



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

No. AC-IV/Misc./19/ 19392
Dated: 8/11/19

To

Ucc-3019
11/11/19

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 04.09.2019 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,

Dy. Superintendent (Academic)
for REGISTRAR

Encl: As above.

G. S. Sharma
11/11/19

CSA

please get scan to be upload

19/11/19

CSA

20.11.19.



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

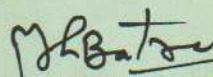
The Executive Council in its meeting held on 04.09.2019 has approved the amendments/modifications to various Ordinances and Rules & Regulations as per Annexure-I and II, respectively. These amendments/modifications are being sent for keeping the record up-to-date.

REGISTRAR

Endst.No.AC-IV/CS/19/ 19159-259 Dated: 29/10/19

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.), M.D.University, Rohtak.
16. AC-II and VI Sets, Academic Branch, M.D.University, Rohtak.


Assistant Registrar (Academic)
for REGISTRAR

**MAHARSHI DAYANAND UNIVERSITY ROHTAK
INDEX**

Correction Slip No.	Particulars	Page No.
ORDINANCES		
1.	Revision of rates of refreshment for the members of various statutory authorities /bodies and Standing Committees	1
2.	Introduction of Social Work as an Elective Subject at UG level and Introduction of Post Graduate Diploma in Rural Development and Panchayati Raj & prescription of Ordinance thereof	1
3.	Amendment in the promotion rules for various courses	1-2
4.	Ordinance for Post Graduate Diploma/Certificate Course in Cyber Law Ordinance for Post Graduate Diploma/Certificate Course in Labour Law and Social Welfare	3
5.	Implementation of Guidelines for conducting written examinations for Persons with Benchmark Disabilities and to replace Clause 6(G) of Ordinance- 'Conduct of Examinations'	3
6.	Ordinances of M.Phil and Ph.D. Programmes	3
7.	Inspection Proformas for Degree College (UG & PG) and four year Integrated Teacher Education Program (Primary/Secondary)	4
8.	Fee Structure of newly started Certificate/Diploma Courses in the Department of Law and MDUCPAS, Gurugram and the room charges for International Students' Hostel	4
RULES & REGULATIONS		
9.	Adoption of the instructions of State Govt. for grant of honorarium to the Inquiry Officers	5
10.	Rules for participation in Seminars/Conferences/ Workshops etc.	5
11.	Group insurance provided to the students of University Teaching Departments	5
12.	Adoption of UGC notification for promotion of Academic Integrity and prevention of plagiarism in Higher Educational institutions	6
13.	Guidelines of Global Initiative of Academic Network (GIAN) Scheme	6

(ii)

14.	Adoption of instructions of the State Government with regard to grant of Reservation to Persons with Disabilities in Jobs under Government/ Government Undertakings, Local Bodies and Universities	6
15.	Enhancement of Honorarium/Remuneration of the Resource Persons working in the University Resource Persons working in the University	6
16.	Amendment/addition to Statute-17 to the schedule of MDU Act	7
17.	Revision of rates of fee for affiliation, extension/continuation etc.	7
18.	Amendments in the Hostel Rules	7
19.	Establishment of Centre for Disability Studies	8

-1-

**MAHARSHI DAYANAND UNIVERSITY ROHTAK
ORDINANCES**

1. Revision of rates of refreshment for the members of various statutory authorities /bodies and Standing Committees

Revision of rates of refreshment for the members of various statutory authorities/ bodies and Standing Committees etc. (Appendix C/1 page 1) appearing in Chapter-36, Calendar Volume-IV.

[E.C. Reso. No. 9 of 04.09.2019]

2. Introduction of Social Work as an Elective Subject at UG level and Introduction of Post Graduate Diploma in Rural Development and Panchayati Raj & prescription of Ordinance thereof

Introduction of Social Work as an Elective Subject at UG level from the session 2019-20. Further, the subject be placed in Group-II of the Scheme of Examinations of B.A Part-I, II & III (Appendix C/2 pages 2-3); and the Post Graduate Diploma in Rural Development and Panchayati Raj be introduced in the Department of Public Administration from the session 2019-20 and the Ordinance of the same be prescribed as per Appendix C/3 pages 4-9).

[E.C. Reso. No. 14 of 04.09.2019]

3. Amendment in the promotion rules for various courses

Amendment in the promotion rules for various courses:-

Common Ordinance for 2-Year PG Courses:

Existing	Amended
<p>Clause 12(ii) For promotion to 3rd Semester, a student must have passed atleast 50% papers of 1st semester. Students to the other semesters will be promoted automatically.</p>	<p>Clause 12(ii) The candidate shall be treated as promoted to the next semester/class automatically subject to fulfilment of conditions as laid down in clause-8 of the Ordinance.</p>

Common Ordinance for 3-Year UG Courses:

Existing	Amended
<p>Clause 11(ii) For promotion to 3rd semester, a student must have passed atleast 50% papers of 1st semester and for promotion to 5th semester, a student must have passed all papers of 1st semester. Students to the other semesters will be promoted automatically. However, this clause is subject to fulfilment of clause-7 of this Ordinance.</p> <p>NOTE: For the purpose of promotion, each theory and practical in any subject shall be considered as separate paper.</p>	<p>Clause 11(ii) The candidate shall be treated as promoted to the next semester/class automatically subject to fulfilment of conditions as laid down in clause-7 of the Ordinance.</p>

All above rules will be applicable to all the students (old as well as new).

Common Ordinance for 5-Year Integrated Courses:

Existing	Amended
<p>Clause-12 For promotion to 3rd semester, a student must have passed atleast 50% papers of 1st semester. For promotion to 5th semester, a student must have passed all papers of 1st semester. For promotion to 7th semester, a student must have passed 1st module i.e. semester 1st to 6th. Students to the other semesters will be promoted automatically.</p> <p>However, this clause is subject to fulfilment of conditions as laid down in clause-9.</p> <p>NOTE: For the purpose of promotion, each theory and practical in any subject shall be considered as separate paper.</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.</p> <p>However, promotion to 7th semester will be allowed only when he/she has cleared the 1st module (1st to 6th semesters).</p>

Note: The 5-Year Integrated Course rules be applicable only to the new students who will take admission in the first year of all 5 years integrated courses during the session 2018-19.

