhvir Singh)

(Controller of Examinations)

(Finance Officer)

-17-

(2) Remuneration to the officials of Secrecy Branch for handling charges of Answer Books:			
Sr. No.	Details of Job	Existing Rates	Proposed Rates
65.	To receive the bundles of answer books from the Examination Centre, to count each and every bag physically and to send them for evaluation to the examiners/examination centres.	Rs.0.25 per answer book	Rs.0.40 per answer book
66.	To collect the evaluated answer books from the examiners and to send awards to the concerned Result Branch(es).	Rs.0.15 per answer book	Rs.0.25 per answer book
67.	For Supervisor staff	Rs.0.10 per answer book	Rs.0.15 per answer book
68.	Handling of dissertation/Project Reports/ Training Reports/ Summer Training Reports.	Rs.0.50 per dissertation/ Project report summer training reports/job training report etc. each to both persons in the set.	Rs.1/- per dissertation/ Project reports/summer training reports/job training report etc. each to both persons in the set.
Note 12:	<p>i) 20% of the job will be deemed to have been done during office hours for which no payment will be made to the concerned persons.</p> <p>ii) Part of the above remuneration shall be shared by the officials dealing with other miscellaneous jobs in the Secrecy branch as may be prescribed/decided by the Branch Officer.</p>		<p>iii) 50% (fifty percent) of the job will be deemed to have been done during office hours for which no payment will be made to the concerned persons.</p> <p>iv) Part of the above remuneration shall be shared by the officials dealing with other miscellaneous jobs in the Secrecy branch as may be prescribed/decided by the Branch Officer.</p>

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12/05/05
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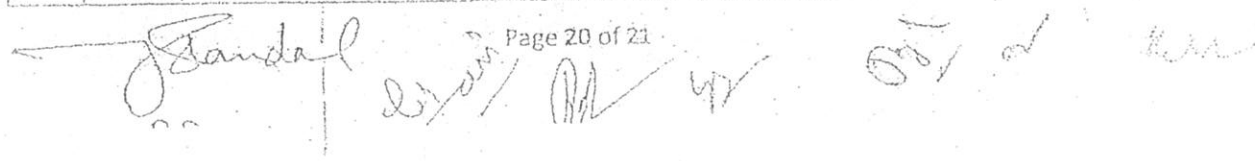
(3). Remuneration to officials of Re-evaluation Branch for Coding/ Decoding of Answer Books:			
69.	Coding of answer books	Rs.60/-per 100 answer	Rs.70/-per 100 answer books.
70.	De-coding of answer books including recording of Roll Nos. on the award	Rs.60/-per 100 answer	Rs.70/-per 100 answer books.
Note 13:	Person(s) committing 5% mistake shall be penalized @ Rs.5/-per mistake. Person(s) committing more than 5% mistakes shall be disqualified for the job.		Person(s) committing 5% mistake shall be penalized @ Rs.25/- per mistake. Person(s) committing more than 5% mistakes shall be disqualified for the job.

(4). Remuneration to the officials of Results branches and University Computer Centre for dealing Examination forms:			
Sr. No.	Details	Existing Rates	Proposed Rates
71.	<p>The Executive Council vide its Resolution No. 186 dated 11.12.2000 (Appendix-F, Page-40) fixed certain norms for payment of remuneration for handling number of forms by a set comprising of one Assistant and two Clerks of Results branches for various degree courses with certain conditions. Again vide its Reso.No.18 dated 31.01.2002 (Appendix-G, Page-41-47) the Executive Council fixed norms of handling Engg. & semester courses forms also and allowed payment of remuneration @ Rs.3/- per form beyond handling 4000 forms annually by each set of Result branches.</p> <p>A Committee constituted by the Vice-Chancellor in its meeting held on 12.09.2003 (Appendix-II, Page-48-49) recommended the remuneration @Rs.3/- for regular and Rs.4.50/- for private students, including supplementary Examination in respect of forms over and above 3600 on sets of officials in Result branches, but its recommendations could not be got approved from the Vice-Chancellor or</p>	Rs.3/- per form for handling number of forms beyond norms.	<p>a) To the officials of Results branches:</p> <p>Rs.4/- per form including supplementary examinations, irrespective of course; in respect of forms over and above 6000 on a set subject to the fulfilment of following conditions:</p> <p>(i) A schedule of work for each session shall be drawn and the officials would be required to complete the job within the stipulated period.</p> <p>(ii) No overtime allowance or honorarium or compensatory leave shall be allowed.</p> <p>(iii) Payment shall be made after the despatch of result marks cards/degrees as the case may be.</p> <p>(iv) A part of the remuneration shall also be shared by other officials of the branch like Supervisory staff, Steno, Diarist, Despatcher, Defta, Peon. The ratio shall be</p>

<p>Executive Council, as intimated to the Conduct branch by the Branch Officers of R-I & R-IV through their office notes.</p> <p>At a point of time, the remuneration so allowed was discontinued by the competent authority. But on the persistent demand from the MDU Non-Teaching Employees Association, the Executive Council vide its Resolution No. 31, dated 27.03.2014 (Appendix-3, Page-50) again allowed the remuneration to the officials of Result branches as per guidelines/rates earlier approved by it under Reso. No. 186 dated 11.12.2000.</p>	<p>fixed/decided by the Branch Officer.</p> <p>(v) The staff may be provided in each set consisting of one Assistant and two Clerks and the examination forms may be distributed among all the sets equally.</p> <p>b) To the officials of Computer centre.</p> <p>Rs.0.10 per form subject to maximum of Rs.5,000/- a person per semester.</p>
<p>NOTE 14: Remuneration of Rs.20/- per degree will be paid to the Calligrapher.</p>	