[E.C. Reso. No. 16 of 04.09.2019]

4. Ordinance for Post Graduate Diploma/Certificate Course in Cyber Law and Ordinance for Post Graduate Diploma/Certificate Course in Labour Law and Social Welfare

Ordinance for Post Graduate Diploma/Certificate Course in Cyber Law (Appendix C/4 pages 10-17) and Ordinance for Post Graduate Diploma/Certificate Course in Labour Law and Social Welfare (Appendix C/5 pages 18-22) to be implemented w.e.f. the session 2019-20.

Note:- Two digits representing the year of implementation be prefixed before the mentioned codes of various schemes].

[E.C. Reso. No. 17 of 04.09.2019]

5. Implementation of Guidelines for conducting written examinations for Persons with Benchmark Disabilities and to replace Clause 6(G) of Ordinance- 'Conduct of Examinations'

Implementation of the Guidelines for conducting written examinations for Persons with Benchmark Disabilities, issued by the Ministry of Social Justice & Empowerment, Deptt. of Empowerment of Persons with Disabilities (Divyangjan), Govt. of India vide No.34-02/2015-DD-III Dated 29.08.2018 alongwith its corrigenda dated 28.11.2018, 1.01.2019 and 8.02.2019, etc., duly forwarded by the University Grants Commission vide No.6-2/2013(SCT) dated 14.01.2019, 26.02.2019 and 22.02.2019 respectively, with some reservations; (Appendix C/6 pages 23-24 and Appendix C/7 pages 25-31) and to replace Clause 6(G) of Ordinance- 'Conduct of Examinations' appearing at page 34 of University Calendar Vol. II(Part-B) (Appendix C/7 pages 32-33) titled as 'Special Arrangements for Amanuensis (Writer of Answer)' with the Guidelines envisaged in Appendix C/8 pages 34-38 as per above recommendations of the Committee.

[E.C. Reso. No. 18 of 04.09.2019]

6. Ordinances of M.Phil and Ph.D. Programmes

Ordinances of M.Phil and Ph.D. Programmes for the session 2019-20 (Appendix C/9 pages 39-64).

[E.C. Reso. No. 55 of 04.09.2019]

7. Inspection Proformas for Degree College (UG & PG) and four year Integrated Teacher Education Program (Primary/Secondary)



Inspection Proformas for Degree College (UG & PG) and four year Integrated Teacher Education Program (Primary/Secondary) (Appendix C/10 pages 65-80).

[E.C. Reso. No. 57 of 04.09.2019]

8. Fee Structure of newly started Certificate/Diploma Courses in the Department of Law and MDUCPAS, Gurugram and the room charges for International Students' Hostel

Fee Structure of newly started Certificate/Diploma Courses in the Department of Law and MDUCPAS, Gurugram and the room charges for International Students' Hostel from the session 2019-20 (Appendix C/11 pages 81-87).

[E.C. Reso. No. 58 of 04.09.2019]


Assistant Registrar (Academic)
for REGISTRAR 

29/10/19

-5-

ANNEXURE- A/2
MAHARSHI DAYANAND UNIVERSITY ROHTAK
RULES & REGULATIONS

9. Adoption of the instructions of State Govt. for grant of honorarium to the Inquiry Officers

Adoption of State Govt. instructions for grant of honorarium to the Inquiry Officers appointed for conducting regular departmental enquiries pertaining to Group A & B officers conveyed by the Additional Chief Secretary to Government, Haryana, Vigilance Department vide letter No. 48/1/2008-3Vig-II dated 04.06.2019 (Appendix C/12 pages 81-93).

[E.C. Reso. No. 3 of 04.09.2019]

10. Rules for participation in Seminars/Conferences/Workshops etc.

Rules for participation in Seminars/Conferences/Workshops etc. mentioned in Chapter-25 clause 8(i) of University Calendar Vol. III (Appendix C/13 page 94).

Note:- The teachers be allowed to participate in Seminars/Conferences/Workshops in India once for National and once for International Conference with financial assistance in a financial year subject to availability of funds.

[E.C. Reso. No. 4 of 04.09.2019]

11. Group insurance provided to the students of University Teaching Departments

Group insurance provided to the students of University Teaching Departments w.e.f. academic session 2020-21 (Appendix C/14 pages 95-98).

[E.C. Reso. No. 8 of 04.09.2019]

6

12. Adoption of UGC notification for promotion of Academic Integrity and prevention of plagiarism in Higher Educational Institutions

Adoption of UGC notification dated 23.07.2018 for promotion of Academic Integrity and prevention of plagiarism in Higher Educational institutions received from Director Higher Education, Haryana (Appendix C/15 pages 99-111).

[E.C. Reso. No. 11 of 04.09.2019]

13. Guidelines of Global Initiative of Academic Network (GIAN) Scheme

Guidelines of Global Initiative of Academic Network (GIAN) Scheme (Appendix C/16 pages 112-124).

[E.C. Reso. No. 12 of 04.09.2019]

14. Adoption of instructions of the State Government with regard to grant of Reservation to Persons with Disabilities in Jobs under Government/ Government Undertakings, Local Bodies and Universities

Adoption of instructions of the State Govt. conveyed vide letter No.22/10/2013-IGSIII dated 23.1.2018 (Appendix C/17 page 125) regarding Grant of reservation to Persons with Disabilities in jobs under Government/ Government Undertakings, Local Bodies and Universities etc.

[E.C. Reso. No. 36 of 04.09.2019]

15. Enhancement of Honorarium/Remuneration of the Resource Persons working in the University

Enhancement of Honorarium/Remuneration of the Resource Persons working in the University and to be appointed in the University to Rs. 57,700/- per month for eligible candidates.

NOTE: i) The remuneration of Resource Persons/Guest Faculties be revised at par with Haryana Government College teachers for eligible candidates only with immediate effect. In future the Selection Committee for engaging Resource Persons/Guest Faculties will be as prescribed by the UGC.

ii) the Resource Persons/Guest Faculties be assigned full workload at par with regular Assistant/Associate Professors.

[E.C. Reso. No. 37 of 04.09.2019]

16. Amendment/addition to Statute-17 to the schedule of MDU Act

Amendment/addition to Statute-17 to the schedule of MDU Act, 1975 as under:-

Existing	Amended
Statute- 17 "Faculties of Universities" There shall be the following Faculty namely:- (1) Faculty of Life Sciences; xx xx xx xx xx xx xx (14) Faculty of Performing and Visual Arts	Statute-17 "Faculties of Universities" There shall be the following Faculty namely:- (1) Faculty of Life Sciences; xx xx xx xx xx xx xx (14) Faculty of Performing and Visual Arts (15) Faculty of Interdisciplinary Studies

Note:- The assent of the Hon'ble Chancellor, Haryana has been received vide letter No.HRB-UA-29(2)-02/3473 dated 19.06.2019.

[E.C. Reso. No. 50 of 04.09.2019]

17. Revision of rates of fee for affiliation, extension/continuation etc.

Revision of rates of fee for affiliation, extension/continuation etc. (Appendix C/18 pages 126-131).

[E.C. Reso. No. 52 of 04.09.2019]

18. Amendments in the Hostel Rules

Amendments in Hostel Rules appearing in Chapter-41 (Calendar Vol.-III) (Appendix C/19 pages 132-136).

[E.C. Reso. No. 54 of 04.09.2019]

8

19. Establishment of Centre for Disability Studies

Establishment of Centre for Disability Studies in the Campus under the Faculty of Interdisciplinary Studies, being interdisciplinary in nature be prescribed as per Appendix C/20 pages 137-146.

[E.C. Reso. No. 56 of 04.09.2019]

M. Bhatia 29/10/19

Assistant Registrar (Academic)
for REGISTRAR

Amended by S.C. Wale
Reso. No. 9 of 04/09/2019

Appendix C/1

Minutes of the meeting of the Committee constituted by the Vice-Chancellor was held on 08-07-2019 at 11.00 a.m. in the office of the Dean, Faculty of Humanities, Dept of Sanskrit, M.D. University, Rohtak for revision of rates of refreshment for the members of various statutory authorities/bodies and standing Committees:

The following were present:

1. Prof. Surinder Kumar, Dept of Sanskrit
2. Prof. Neelam Chaudhary, Dept of Economics
3. Finance Officer
4. Dy. Registrar, General Admin. Branch Member-Secretary

The committee discussed thoroughly for revision of rates of refreshment for the members of various Statutory Authorities/Bodies and Standing Committees in the light of the fact that the existing rates of refreshment were approved in the Executive Council meeting way back on 30.11.2011 vide Resolution No.28. Now the rates of all items in the market have been increased. The committee recommended that the rates of refreshment may accordingly be increased to make these sufficient for meeting out the expenditure. The proposed rates are as under:-

Sr.No.	Existing Rates	Proposed Rates
1.	Rs.30/- per head for the members of the Court, Executive Council, Academic Planning Board, Finance Committee, Admission Committee, Selection Committee, Faculties, Board of Studies, Common Syllabi Committees	Maximum Rs.2500/- has been fixed for the meetings of Selection Committee and Executive Council
2.	Rs.30/- per head for the members of the Court, Academic Planning Board, Finance Committee, Admission Committee, Faculties, Board of Studies, Common Syllabi Committees	Rs.60/- per head for the members of the Court, Academic Planning Board, Finance Committee, Admission Committee, Faculties, Board of Studies, Common Syllabi Committees and Academic Council
3.	Rs.20/- per head for the members of the Academic Council	Deleted upon A.C. being merged in the above category.
4.	Rs.15/- per head of the members of other Standing Committees constituted by the Vice-Chancellor or the Registrar	Rs.50/- per head of the members of other Standing Committees constituted by the Vice-Chancellor or the Registrar
5.	Rs.10/- per student, Faculty member or Guests chargeable to amalgamated Fund	Rs.40/- per student, Faculty member or Guests chargeable to amalgamated Fund

- i) The Drivers and Security Guards accompanying the Officers/outside experts shall also be provided free lunch/dinner/refreshment
- ii) The number of members shall be certified by the Branch Officer/Head of the organizing Department/Unit and the support staff of the Branch/Department will also be entitled for refreshment.
- iii) In case of long meetings, the refreshment may be served twice, which shall also be certified by the Branch Officer/Head of the Department.
- iv) The Vice-Chancellor is competent to sanction the expenditure over and above the limits prescribed as a special case, on merits of each case.

Dr. Surinder Kumar
Dept of Sanskrit

Neelam Chaudhary
Dept of Economics

Mukesh Bhatt
Finance Officer

Rajiv Sharma
D.R.(G.A.)



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

No.: ACS-III/2018/F-64/ 22811
Dated: 13/9/18

To
The Principal,
Govt. College for Women,
Sonipat.

Sub : Syllabus and Scheme of Examination of B.A. Part-I Social Work(Pass Course) as an Elective Subject from the session 2018-19.

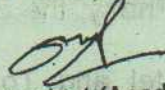
Madam,

In continuation to this office letter No.ACS-III/F-64/2018/22714-25 dated 11.09.2018 on the subject cited above.

It is intimated that the subject of B.A. Social Work(Pass Course) as an Elective Subject has been placed in the Group-II of the Scheme of Examinations of BA Part-I, II and III from the session 2018-19. Students may be allowed the said subject accordingly.

Yours faithfully,

Encls: As above



Superintendent (Academic)
For Registrar

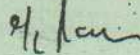
Endst.No. ACS-III/2018/F-64/ 22811-22

Dated: 13/9/18

Copy of the above is forwarded to the following for information and necessary action:-

1. Dean, Faculty of Social Sciences, M.D.University, Rohtak
2. Head, Department of Sociology, M.D.University, Rohtak
3. Controller of Examinations, M.D.University, Rohtak
4. Director, Computer Centre, M.D.University with the request to upload it on the university website.
5. Asstt. Registrar(College Branch) M.D.University, Rohtak
6. Assistant Registrar (R & S), M.D.University, Rohtak.
7. Asstt. Registrar (Secrecy/Conduct/R-I,II&III) M.D.University, Rohtak.
8. Superintendent-II(Academic)M.D.University, Rohtak


Superintendent (Academic)



(v) A student who wishes to seek migration to B.A./B.Sc./B.Com./B.Sc. (Home Science) and B.Sc. (Sports Science) 2nd year (3rd semester)/ 3rd year (5th semester) under new scheme of this University after passing the examination with atleast 40% marks from other statutory Universities as equivalent thereto by this University may be allowed to do so provided that the subject(s) offered for B.A./B.Sc./B.Com./B.Sc. (Home Science) and B.Sc. (Sports Science) were the same as are available at this University. In case the subject(s)/paper(s) offered for the above course(s) in Part-I (semester I and II) and Part-II (semester III and IV) were not the same as are available at this University, the candidate may be given exemption in part II and III as the case may be for the subject(s)/paper(s) already studied/passed by the students in Part I (semester I and II) and Part II (semester III and IV) and the subject(s)/paper(s) which the candidate has not studied/passed in Part I (semester I and II) and Part II (semester III and IV) shall have to be studied/passed as deficient subject(s) alongwith remaining subject(s)/paper(s) of Part II and Part III as the case may be.