(5) Remuneration to the officials of the Conduct branch :-			
Sr. No.	Details of job / Justification for remuneration	Existing Rates	Proposed Rates
72	<p>Presently, there is no provision of remuneration to the officials of Conduct branch. The Asstt. Registrar (Conduct) put forth a proposal, along with detailed justification (Appendix-J, Page-51-55), duly recommended by the Controller of Examinations, for grant of remuneration to its staff. The Committee considered the proposal, the strength of the students of Annual/DDE/ Re-appear and Semester system Examinations for the session 2016-17 and deliberated on the issue in detail. The Committee also noticed that with the introduction of Semester system and due to the various other reasons justified in Appendix-J, Page-51-55, the staff of the Conduct branch is working under stress and not only conducting the exams of students double to its capacity but also performing the newly assigned jobs shuffled to it from Results branches & the then outsourced Company M/s. Nysa Communications, as a result of which the staff cannot find relaxing time and have to skip the lunch even and to attend the office during odd hours, full time on Saturdays/Sundays & gazetted</p>	<p>No provision exists</p>	<p>Rs.4/- per student shall be paid to the staff of Conduct branch for conduct of examinations of over and above 2,00,000 students per semester subject to the condition that no overtime allowance/honorarium/compensatory leave will be allowed to the claimants.</p>


Page 20 of 21



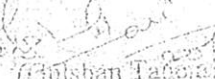
holidays due to time bound schedule of examinations. Such tiresome working conditions justify the provision of remuneration to the staff of Conduct branch, especially when such provision already exists for the staff of all other branches of Examination Wing.

In view of the above, the Committee deliberated at length on the issue and recommended that the staff of the Conduct branch be paid remuneration at the proposed rates subject to the condition that they will not avail any over time allowance/honorarium/compensatory leave. The remuneration shall be distributable justifiably by the Branch Officer amongst all the staff dealing varied types of jobs involving smooth conduct of Examinations



(Surinder Kumar)



(J.P. Yadav)

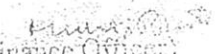

(J.S. Nandhi)


(Gulshan Taneja)


(Rahul Rishi)


(Yudhvir Singh)


(Controller of Examinations)


(Finance Officer)

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Proceedings of the meeting constituted by the Vice- Chancellor consisting of the following, to determine the qualifications, eligibility and nature of appointment for the post of Director, MDU CPAS, Gurugram held on 28.1.2020 at 3.00 P.M. in the office of the Dean, Academic Affairs, M.D. University, Rohtak.

The following were present:

- | | | |
|----|---|----------|
| 1. | Prof. Nina Singh
Dean Academic Affairs | Convener |
| 2. | Prof. V.K. Agarwal
Former Vice-Chancellor, Jagannath University,
Jaipur | Member |
| 3. | Prof. Raj Kumar
Dean, Faculty of Management Sciences,
M.D. University, Rohtak | Member |
| 4. | Prof. Santosh Nandal
Director, MDU CPAS,
Gurugram | Member |
| 5. | Prof. Munish Garg
Director, IQAC, M.D. University, Rohtak | Member |


The members of the Committee had detailed deliberations on the issue and recommended the following qualifications, eligibility and nature of appointment for the post of Director, UILMS, Gurugram:-

An eminent scholar with a Doctoral degree in Law, Management or allied subject with at least 5 years experience as Professor at State/Central Govt. University level engaged actively in research. A minimum of 5 years of administrative experience at statutory level/senior position is essential.

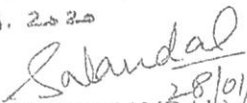
Note:

The age of the retirement will be 60 years. However, superannuated persons may also be considered for appointment on contractual basis upto attaining the age of 65 years.


(NINA SINGH)
28.1.2020


(V.K. AGARWAL)
28-1-2020


(RAJ KUMAR)


(SANTOSH NANDAL)
28/01/2020


(MUNISH GARG)
28-01-2020

MINUTES OF THE MEETING OF THE COMMITTEE TO RELOOK THE RIDERS FOR PARTICIPATION OF TEACHERS IN SEMINAR/CONFERENCE/WORKSHOPS IN INDIA ONCE FOR NATIONAL AND ONCE FOR INTERNATIONAL CONFERENCE WITH FINANCIAL ASSISTANCE IN A FINANCIAL YEAR SUBJECT TO AVAILABILITY OF FUNDS HELD ON 04.06.2020 IN THE OFFICE OF DEAN ACADEMIC AFFAIRS, MDU ROHTAK

The following members were present

- | | |
|---------------------------|----------|
| 1. Dean, Academic Affairs | Convener |
| 2. Director, IQAC | Member |
| 3. Director Research | Member |
| 4. Registrar | Member |

The Committee deliberated over the recommendations of the committee in respect of rules for participation in Seminars/ Conferences/ Workshops etc approved vide Executive Council meeting held on 04/09/2019. The committee recommended that the following change may be amended

The teachers be allowed to participate in Seminars/ Conferences/ Workshops within India once for National and once for International Conference OR two International Conferences with financial assistance in a financial year subject to availability of funds

Nina Singh
(Nina Singh)
04.06.2020

Narasimhan B.
(Narasimhan B.) 4/6/2020

Anil Kumar Chhillar
(Anil Kumar Chhillar)
04/06/2020

Gulshan Lal Taneja
(Gulshan Lal Taneja)
04/06/2020

PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR FOR PRESCRIBING QUALIFICATIONS AND SELECTION CRITERIA IN RESPECT OF VARIOUS NON-TEACHING POSTS OF GROUP(S) A, B, C AND D FOR DIRECT RECRUITMENT HELD ON 17.07.2020 AT 11.00 A.M. IN THE REGISTRAR'S COMMITTEE ROOM, MAHARSHI DAYANAND UNIVERSITY, ROHTAK

The following members were present:

- | | |
|--|----------|
| 1. Prof. J.S. Nandal, Deptt. of Mathematics | Convener |
| 2. Prof. J.P. Yadav, Deptt. of Genetics | Member |
| 3. Prof. Bhagwan Singh, Deptt. of Geo-Physics(KUK) | Member |
| 4. Dr. Satish Malik, Librarian | Member |
| 5. Finance Officer | Member |
| 6. Deputy Registrar (Estt. NT) | Member |

The Committee has discussed the matter at length regarding Qualifications & Selection Criteria for the post of Receptionist and Junior Store-Keeper for Budgeted posts and recommended the same as under:-

RECEPTIONIST :

QUALIFICATIONS AND SELECTION CRITERIA FOR THE POST OF RECEPTIONIST

Qualifications:

- (i) Graduate with at least 50% marks with Good command over English/Hindi and having atleast one year experience as Receptionist/Telephone Operator from University/Government/Semi Government organization.
- (ii) Hindi/Sanskrit upto Matric standard.

SELECTION CRITERIA:

Serial number	Subject	Marks:100
1.	Written exam	90
2.	Socio-economic criteria and experience	10

1. The 90 marks for written exam shall be divided into two parts comprising:-
 - (a) 75% weightage for General Awareness, Reasoning, Maths, Science, Computer, English, Hindi and concerned or relevant subject, as applicable;
 - (b) 25% weightage for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana.

(Handwritten signatures and initials)

2. The 10 marks for socio-economic criteria and experience shall be allocated as follows:

a. If neither the applicant nor any person from among the applicant's family viz father, mother spouse, brothers and sons is, was or has been a regular employee in any Department/Board /Corporation /Company/ Statutory Body/Commission /Authority of Government of Haryana or any other State Government or the Government of India;

(5 Marks)

b. If the applicant is:

(i) a Widow ; or

(ii) the first or the second child and his father had died before attaining the age of forty two years; or

(iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years;

(5 Marks)

c. If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State of Haryana which is neither a Scheduled Caste nor a Backward Class;

(5 Marks)

d. Experience: One half (0.5) mark for each year or part thereof exceeding six months of experience, out of maximum of sixteen years, on the same or a higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana. No marks shall be awarded for any period less than six months.

(8 Marks)

Note: No applicant shall be given more than a total of 10 marks for Socio-Economic Criteria and Experience.

Tie-Breaking Criterion

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be in the following order:

- Higher marks in Type test.
- Higher marks in Aptitude test.
- Higher marks in Qualifying Examination.
- Senior in age.

J. Sandal

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

JUNIOR STORE-KEEPER

QUALIFICATIONS AND SELECTION CRITERIA FOR THE POST OF JUNIOR STORE-KEEPER

Qualifications:

- a) Graduate with at least 50% marks from a University recognized by UGC or its equivalent.
- b) Hindi/Sanskrit upto Matric standard.

SELECTION CRITERIA:

A) Computer Typing (Test-A)	40 Marks
B) General Aptitude Test (Test - B)	30 Marks
C) Academic Qualifications	15 Marks
D) Socio-Economic Criteria and Experience	15 Marks

Note:

- > The process will start with the holding of Computer Typing Test first. Only those candidates who qualify the typing test will be called for General Aptitude Test.
- > A merit list shall be prepared based upon the scores in criterion A to D.

A) Computer Typing Test (Test-A):

Time : 10 minutes **Max. Marks : 40**

Candidate will be provided with a passage comprising of 600 words in English. The required qualifying speed on Computer for Typing Test is 30 Words Per Minute (WPM). The duration of test will be TEN (10) minutes.

Formula of Calculation of Marks in Computer Type Test (Test - A)	
Marks in Computer Typing Test out of 40 = WPM-30	
Note:	<ul style="list-style-type: none"> (i) The transcripts of those candidates of less than 300 words will not be evaluated. (ii) No Marks will be given to those who will not qualify the 30 WPM. They will be declared as 'Not Qualified'.

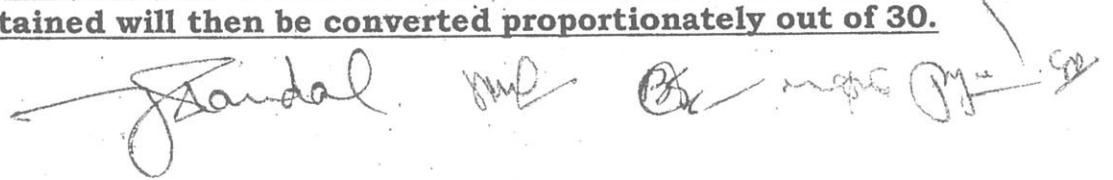
B) General Aptitude Test (Test-B):

Max Marks : 30

Total Marks : 100

Time : 90 Minutes

Question paper will comprise of 5 Sections of equal weightage and will contain 100 MCQs, each of one mark. There will be negative marking, 1/4 (0.25) marks will be deducted for each wrong answer. Marks obtained will then be converted proportionately out of 30.



SYLLABUS

Section - I

20 Marks

(General Knowledge and Current Affairs)

General Knowledge about all aspects of India-History and Civilization, Economy, Geography, Society, Politics and Government, Defence etc. and some common aspects about other countries such as Capitals, Prime Ministers, Presidents, Geographic Locations, National and International Affairs etc.

Section - II

20 Marks

(General Science)

Syllabus up to 10th Standard as approved by the Haryana Board of School Education.

Section - III

20 Marks

(English)

Syllabus up to 10th Standard as approved by the Haryana Board of School Education.

Section - IV

20 Marks

(Arithmetic and Reasoning)

Arithmetic: Syllabus up to 10th Standard as approved by the Haryana Board of School Education,
Reasoning: Verbal and Non Verbal.

Section - V

20 Marks

(Computer Knowledge)

Historical Development of Computers, Generations of Computers, Types of Computers, Components, Types of Memories, Input Devices and Output Devices; Types of Software (Operating Systems, Compilers and interpreters, Application Software), Types of Computer Languages, Data Representation, Components of Network, Types of Network, Data Transmission Medium and Modes, Historical Development of Internet, Internet Browsers, Search Engines, Website, Home Page, E-mail and M.S. Office.