Subject Combination for B.A/B.Sc. Part-I, II and III.

B.A Part- I, II & III

<u>Compulsory Subjects</u>	<u>Elective Subjects</u>				
	Group-I	Group-II	Group-III	Group-IV	Group-V
English	Def. Studies	Mathematics	Pol. Sc.	Geography	Psychology
Hindi	Hindi	Pub. Admn.	Phy. Edu.	Home Sc.	History
Sanskrit	Sanskrit	Music (V)	Statistics	Philosophy	
or	Urdu	Sociology	Art	Music (I)	
Addl.	Punjabi	<i>Social</i>	<i>NSS</i>	Marketing	
English	Economics	<i>work</i>			
	Comp.				
	Appl.				
	Commerce				
	Applied Art				
	Journalism &				
	Mass				
	Communication				

B.Sc. Part- I, II & III
Compulsory Subjects

English	English	for B.Sc. Part I only for B.Sc. Part II Group III Chemistry Computer Science Information Tech. Electronics Statistics Geology
Hindi/Punjabi/Sanskrit/Urdu/Addl.	English	
Group I	Group II	
Mathematics	Physics	
Botany	Zoology	

25

Appendix- c/3

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(NAAC Accredited 'A' Grade University)
DEPARTMENT OF PUBLIC ADMINISTRATION

Ordinance

P.G. Diploma In Rural Development & Panchayati Raj (PGDRD & PR)

(Option of exit after successful completion of 1st Semester as Certificate Course)

Eligibility Criteria:

A Person who has passed the Bachelor's Degree examination with 45% marks from this University or any other examination recognized by M. D. University, Rohtak as equivalent thereto shall be eligible for admission. The detailed eligibility conditions e.g. percentage of marks in the qualifying examinations, subject (s) combination etc. etc. shall be notified in the Admission Brochure, as approved by the Academic Council from time to time. Candidates placed under compartment in the qualifying examination shall not be eligible for admission.

Duration of Course:

The duration of the course shall be one academic year, divided into two semesters. If any student wants to quit the course after successful completion all examinations of 1st semester then he/ she will be eligible to get the certificate course marks sheet. The examination for the 1st semester shall ordinarily be held in the month of dates as may be notified by the Controller of Examinations.

Number of Seats: 50

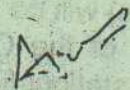
Mode of Admission: Merit bases of qualifying examination

Fee Structure: Rs. 10000/- per annum (Rs. 5000/- for each semester)

Timings of the Course: Regular mode morning session

Logistic Arrangements:

This course is a part of the Department of Public Administration and will run under overall supervision of Head, Department of Public Administration. A Course Coordinator



-5-

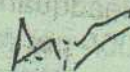
(PGDRD&PR), one official (Data Entry Operator cum Clerk), one supporting staff (Peon) will be engaged from the existing teaching and non teaching staff of the University to run the course smoothly.

Examination Pattern:

1. Every candidate shall be examined in the subject(s) as laid down in the syllabus and scheme of examination 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.
2. 20% marks in each written paper (excluding viva-voce), shall be assigned for internal assessment. The Head of the Department/Course Coordinator 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/Course Coordinator invariably within 20 days after the commencement of the examination.
 - (ii) Thereafter, a late fee @ Rs.25/- per candidate per subject shall be charged from the Department/Course Coordinator 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.
3. The Head of the Department/Course Coordinator will preserve the records 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 semester examination results.
4. The candidate will be allowed to appear in the examination if he/she meet the following requirements:-
 - (a) Bears a good character
 - (b) Has been on the rolls of the Department during the semester.

A.A.

- 6
- (c) Has attended not less than 65% of lectures delivered in theory as well as practical. Relaxation in shortage of lectures up-to 20% will be allowed by the Head of the Department/Course Coordinator 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 Department/Course Coordinator.
5. The medium of instructions in the examination shall be Hindi/English
 6. The minimum percentage of marks to pass the examination in each semester shall be:
 - (i) 40% in each theory paper
 - (ii) 40% in each Project Report
 - (iii) 40% in the aggregate of each theory paper and internal Assessment.
 7. The examination fee to be paid by the candidate for each semester shall be prescribed by the University from time to time.
 8. 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 two years. While re-appearing to pass a semester examination, the candidate will be exempted from re-appearing in the papers/practical in which he/she has secured 40% pass marks.
 9. The internal assessment awards as well as viva-voce awards of a candidate who fails in any semester examination shall be carried forwards to the next examination.
 10. Soon after the termination of the examination, the Controller of Examinations shall declare the result as early as possible.
 11. The list of successful candidates after the second semester examination shall be arranged as under in three divisions on the basis of the aggregate marks obtained in the 1st, 2nd 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 but less than 60% marks – Second Division



Page 7

(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.

12. 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-12. Only improved marks (higher score) will be taken into account. The candidate will have to appear according to the current syllabus.

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

14. The Project Report of field work prescribed in the syllabus/scheme of examination is required to be submitted in the concerned office of the University within 20 days after the commencement of the second semester's theory examination.

A

Effective date of promotion	Promoted on	Name

Handwritten signature

8

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(NAAC Accredited 'A' Grade University)

DEPARTMENT OF PUBLIC ADMINISTRATION

Scheme of Examination w.e.f. 2018-19 Session

P.G. Diploma in Rural Development & Panchayati Raj (PGDRD & PR)

(Option of exit after successful completion of 1st Semester as Certificate Course)

First Semester:

Sr. No.	Course Code	Nomenclature of the Course	Maximum Marks		Time
			Theory	IA	
01	18PGDRD & PR11C1	Fundamentals of Rural Development	80	20	3 hrs.
02	18PGDRD & PR11C2	Introduction to Panchayati Raj Institutions	80	20	3 hrs.
03	18PGDRD & PR11C3	Rural Development & Panchayati Raj Administration	80	20	3 hrs.
04	18PGDRD & PR11C4	Government Programmes/Schemes for Rural Development	80	20	3 hrs.
05	18PGDRD & PR11C5	Field Based Project Report	60 Project Report	40 (Viva-Voce)	-

Second Semester:

Sr. No.	Course Code	Nomenclature of the Course	Maximum Marks		Time
			Theory	IA	
01	19PGDRD & PR12C1	Rural Financial Management & Administration	80	20	3 hrs.
02	19PGDRD & PR12C2	Rural Social Welfare	80	20	3 hrs.
03	19PGDRD & PR12C3	Operational Issues in Rural Governance	80	20	3 hrs.
04	19PGDRD & PR12C4	Introduction to Computer for Rural Development	60	40 (Practical)	3 hrs.
05	19PGDRD & PR12C5	Comprehensive Viva-Voce	100	-	-

[Handwritten Signature]

9

P.G. Diploma in Rural Development & Panchayati Raj (PGDRD & PR)

(Option of exit after successful completion of 1st Semester as Certificate Course)

Under SELF FINANCING

Eligibility Criteria:

A Person who has passed the Bachelor's Degree examination with 45% marks from this University or any other examination recognized by M. D. University, Rohtak as equivalent thereto shall be eligible for admission. The detailed eligibility conditions e.g. percentage of marks in the qualifying examinations, subject (s) combination etc. etc. shall be notified in the Admission Brochure, as approved by the Academic Council from time to time. Candidates placed under compartment in the qualifying examination shall not be eligible for admission.

Duration of Course:

The duration of the course shall be one academic year, divided into two semesters. If any student wants to quit the course after successful completion all examinations of 1st semester then he/ she will be eligible to get the certificate course marks sheet. The examination for the 1st semester shall ordinarily be held in the month of dates as may be notified by the Controller of Examinations.

Number of Seats: 50

Mode of Admission: Merit bases of qualifying examination

Timings of the Course: Regular mode morning session

Logistic Arrangements:

This course is a part of the Department of Public Administration and will run under overall supervision of Head, Department of Public Administration. A Course Coordinator (PGDRD&PR), one official (Data Entry Operator com Clerk), one supporting staff (Peon) will be engaged from the existing teaching and non-teaching staff of the University to run the course smoothly.

Fee: Rs.10000/- per annum (Rs.5000/- for each semester) (under SFS)

Proposed Fee Structure

Name of the Course	Admission Fee (p.a.)	Tuition Fee (p.a.)	A. fund	Dev. Fee	Security refundable	Curriculum charges	Other charges (p.a.)	Exam. Fee for 1st sem.	Total Fee.
P.G. Diploma in Rural Development & Panchayati Raj (PGDRD & PR)	50/-	1540/-	240/-	6158/-	500/-	50/-	1084/-	400/-	10000/-

**MAHARSHI DAYANAND UNIVERSITY ROHTAK
DEPARTMENT OF LAW**

Sub: Minutes of the meeting of the Faculty of Law held on 31.05.2019 at 02.00 p.m. in the office of Head & Dean, Faculty of Law, MDU, Rohtak

An emergent meeting of the Faculty of Law was held on 31.05.2019 at 02.00 p.m. in the office of the Head & Dean, Faculty of Law, MDU, Rohtak to discuss the following items which have already been passed by the Board of Studies in Law in its meeting held on 31.05.2019 at 11.30 a.m.

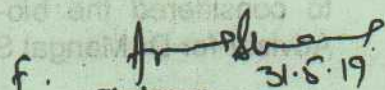
Following were present:

1. Prof.(Dr.) Naresh Sharma
2. Prof.(Dr.) Neena Vashisht
3. Prof.(Dr.) Asha Sharma
4. Dr. Anusuya Yadav, Assistant Professor

Following decisions was taken unanimously:

1. Considered and approved the Ordinance, Scheme of Examination and Syllabus of Post Graduate Diploma/Certificate Course in Cyber Law and Post Graduation Diploma/Certificate Course in Labour Law and Social Welfare proposed by MDU CPAS which have already been passed by the Departmental Committee & Board of Studies and same is attached as annexure-A.

The meeting ended with vote of thanks to the chair.


Chairman
Faculty of Law

— 11 —

ORDINANCE FOR POST GRADUATE DIPLOMA/ CERTIFICATE COURSE IN CYBER LAW

1. Course Description

PG Diploma in Cyber Law is 1- year postgraduate course and Certificate Course in Cyber Law is a 6 months course fundamentally involving issues related to the internet, communication technology, technological and electronic elements including hardware, software, computer and information systems, and their resolution.

2. Examinations

There shall be internal as well as semester end examination. The examination shall comprise of 100 marks in each course/Paper out of which 80 marks are for theory and 20 marks are for internal assessment. The examination schedule containing the date of receipt of examination forms with and without late fee shall be notified by the Controller of Examinations from time to time. The candidate is to clear all examinations within two years from the date of admission in case of Diploma and within one year from date of admission in case of certificate course. The candidate shall have to secure at least 40% marks separately in theory and internal assessment to pass the examinations.

3. The purpose and object of the course:

- To introduce the cyber world and cyber law in general
- To explain about the various dimensions/aspects of cyber crimes
- To enhance the understanding of problems arising out of online transactions and enable them to find solutions
- To clarify the Intellectual Property issues in the cyber space and the growth and development of the law in this regard
- To educate about the regulation of cyber space at national and international level

4. Eligibility

- Graduate in any discipline from a recognized university with 45% marks for General and 40% Scheduled ^{Caste} Tribes and Scheduled Tribes
- Students who have appeared for final year of examination of their bachelor's degree or are awaiting results can also apply, subject to successfully completing their bachelor's degree program at the date of counseling for admission specified by the university in the course.

5. Mode of Admission

- On the Basis of Academic Merit.

Amie Shamp

12

Merit will be calculated according to Norms set by M.D. University, Rohtak.

6. Duration of Course

Minimum 6 Months: On completion of 6 months or first semester the candidates will be given

Certificate in Cyber Laws (CCCL)

Maximum 1 Year: On completion of 1 year or two semesters the candidates will be given Post

Graduate Diploma in Cyber Laws (PGDCL)

7. Seats

Total No. of seats 30

Reservation Policy will be followed as per M.D. University Norms.

8. Course Fees:

15,000 Certificate Course in Cyber Law

30,000 PG Diploma in Cyber Law

9. Employment Opportunities

The cyber law experts are in great demand in public and private organization, Law and IT firms, police department, corporate world, universities and this will continue to rise further in this age

of digitization. The various positions of employment are: Cyber Lawyer, Cyber Law Advisor, Cyber Assistant, Cyber Consultant; Research Assistant and Security Auditors etc.