C) ACADEMIC QUALIFICATIONS :

Max. Marks : 15

i)	Graduation upto 50 % Marks	00 Marks
	Graduation above 50% to 60% Marks	02 Marks
	Graduation above 60% to 70% Marks	05 Marks
	Graduation above 70% Marks	07 Marks
ii)	Any two /three years degree course in Computer Science/I.T./Computer Engineering after graduation from a university/institution recognised by UGC/AICTE/ Central/ State Govt.	05 Marks
iii)	Regular Diploma Course of atleast one year duration (Accountancy/Data Entry/Computer, Stenography, Secretarial Training and any other field relevant to the post) from a university/institution recognised by UGC/AICTE/ Central/ State Govt. <i>(Note: In case a diploma has been cumulated for a degree programme its weightage shall not be counted for these 03 marks)</i>	03 Marks

Handal *BS* *09*

D) SOCIO-ECONOMIC CRITERIA AND EXPERIENCE :

Max. Marks : 15


In light of G.S.R. 25/Const./Art.309/2019 dated 11 June, 2019 issued by Chief Secretary to Government, Haryana, 15 marks for socio-economic criteria and experience shall be allocated as follows:-

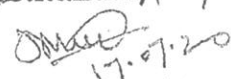
- 1) If neither the applicant nor any person from among the applicant's family viz father, mother spouse, brothers and sons is, was or has been a regular employee in any Department/Board /Corporation /Company/ Statutory Body/Commission /Authority of Government of Haryana or any other State Government or the Government of India;
(5 Marks)
- 2) If the applicant is:-
 - (i) a Widow ; or
 - (ii) the first or the second child and his father had died before attaining the age of forty two years; or
 - (iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years;**(5 Marks)**
- 3) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State of Haryana which is neither a Scheduled Caste nor a Backward Class;
(5 Marks)
- 4) Experience: One (1) mark for each year or part thereof exceeding six months of experience out of maximum of ten years on the same or a higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commisison/ Authority of Govt. of Haryana. No marks shall be awarded for any period less than six months.
(10 Marks)

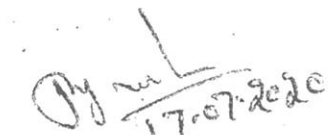
Tie-Breaking Criterion


In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be in the following order:

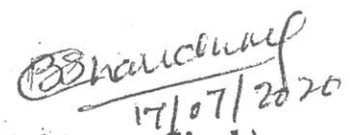
- a) Higher marks in Type test.
- b) Higher marks in Aptitude test.
- c) Higher marks in Qualifying Examination.
- d) Senior in age.



(J.S.Nandal)
17/7/2020


(Satish Malik)
17.7.20


(J.P. Yadav)
17.07.2020


(Mukesh Bhatt)


(Bhagwan Singh)
17/07/2020


(Gian Girdhar)
17.7.2020

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 20 of the Executive Council's meeting held on 31.12.2019

20. Prescription of Qualifications and Selection Criteria for direct recruitment to the posts of Steno-typist and Clerk-cum-Junior Data Entry Operator

Considered the proceedings of Committee constituted by the Vice-Chancellor for prescribing Qualifications and Selection Criteria for direct recruitment to the posts of Steno-typist and Clerk-cum-Junior Data Entry Operator (Annexure A/19 pages 114-118, already circulated).

RESOLVED THAT THE PROCEEDINGS OF THE COMMITTEE AS ABOVE BE APPROVED.

[ACTION BY A.R.(ESTT.-NT)]

A. R.

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PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR FOR PRESCRIBING QUALIFICATIONS AND SELECTION CRITERIA IN RESPECT OF VARIOUS NON-TEACHING POSTS OF GROUP(S) A, B, C AND D FOR DIRECT RECRUITMENT HELD ON 08.11.2019 AT 11:00 AM IN THE REGISTRAR'S COMMITTEE ROOM AND ON 23.11.2019 AT 10.00 AM IN THE DEPTT. OF MATHEMATICS, MAHARSHI DAYANAND UNIVERSITY ROHTAK

The following members were present:-

- | | |
|---|----------|
| 1. Prof. J.S. Nandal, Deptt. of Mathematics | Convener |
| 2. Prof. J.P. Yadav, Deptt. of Genetics | Member |
| 3. Prof. Bhagwan Singh, Deptt. of Geo-Physics(KUK) | Member |
| 4. Dr. Satish Malik, Librarian | Member |
| 5. Finance Officer | Member |
| 6. Supdt. Incharge (Estt. NT)
(nominee of Assistant Registrar(Estt. N.T.)) | Member |

The Committee has discussed the matter at length regarding Qualifications & Selection Criteria for the post of Steno-Typist (English/Hindi) and Clerk-cum-Junior Data Entry Operator for Budgeted as well as SFS posts and recommended the same as under:-

STENO-TYPIST (ENGLISH/ HINDI) :-

QUALIFICATIONS AND SELECTION CRITERIA FOR THE POST OF STENO-TYPIST (ENGLISH/HINDI)

Qualification :-

Graduate with at least 50% marks from a recognized University or its equivalent.

Knowledge of Hindi/Sanskrit upto Matric standard.

Qualifies a test in Stenography in English at the speed of 80 W.P.M. and transcription thereof on Computer at the speed of 15 W.P.M. (5% mistakes are allowed).

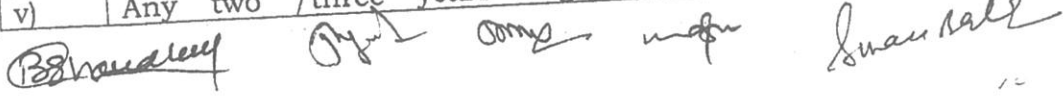
OR

Qualifies a test in Stenography in Hindi at the speed of 64 W.P.M. and transcription thereof on Computer at the speed of 11 W.P.M. (5% mistakes are allowed).