10. Medium of Instruction

The medium of instruction and examination will be English only

11. Scheme of the Course

The course comprises of Two Semesters:

Semester-I:

Sr. No.	Name of Paper	Code	Written	Internal	Total marks	Time
1.	Basics of Computer, Internet and Cyber World	PGDCL01	80	20	100	3 Hrs
2.	Information Technology Law	PGDCL02	80	20	100	3 Hrs
3.	Cyber-Crimes	PGDCL03	80	20	100	3 Hrs
4.	E-Commerce	PGDCL04	80	20	100	3 Hrs

[Handwritten signature]

-13

Semester-II:

Sr. No.	Name of Paper	Code	Written	Internal	Total marks	Time
1.	Cyber Security	PGDCL05	80	20	100	3 Hrs
2.	IPR in Cyber World	PGDCL06	80	20	100	3 Hrs
3.	Investigation of Cyber Crimes	PGDCL07	80	20	100	3 Hrs
4.	*Project Report	PGDCL08.	100 Marks (50 marks for External and 50 marks for presentation before committee)			

* The Project report submitted by the candidates shall be sent to the external examiner for evaluation. The Viva-Voce Examination/Presentation of the report shall be conducted a committee of three internal examiners constituted by Dean, Faculty of Law, MDU Rohtak.

Scheme

-14-

**POST GRADUATE DIPLOMA/ CERTIFICATE
COURSE IN CYBER LAW**

Post Graduate Diploma/ Certificate Courses to be
started from session 2019-20 in MDU, Rohtak

the scheme

15

Course Outcomes:

- CO1 Attracting students to new legal doctoral programs.
- CO2 The students can contribute a lot for the growth of cyber safety in society.
- CO3 The research scholars can help to eliminate deficiencies in laws and public policies through their research work findings.
- CO4 A good research can contribute in resolving many cyber problems. Further, it can also lead to the enactment of new legislations and amendment of the existing ones.

[Handwritten signature]

1. Course Description

PG Diploma in Cyber Law is 1- year postgraduate course and Certificate Course in Cyber Law is a 6 months course fundamentally involving issues related to the internet, communication technology, technological and electronic elements including hardware, software, computer and information systems, and their resolution.

2. Examinations

There shall be internal as well as semester end examination. The examination shall comprise of 100 marks in each course/Paper out of which 80 marks are for theory and 20 marks are for internal assessment. The examination schedule containing the date of receipt of examination forms with and without late fee shall be notified by the Controller of Examinations from time to time. The candidate is to clear all examinations within two years from the date of admission in case of Diploma and within one year from date of admission in case of certificate course. The candidate shall have to secure at least 40% marks separately in theory and internal assessment to pass the examinations.

3. The purpose and object of the course:

To introduce the cyber world and cyber law in general

To explain about the various dimensions/aspects of cyber crimes

To enhance the understanding of problems arising out of online transactions and enable them to find solutions

To clarify the Intellectual Property issues in the cyber space and the growth and development of the law in this regard

To educate about the regulation of cyber space at national and international level

4. Eligibility

- Graduate in any discipline from a recognized university with 45% marks for General and 40% Scheduled Tribes and Scheduled Tribes

- Students who have appeared for final year of examination of their bachelor's degree or are awaiting results can also apply, subject to successfully completing their bachelor's degree program at the date of counseling for admission specified by the university in the course.

5. Mode of Admission

On the Basis of Academic Merit.

Merit will be calculated according to Norms set by M.D. University, Rohtak.

6. Duration of Course

Minimum 6 Months: On completion of 6 months or first semester the candidates will be given Certificate in Cyber Laws (CCCL)

Maximum 1 Year: On completion of 1 year or two semesters the candidates will be given Post Graduate Diploma in Cyber Laws (PGDCL)

7. Seats

Total No. of seats 30

Reservation Policy will be followed as per M.D. University Norms.

8. Course Fees:

15,000 Certificate Course in Cyber Law

30,000 PG Diploma in Cyber Law

9. Employment Opportunities

The cyber law experts are in great demand in public and private organization, Law and IT firms, police department, corporate world, universities and this will continue to rise further in this age of digitization. The various positions of employment are: Cyber Lawyer, Cyber Law Advisor, Cyber Assistant, Cyber Consultant, Research Assistant and Security Auditors etc.

10. Medium of Instruction

The medium of instruction and examination will be English only

11. Scheme of the Course

The course comprises of Two Semesters:

Semester-I:

Sr. No.	Name of Paper	Code	Written	Internal	Total marks	Time
1.	Basics of Computer, Internet and Cyber World	PGDCL01	80	20	100	3 Hrs
2.	Information Technology Law	PGDCL02	80	20	100	3 Hrs
3.	Cyber-Crimes	PGDCL03	80	20	100	3 Hrs
4.	E-Commerce	PGDCL04	80	20	100	3 Hrs

Semester-II:

Sr. No.	Name of Paper	Code	Written	Internal	Total marks	Time
1.	Cyber Security	PGDCL05	80	20	100	3 Hrs
2.	IPR in Cyber World	PGDCL06	80	20	100	3 Hrs
3.	Investigation of Cyber Crimes	PGDCL07	80	20	100	3 Hrs
4.	*Project Report	PGDCL08	100 Marks (50 marks for External and 50 marks for presentation before committee)			

*The Project report submitted by the candidates shall be sent to the external examiner for evaluation. The Viva-Voce Examination/Presentation of the report shall be conducted a committee of three internal examiners constituted by Dean, Faculty of Law, MDU Rohtak.

18

**POST GRADUATE DIPLOMA/ CERTIFICATE
COURSE IN LABOUR LAW AND SOCIAL
WELFARE**

Post Graduate Diploma/ Certificate Courses to be
started from session 2019-20 in MDU, Rohtak

— 19 —

Course Outcomes:

CO1 Attracting students to new legal doctoral programs.

CO2 The students can contribute a lot for the growth of cyber safety in society.

CO3 The research scholars can help to eliminate deficiencies in laws and public policies through their research work findings.

CO4 A good research can contribute in resolving many cyber problems. Further, it can also lead to the enactment of new legislations and amendment of the existing ones.

1. Course Description

PG Diploma in Labour Law and Social Welfare is 1- year postgraduate course and Certificate Course in Labour Law and Social Welfare is a 6 months Course fundamentally involving issues related to the issues in industry concerning the Labour. The course would cover the advent of the industrial and labour laws in India, world at large with reference to recent legislations and connected case laws.

2. Examinations

There shall be internal as well as semester end examination. The examination shall comprise of 100 marks in each course/Paper out of which 80 marks are for theory and 20 marks are for internal assessment. The examination schedule containing the date of receipt of examination forms with and without late fee shall be notified by the Controller of Examinations from time to time. The candidate is to clear all examinations within two years from the date of admission in case of Diploma and within one year from date of admission in case of certificate course. The candidate shall have to secure at least 40% marks separately in theory and internal assessment to pass the examinations.