Total : 100 Marks

Selection Criteria:-

	Criteria for Selection to the post of Steno-Typist	Maximum Marks
a.	Who qualify test on computer in Stenography in English/Hindi without any mistake. One mark for each mistake will be deducted from total marks.	70 Marks
b.	Academic Record	15 Marks
i)	Graduation upto 50 % Marks	00 Marks
ii)	Graduation above 50% to 60% Marks	02 Marks
iii)	Graduation above 60% to 70% Marks	05 Marks
iv)	Graduation above 70% Marks	07 Marks
v)	Any two /three years degree course in	05 Marks



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	Computer Science/I.T./Computer Engineering after graduation from a university/institution recognised by UGC/AICTE/ Central/ State Govt.	
vi)	Regular Diploma Course of atleast one year duration (Accountancy/Data Entry/Computer, Stenography, Secretarial Training and any other field relevant to the post) from a university/institution recognised by UGC/AICTE/ Central/ State Govt. (Note: In case a diploma has been cumulated for a degree programme its weightage shall not be counted for these 03 marks)	03 Marks
c.	Socio-Economic Criteria and Experience	15 Marks*

*In light of G.S.R. 25/Const./Art.309/2019 dated 11 June, 2019 issued by Chief Secretary to Government, Haryana, the 15 marks for socio-economic criteria and experience shall be allocated as follows:-

- a) If neither the applicant nor any person from among the applicant's family viz father, mother spouse, brothers and sons is, was or has been a regular employee in any Department/Board /Corporation /Company/ Statutory Body/Commission /Authority of Government of Haryana or any other State Government or the Government of India;
(5 Marks)
- b) If the applicant is:-
(i) a Widow ; or
(ii) the first or the second child and his father had died before attaining the age of forty two years; or
(iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years;
(5 Marks)
- c) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State of Haryana which is neither a Scheduled Caste nor a Backward Class;
(5 Marks)
- d) Experience: One (1) mark for each year or part thereof exceeding six months of experience out of maximum of ten years on the same or a higher post in any Department/Board/ Corporation/ Company/ Statutory Body/ Commisison/ Authority of Govt. of Haryana. No marks shall be awarded for any period less than six months.
(10 Marks)

Note: No applicant shall be given more than a total of 15 marks for Socio-Economic Criteria and Experience.

Tie-Breaking Criterion

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be in the following order:

- a) Higher marks in Stenography Type.
b) Higher marks in Qualifying Examination.
c) Senior in age.

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**QUALIFICATIONS AND SELECTION CRITERIA FOR THE POST OF CLERK-
CUM-JUNIOR DATA ENTRY OPERATOR**

QUALIFICATION:-

- a) Graduate with at least 50% marks from a University recognized by UGC or its equivalent.
- b) Knowledge of Hindi/Sanskrit upto Matric standard.
- c) Valid certificate of passing the State Eligibility Test in Computer Appreciation and Applications (SETC). However, exemption from SETC will be given to those candidates who have cleared/passed the courses as mentioned vide letter No. 42/164/2008/3-GSII dated 19.09.2019 issued by the State Govt. (Annexure-A).

SELECTION CRITERIA:-

A) Computer Typing (Test-A)	40 Marks
B) General Aptitude Test (Test - B)	30 Marks
C) Academic Qualifications	15 Marks
D) Socio-Economic Criteria and Experience	15 Marks

Note:-

- The process will start with the holding of Computer Typing Test first. Only those candidates who qualify the typing test will be called for General Aptitude Test.
- A merit list shall be prepared based upon the scores in criterion A to D.

(A) Computer Typing Test :-

Time : 10 minutes

Max. Marks : 40

Candidate will be provided with a passage comprising of 600 words in English. The required qualifying speed on Computer for Typing Test is 30 Words Per Minute (WPM). The duration of test will be TEN (10) minutes.

Formula of Calculation of Marks in Computer Type Test (Test - A)

Marks in Computer Typing Test out of 40 = ('Words Per Minute' minus 30) = (WPM-30)

Note:

- (i) The transcripts of those candidates of less than 300 words will not be evaluated.
- (ii) No Marks will be given to those who will not qualify the 30 WPM. They will be declared as 'Not Qualified'.

(B) General Aptitude Test (Test-B):-

Max. Marks : 100 Marks

Time : 90 Minutes

Question paper will comprise of 5 Sections of equal weightage and will contain 100 MCQs, each of one mark. There will be negative marking, $\frac{1}{4}$ (0.25) marks will be deducted for each wrong answer. Marks obtained will then be converted proportionately out of 30.

[Handwritten signatures and marks at the bottom of the page]

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SYLLABUS

Section - I

20 Marks

(General Knowledge and Current Affairs)

General Knowledge about all aspects of India-History and Civilization, Economy, Geography, Society, Politics and Government, Defence etc. and some common aspects about other countries such as Capitals, Prime Ministers, Presidents, Geographic Locations, National and International Affairs etc.

Section - II

20 Marks

(General Science)

Syllabus up to 10th Standard as approved by the Haryana Board of School Education.

Section - III

20 Marks

(English)

Syllabus up to 10th Standard as approved by the Haryana Board of School Education.

Section - IV

20 Marks

(Arithmetic and Reasoning)

Arithmetic: Syllabus up to 10th Standard as approved by the Haryana Board of School Education,
Reasoning: Verbal and Non Verbal.

Section - V

20 Marks

(Computer Knowledge)

Historical Development of Computers, Generations of Computers, Types of Computers, Components, Types of Memories, Input Devices and Output Devices, Types of Software (Operating Systems, Compilers and interpreters, Application Software), Types of Computer Languages, Data Representation, Components of Network, Types of Network, Data Transmission Medium and Modes, Historical Development of Internet, Internet Browsers, Search Engines, Website, Home Page, E-mail and M.S. Office.

(C) ACADEMIC QUALIFICATIONS :-

	Criteria for Selection to the post of Clerk-cum-JDEO	Maximum Marks
a.	Academic Record	15 Marks
i)	Graduation upto 50 % Marks	00 Marks
ii)	Graduation above 50% to 60% Marks	02 Marks
iii)	Graduation above 60% to 70% Marks	05 Marks
iv)	Graduation above 70% Marks	07 Marks
v)	Any two /three years degree course in Computer Science/I.T./Computer Engineering after graduation from a university/institution recognised by UGC/AICTE/ Central/ State Govt.	05 Marks
vi)	Regular Diploma Course of atleast one year duration (Accountancy/Data Entry/Computer, Stenography, Secretarial Training and any other field relevant to the post) from a university/institution recognised by UGC/AICTE/ Central/ State Govt. <i>(Note: In case a diploma has been cumulated for a degree programme its weightage shall not be counted for these 03 marks)</i>	03 Marks