3. The purpose and object of the course:

To introduce the Labour Law and Social Welfare in general

To explain about the various dimensions/aspects of labour laws

To enhance the understanding of problems arising out of industries and enable them to find solutions

To clarify the labour problems issues in the industry and the growth and development of the law in this regard

To educate about the regulation of labour laws at national and international level

4. Eligibility

-Graduate in any discipline from a recognized university with 45% marks for General and 40% Scheduled Tribes and Scheduled Tribes

-Students who have appeared for final year of examination of their bachelor's degree or are awaiting results can also apply, subject to successfully completing their bachelor's degree program at the date of counseling for admission specified by the university in the course.

5. Mode of Admission

On the Basis of Academic Merit.

Merit will be calculated according to Norms set by M.D. University, Rohtak

6. Duration of Course

Minimum 6 Months: On completion of 6 months or first semester the candidates will be given Certificate in Labour Law and Social Welfare (CCLLSW)

Maximum 1 Year: On completion of 1 year or two semesters the candidates will be given Post Graduate Diploma in Labour Law and Social Welfare (PGDLLSW)

7. Seats

Total No. of seats 30

Reservation Policy will be followed as per M.D. University Norms

8. Fees:

15,000 Certificate Course in Labour Law and Social Welfare

30,000 PG Diploma in Labour Law and Social Welfare

9. Employment Opportunities

The labour experts are in great demand in public and private organization, Law and IT firms, police department, corporate world, universities and this will continue to rise further in this age of industry. The various positions of employment are: Labour Lawyer, Labour Law Advisor, Labour Law Assistant, Labour Law Consultant, Research Assistant and Labour Law Auditors etc.

10. Medium of Instruction

The medium of instruction and examination will be English only

11. Scheme of the Course

The course comprises of Two Semesters:

Semester-I:

Sr. No.	Name of Paper	Code	Written	Internal	Total marks	Time
1.	Principles of Labour Law	PGDLLSW01	80	20	100	3 Hrs
2.	Industrial Law	PGDLLSW02	80	20	100	3 Hrs
3.	Labour Welfare Laws	PGDLLSW03	80	20	100	3 Hrs
4.	Factory Law	PGDLLSW04	80	20	100	3 Hrs
5.	Law relating to Women, Children and Senior Citizen	PGDLLSW05	80	20	100	3 Hrs

Semester-II:

- 22 -

Sr. No.	Name of Paper	Code	Written	Internal	Total marks	Time
1.	Social Welfare Laws	PGDLLSW06	80	20	100	3 Hrs
2.	Labour Jurisprudence	PGDLLSW07	80	20	100	3 Hrs
3.	Law and Social Justice	PGDLLSW08	80	20	100	3 Hrs
4.	*Project Report	PGDLLSW09	100 Marks (50 marks for External and 50 marks for presentation before committee)			

* The Project report submitted by the candidates shall be sent to the external examiner for evaluation. The Viva-Voce Examination/Presentation of the report shall be conducted a committee of three internal examiners constituted by Dean, Faculty of Law, MDU Rohtak.

-23-

Appendix - c/6

Minutes of the meeting of the Committee, constituted by the Vice-Chancellor, to examine the Guidelines, forwarded by the University Grants Commission, for conducting written examination for Persons with Benchmark Disabilities, held on 15.03.2019, in the office of the Dean, Academic Affairs.

The following were present:

1. Dr. Ajay K. Rajan, Dean, Academic Affairs
2. Dr. Gulshan Lal Taneja, Registrar
3. Dr. B.S.Sindhu, Controller of Examinations
4. Ms. Sarvdeep Kohli, Deptt. of Psychology (Representative of HOD Psychology)

The Committee gone through the prevalent rules, under Clause 6(G) of MDU Ordinance 'Conduct of Examinations', appearing at Page 34 of University Calendar Vol. II(Part-B) regarding permission for Amanuensis(Writer)/Extra time to the disabled persons appearing in University examinations.

The Guidelines issued by the Ministry of Social Justice & Empowerment, Deptt. of Empowerment of Persons with Disabilities(Divyangjan), Govt. of India vide No. 34-02/2015-DD-III dated 29.08.2018 & 8.02.2019, its corrigendum Nos. 34-02/2015-DD III(pt.) dated 28.11.2018 and 34-02/2016-DD III(pt.) dated 1.01.2019, forwarded by the University Grants Commission vide its letter Nos. 6-2/2013(SCT) dated 14.01.2019, 21.02.2019 and 26.02.2019 were examined for implementation in the University.

After detailed deliberations, the Committee, in principle, agreed to implement the Guidelines, under reference, in the interest of Persons with Benchmark Disabilities. But it observed that to implement the Guidelines in toto, the University is required to remove some technical barriers, which may come in its smooth implementation, since the existing infrastructure in the University/Colleges is not compatible to implement point Nos. VIII, IX, X, XV of the Guidelines. To facilitate to overcome such technical barriers, the Committee decided to invite the Director, Computer Centre, University Librarian as well as CPA to COE as Special invitee in its next meeting.

As per existing provision, the disabled person brings his own Amanuensis(Writer). As per Guidelines under consideration, an option for own Amanuensis(Writer) or the Amanuensis(Writer) to be empaneled by the Examination body is to be extended to the disabled person. To make such panel of scribe/reader/lab assistant at College/Division/District level, as are required to implement point Nos. V & VI of the above Guidelines, the applications should be invited from the students of all affiliated Institutes/Colleges semester-wise to become scribe/reader of at least one step higher class(semester) disabled person.

Dr. K. Rajan


Gulshan Lal Taneja


B.S. Sindhu

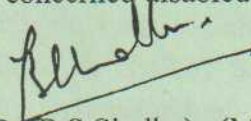
Sarvdeep Kohli

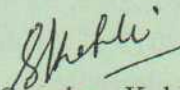
The students empaneled under the above guidelines by other State Universities of Haryana will also be considered for becoming scribe/reader of the students of this University. Such identified students voluntarily acting as such scribes/readers will be entitled for a payment of Rs.300/- per paper. In case the N.S.S. agreed to, a Certificate of Appreciation/Commendation to this effect will also be awarded to such students. However, with reference to existing rules of the University in this regard, the Committee recommended that:

- (i) No fee should be charged from the Disabled persons in lieu of payment to additional Asstt. Superintendent deployed on them.
- (ii) The disabled persons should not personally be required to visit the University for applying for Amanuensis(Writer) or Extra time. The Director/Principal of the Institute/College should be authorized by the Controller of Examinations to issue Amanuensis(Writer)/Extra time to eligible disabled persons fulfilling criteria fixed by the University. Before issuing it, the Director/Principal will be required to forward copy of required documents to the University, via e-mail, for information with a certificate to the effect that all the required original documents have been seen and verified by him/her before granting permission for Amanuensis/extra time to concerned disabled person.