-63-

(D) SOCIO-ECONOMIC CRITERIA AND EXPERIENCE

In light of G.S.R. 25/Const./Art.309/2019 dated 11 June, 2019 issued by Chief Secretary to Government, Haryana, the 15 marks for socio-economic criteria and experience shall be allocated as follows:-

- 1) If neither the applicant nor any person from among the applicant's family viz father, mother spouse, brothers and sons is, was or has been a regular employee in any, Department/Board /Corporation /Company/ Statutory Body/Commission /Authority of Government of Haryana or any other State Government or the Government of India; **(5 Marks)**
- 2) If the applicant is:-
 - (i) a Widow ; or
 - (ii) the first or the second child and his father had died before attaining the age of forty two years; or
 - (iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years; **(5 Marks)**
- 3) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State of Haryana which is neither a Scheduled Caste nor a Backward Class: **(5 Marks)**
- 4) Experience: One (1) mark for each year or part thereof exceeding six months of experience out of maximum of ten years on the same or a higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commisison/ Authority of Govt. of Haryana. No marks shall be awarded for any period less than six months. **(10 Marks)**

Note: No applicant shall be given more than a total of 15 marks for Socio-Economic Criteria and Experience.

Tie-Breaking Criterion


In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be in the following order:

- a) Higher marks in Type test.
- b) Higher marks in Aptitude test.
- c) Higher marks in Qualifying Examination.
- d) Senior in age.

Further, the meeting was over with the conclusion that the qualifications and Selection Criteria for the rest of the posts will be decided in the ensuing meeting.

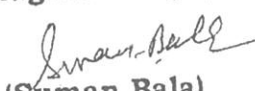

(J.S. Nandal)


(Satish Malik)


(J.P. Yadav)


(Mukesh Bhatt)


(Bhagwan Singh)


(Suman Bala)

The Chief Secretary to Government Haryana.

F n

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Department, Haryana.
3. All the Commissioners, Ambala, Hisar, Rohtak, Gurugram, Karnal & Faridabad Divisions.
4. All the MDs/CAs of Boards/Corporations/Institutions in the State of Haryana.
5. The Registrar, Punjab & Haryana High Court, Chandigarh.
6. All Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana.
7. All the Registrars of Universities in the State of Haryana.

Dated Chandigarh 19th September, 2019.

Subject: State Eligibility Test In Computer Appreciation and Applications (SETC) – list of exempted courses.

Sir/Madam

I am directed to invite your attention to Haryana Government letter No. 42/164/2008-3GS-II, dated 07.11.2013 on the subject noted above and to say that State Government has decided to substitute para 9 of the said instructions and exempt the certain courses of minimum duration 6 months from State Eligibility Test in Computer Appreciation and Applications (SETC) i.e. 1st Part of SETC (Basic Computer Knowledge Test):-

- a) All Engineering Degree / Bachelor Degree / Master Degree (different nomenclature) in Computer / Computer Engineering / Computer Science / Information Technology / Computer Application e.g. B.Tech / BE / B.Sc. Engineering / BCA / B.Sc / Masters in Computer / Computer Science / Information Technology / Computer Application recognized for AICTE / UGC.
- b) One-year Diploma in Computer/Computer Science/Information Technology/Computer Applications from recognized Polytechnics/Universities.
- c) Diploma Course i.e. Office Management & Computer Application of Technical Education Department, Haryana. (6 months)
- d) One-year Diploma for Computer Operator and Programming Assistant, Desk Top Publishing Operator, Computer Hardware and Network Maintenance and six months Diploma of Data Entry Operator issued by Skill Development and Industrial Training Department.
- e) Certificate Courses of NIELIT
 - i) O-Level and PGDCA (1 year)
- f) Certificate Course of C-DAC
 - i) Diploma in Multilingual Computer Operation (DMCO) (6 months)
- f) Certificate courses of HKCL
 - i) HS-CITA (Haryana State Certificate in IT Applications) (6 months)
 - ii) HS-CIT A +(Haryana State Certificate in IT Advanced Applications) (1 year)
- g) Certificate Courses of HARTRON
 - i) Certificate course in Computer Science/Computer Software/Computer Application (6 months).
 - ii) Diploma in Computer Application/Computer Science/Computer Software/Desktop Publishing of 1 year.
 - iii) Training Programmes of more than 6 months conducted by Hartron under various schemes of the State/Central Government covering the whole SETC syllabus.


It may please be brought to the notice of all concerned.

Yours faithfully,

Ratnam
Under Secretary, General Services-II,
for Chief Secretary to Government Haryana.

Dated: 19-09-2019

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PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR FOR PRESCRIBING QUALIFICATIONS AND SELECTION CRITERIA IN RESPECT OF VARIOUS NON-TEACHING POSTS OF GROUP(S) A, B, C AND D FOR DIRECT RECRUITMENT HELD ON 17.07.2020 AT 11.00 A.M. IN THE REGISTRAR'S COMMITTEE ROOM, MAHARSHI DAYANAND UNIVERSITY ROHTAK

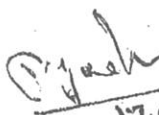
The following members were present:

- | | |
|--|----------|
| 1. Prof. J.S. Nandal, Deptt. of Mathematics | Convener |
| 2. Prof. J.P. Yadav, Deptt. of Genetics | Member |
| 3. Prof. Bhagwan Singh, Deptt. of Geo-Physics(KUK) | Member |
| 4. Dr. Satish Malik, Librarian | Member |
| 5. Finance Officer | Member |
| 6. Deputy Registrar (Estt. NT) | Member |

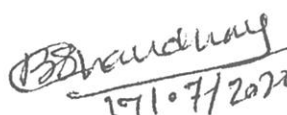
While discussing the qualifications and selection criteria for the post of Junior Store Keeper, the committee noticed that some corrections are needed to be made in the already submitted proceedings with regard to the Qualifications & Selection Criteria for the post of Steno-Typist (English/Hindi) and Clerk-cum-Junior Data Entry Operator for Budgeted as well as SFS posts which have been approved by the Executive Council vide Reso.No. 20 dated 31.12.2019. The Committee made the corrections and recommended that already approved qualifications and selection criteria for the post of Clerk-cum-Junior Data Entry Operator and that for Steno-typist may be replaced with that mentioned in Annexure-I and the same may be placed before Executive Council for reconsideration.


(J.S. Nandal)
17/7/2020


(Satish Malik)
17.07.2020


(J.P. Yadav)
17.07.2020


(Mukesh Bhatt)


(Bhagwan Singh)
17/07/2020


(Gian Girdhar)
17.7.2020

ANNEXURE - I

QUALIFICATIONS AND SELECTION CRITERIA FOR THE POST OF CLERK-CUM-JUNIOR DATA ENTRY OPERATOR

Qualifications :

- a) Graduate with at least 50% marks from a University recognized by UGC or its equivalent.
- b) Hindi/Sanskrit upto Matric standard.

SELECTION CRITERIA :

A) Computer Typing (Test-A)	40 Marks
B) General Aptitude Test (Test - B)	30 Marks
C) Academic Qualifications	15 Marks
D) Socio-Economic Criteria and Experience	15 Marks

Note:

- > The process will start with the holding of Computer Typing Test first. Only those candidates who qualify the typing test will be called for General Aptitude Test.
- > A merit list shall be prepared based upon the scores in criterion A to D.

A) Computer Typing Test (Test-A) :

Time : 10 minutes

Max. Marks : 40

Candidate will be provided with a passage comprising of 600 words in English. The required qualifying speed on Computer for Typing Test is 30 Words Per Minute (WPM). The duration of test will be TEN (10) minutes.

Formula of Calculation of Marks in Computer Type Test (Test - A)	
Marks in Computer Typing Test out of 40 = WPM-30	
Note:	
(i)	The transcripts of those candidates of less than 300 words will not be evaluated.
(ii)	No marks will be given to those who will not qualify the 30 WPM. They will be declared as 'Not Qualified'.

B) General Aptitude Test (Test-B) :

Max. Marks: 30

Total Marks : 100 Marks

Time : 90 Minutes

Question paper will comprise of 5 Sections of equal weightage and will contain 100 MCQs, each of one mark. There will be negative marking, 1/4 (0.25) marks will be deducted for each wrong answer. Marks obtained will then be converted proportionately out of 30.

Handal *Javed* *M* *SS* *W*

SYLLABUS

Section - I

20 Marks

(General Knowledge and Current Affairs)

General Knowledge about all aspects of India-History and Civilization, Economy, Geography, Society, Politics and Government, Defence etc. and some common aspects about other countries such as Capitals, Prime Ministers, Presidents, Geographic Locations, National and International Affairs etc.

Section - II

20 Marks

(General Science)

Syllabus up to 10th Standard as approved by the Haryana Board of School Education.

Section - III

20 Marks

(English)

Syllabus up to 10th Standard as approved by the Haryana Board of School Education.

Section - IV

20 Marks

(Arithmetic and Reasoning)

Arithmetic: Syllabus up to 10th Standard as approved by the Haryana Board of School Education,
Reasoning: Verbal and Non Verbal.

Section - V

20 Marks

(Computer Knowledge)

Historical Development of Computers, Generations of Computers, Types of Computers, Components, Types of Memories, Input Devices and Output Devices, Types of Software (Operating Systems, Compilers and interpreters, Application Software), Types of Computer Languages, Data Representation, Components of Network, Types of Network, Data Transmission Medium and Modes, Historical Development of Internet, Internet Browsers, Search Engines, Website, Home Page, E-mail and M.S. Office.

C). Academic Qualifications :

Max. Marks:15

i)	Graduation upto 50 % Marks	00 Marks
	Graduation above 50% to 60% Marks	02 Marks
	Graduation above 60% to 70% Marks	05 Marks
	Graduation above 70% Marks	07 Marks
ii)	Any two /three years degree course in Computer Science/I.T./Computer Engineering after graduation from a university/institution recognised by UGC/AICTE/ Central/ State Govt.	05 Marks
iii)	Regular Diploma Course of atleast one year duration (Accountancy/Data Entry/Computer, Stenography, Secretarial Training and any other field relevant to the post) from a university/institution recognised by UGC/AICTE/ Central/ State Govt. <i>(Note: In case a diploma has been cumulated for a degree programme its weightage shall not be counted for these 03 marks)</i>	03 Marks

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D) Socio-Economic Criteria And Experience:

Max. Marks:15

In light of G.S.R. 25/Const./Art.309/2019 dated 11 June, 2019 issued by Chief Secretary to Government, Haryana, the 15 marks for socio-economic criteria and experience shall be allocated as follows:

- 1) If neither the applicant nor any person from among the applicant's family viz father, mother spouse, brothers and sons is, was or has been a regular employee in any Department/Board /Corporation /Company/ Statutory Body/Commission /Authority of Government of Haryana or any other State Government or the Government of India;
(5 Marks)
- 2) If the applicant is:-
 - (i) a Widow ; or
 - (ii) the first or the second child and his father had died before attaining the age of forty two years; or
 - (iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years;
(5 Marks)
- 3) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State of Haryana which is neither a Scheduled Caste nor a Backward Class;
(5 Marks)
- 4) Experience: One (1) mark for each year or part thereof exceeding six months of experience, out of maximum of ten years, on the same or a higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commisison/ Authority of Govt. of Haryana. No marks shall be awarded for any period less than six months.
(10 Marks)

Tie-Breaking Criterion

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be in the following order:

- a) Higher marks in Type test.
- b) Higher marks in Aptitude test.
- c) Higher marks in Qualifying Examination.
- d) Senior in age.

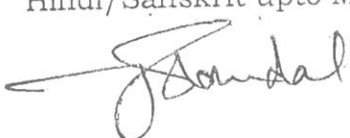
STENO-TYPIST (ENGLISH/ HINDI) :


QUALIFICATIONS AND SELECTION CRITERIA FOR THE POST OF STENO-TYPIST (ENGLISH/HINDI)

Qualifications :

Graduate with at least 50% marks from a recognized University or its equivalent.

Hindi/Sanskrit upto Matric standard.







Qualifies a test in Stenography in English at the speed of 80 W.P.M. and transcription thereof on Computer at the speed of 15 W.P.M. (5% mistakes are allowed).

OR

Qualifies a test in Stenography in Hindi at the speed of 64 W.P.M. and transcription thereof on Computer at the speed of 11 W.P.M. (5% mistakes are allowed).

SELECTION CRITERIA:

Total : 100 Marks

A)	Who qualify test on computer in Stenography in English/Hindi without any mistake. One mark for each mistake will be deducted from total marks.	70 Marks
B)	Academic Record	Max. Marks:15
i)	Graduation upto 50 % Marks	00 Marks
	Graduation above 50% to 60% Marks	02 Marks
	Graduation above 60% to 70% Marks	05 Marks
	Graduation above 70% Marks	07 Marks
ii)	Any two /three years degree course in Computer Science/I.T./Computer Engineering after graduation from a university/institution recognised by UGC/AICTE/ Central/ State Govt.	05 Marks
iii)	Regular Diploma Course of atleast one year duration (Accountancy/Data Entry/Computer, Stenography, Secretarial Training and any other field relevant to the post) from a university/institution recognised by UGC/AICTE/ Central/ State Govt. (Note: In case a diploma has been cumulated for a degree programme its weightage shall not be counted for these 03 marks)	03 Marks
C)	Socio-Economic Criteria And Experience	Max. Marks:15

In light of G.S.R. 25/Const./Art.309/2019 dated 11 June, 2019 issued by Chief Secretary to Government, Haryana, the 15 marks for socio-economic criteria and experience shall be allocated as follows:-

- 1) If neither the applicant nor any person from among the applicant's family viz father, mother spouse, brothers and sons is, was or has been a regular employee in any Department/Board /Corporation /Company/ Statutory Body/Commission /Authority of Government of Haryana or any other State Government or the Government of India; **(5 Marks)**
- 2) If the applicant is:-
 - (i) a Widow ; or
 - (ii) the first or the second child and his father had died before attaining the age of forty two years; or
 - (iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years; **(5 Marks)**
- 3) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State of Haryana which is neither a Scheduled Caste nor a Backward Class; **(5 Marks)**

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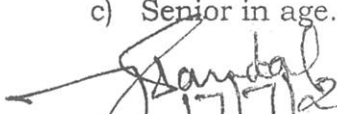
4) Experience: One (1) mark for each year or part thereof exceeding six months of experience, out of maximum of ten years, on the same or a higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Govt. of Haryana. No marks shall be awarded for any period less than six months.

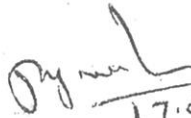
(10 Marks)

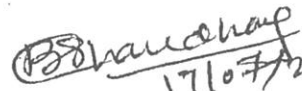
Tie-Breaking Criterion

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be in the following order:

- a) Higher marks in Stenography Test.
- b) Higher marks in Qualifying Examination.
- c) Senior in age.



 (J.S. Nandal)
 17/7/2020


 (J.P. Yadav)
 17.07.2020


 (Bhagwan Singh)
 17/07/2020


 (Satish Malik)


 (Mukesh Bhatt)


 (Gian Girdhar)
 17.7.2020

17/7/20



CB-1852 Appendix C/11
29-6-20

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR TO PRESCRIBE THE QUALIFICATIONS FOR APPOINTMENT TO THE POST OF PROFESSOR AND ASSOCIATE PROFESSOR IN SELF-FINANCING COLLEGES OF EDUCATION FOR B.Ed. & M.Ed. COURSE AFFILIATED TO THE UNIVERSITY HELD ON 25.06.2020 AT 10:00 A.M. IN THE OFFICE OF THE DEAN ACADEMIC AFFAIRS, M.D. UNIVERSITY, ROHTAK

The following members were present:-

- | | | | |
|----|---|---|----------|
| 1. | Prof. Nina Singh, Dean Academic Affairs, M.D.U. Rohtak | - | Convener |
| 2. | Prof. Yedhvir Singh, Dean Colleges Development Council
M.D.U. Rohtak | - | Member |
| 3. | Prof. Jitender Kumar, Head, Dept. of Education,
M.D.U. Rohtak | - | Member |
| 4. | Dr. (Mrs.) Surekha Khokhar, Principal,
C.R. College of Education, Rohtak | - | Member |

After detailed discussion the Committee unanimously recommended following qualifications for the post of Professor and Associate Professor for B.Ed. & M.Ed. Course(s) in Self-Financing Colleges affiliated to MDU Rtk..

1) **PROFESSOR (For M.Ed. Course)**

- i) Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialization, Postgraduate degree in Education (M.Ed./M.A. Education) with minimum 55% marks.

OR

Already individually approved as Asstt. Prof. in Education by the M.D. University or other equivalent State/Central University.

- ii) Ph.D. degree in Education or in the discipline relevant to the area of specialization.
- iii (a) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer-reviewed or UGC listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
- (b) A minimum of ten years of teaching experience in University/College as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level of the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

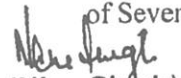
(2) **ASSOCIATE PROFESSOR (For B.Ed. & M.Ed. Course)**

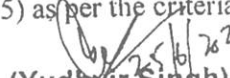
- i) Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialization, Postgraduate degree in Education (M.Ed./M.A. Education) with minimum 55% marks.

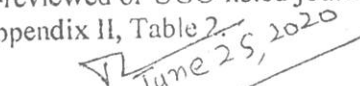
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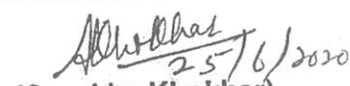
Already individually approved as Asstt. Prof. in Education by the M.D. University or other equivalent State/Central University.

- ii) Ph.D. degree in Education or in the discipline relevant to the area of specialization.
- iii (a) A good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- (b) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed.
- (c) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy Five (75) as per the criteria given in Appendix II, Table 2.


(Nina Singh)
25.6.2020


(Yudhvir Singh)
25/6/2020


(Jitender Kumar)
June 25, 2020


(Surekha Khokhar)
25/6/2020