 (Dr. Ajay K. Rajan)


 (Dr. Gulshan Lal Taneja)


 (Dr. B.S. Sindhu)


 (Ms. Sarvdeep Kohli)

Minutes of the meeting of the Committee, constituted by the Vice-Chancellor, to examine the Guidelines, forwarded by the University Grants Commission, for conducting written examination for Persons with Benchmark Disabilities, held on 16.05.2019, in the office of the Dean, Academic Affairs

The following were present:

1. Dr. Ajay K. Rajan, Dean, Academic Affairs
2. Dr. Gulshan Lal Taneja, Registrar
3. Dr. B.S.Sindhu, Controller of Examinations
4. Dr. Nov Rattan, Head, Deptt. of Psychology
5. Sh. G.P.Siroha, Director, Computer Centre, Special invitee
6. Dr. Nrimal Swain, (Representative of Univ. Librarian), Special Invitee
7. Sh. Ramesh Ghangas, CPA to COE, Special Invitee

At the outset, the Guidelines dated 29.08.2018 issued by the Ministry of Social Justice & Empowerment, Deptt. of Empowerment of Persons with Disabilities (Divyangjan), forwarded by the U.G.C. vide letter dated 14.01.2019, were read out before all the members including the Special Invitees who attended the meeting for the first time. The Committee observed that as provided under point No. IV, the guidelines are meant to **any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016** and having limitation in writing including that of speed, if so desired by him/her. Section 2(r) of the RPwD Act, 2016, referred to therein, is reproduced below:

"2(r) person with benchmark disability" means a person with not less than forty per cent. of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority."

Besides persons with Benchmark disabilities, the Committee felt the need to extend such facility also to the persons temporarily disabled from writing, such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist etc, on production of a Medical Certificate to this effect, by the authorities competent as in the case of persons with benchmark disabilities, since presently such categories are also being allowed such facility as per existing University rules. However, in such cases, after issuing Scribe, etc. the Supdt.-in-Chief will bring it to the notice of the Flying Squad/Observer on duty, who will also be required to check & verify the authenticity of Medical Certificate produced by such candidates and submit a Report to the University.

Contd...p-2

[Handwritten signatures]
 Dr. Ajay K. Rajan
 Gulshan Lal Taneja

[Handwritten signature]
 G. Siroha

[Handwritten signature]
 Sharmada

The Committee made detailed deliberations on technical issues involved in implementing the Guidelines dated 29.08.2018, under reference, particularly mentioned under Point No. VIII, IX, X, XV & XVI on which the consensus could not be made in its previous meeting held on 15.03.2019.

The Committee observed that no online/open book examinations are conducted in the University, therefore, the option of choosing the mode of taking the examination in Computer will not be applicable for the University. Since the examinations requiring **audio** inputs are also not conducted by the University; therefore, the guidelines under point No. XVI for providing of alternative objective questions in lieu of descriptive questions for Hearing Impaired Persons are not applicable. Anyhow, alternative questions should be provided in lieu of questions requiring visual inputs, for persons with Visual Impairment. However, the option of choosing 'Braille or in Large Print (having Font size 26) or even by Recording the answers' should be made available to the candidates having visual disability and necessary details should be filled at the time of filling up the forms.


The Director, Computer Centre would get the University web portal software modified/upgraded to such extent that the disabled candidates may select the mode of examination **as per above mentioned Guidelines**. A new field - 'WHETHER DISABLED' should reflect at the time of filling RR/form and a dropdown of 'Yes'/'No' may appear for selection. On selecting 'Yes', a dropdown of 'VISUAL DISABILITY' alongwith other 'DISABILITIES' may reflect. While selecting 'VISUALLY DISABILITY' a link to a separate Detailed Form for Visually Disables should be opened for selecting mode of examination and that Form should be a part & parcel of data of concerned candidate and needs to be reflected in data provided by the Computer Centre to concerned offices and in the Print Order to facilitate CPA to COE to get the question paper printed in the mode i.e. Braille or in Large Print (having Font size 26), as chosen by the Visually Disabled and get it packed accordingly. As modification/upgradation of RR panel may take time to capture this information, a separate panel would be developed by Computer Centre for this purpose.

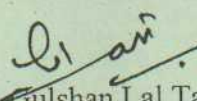
In case of opting mode of Audio Recording of answers, the Supdt.-in-Chief of concerned Examination Centre would be responsible to make arrangements of recording and to forward the said recording (in duplicate) duly verified, to the Secrecy branch in two sealed pen drives with a mention of the same in Secrecy memo. The expenditure on account of pen drives will be temporarily borne by the Centre Supdt., which would be reimbursable at the time of payment of remuneration of Centre Supdt. on production of bill of its purchase. The recorded pen drives may be preserved equal to the period of preservation/destruction of records for answer books.

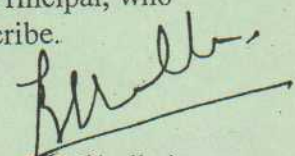
[Handwritten signatures and initials]
[Signature]
[Signature]
[Signature]
[Signature]
 Contd...p-32
[Signature]
 15/07/19
 Sharmeen

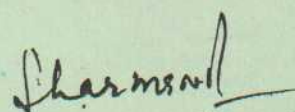
In the case of candidates belonging to DDE Courses, the Supdt.-in-Chief of the examination Centre concerned should be authorized to issue Scribe, etc. in the manner as recommended for regular candidates. ^{as decided on 15.03.2019} However, intimation, alongwith copy of necessary documentation to this effect, will be sent to the University after issuing the Scribe, etc. In case of regular students also, the Director/Principals will send an intimation to this respect in the manner as already recommended in previous meeting, after issuing the Scribe, etc. instead of prior intimation. While issuing Scribe, etc. the following procedures will be followed by the College concerned:

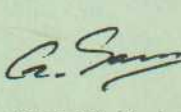
1. The candidate seeking Scribe, etc. will submit an application to this respect to the Principal of the College concerned. His/her application should be accompanied with a Medical Certificate as per APPENDIX- I
2. The disabled using own Scribe will be required to submit an Undertaking at APPENDIX -II. He will also submit One Photo Identity Card and two photographs of Scribe. One of which will be pasted at Scribe permission letter, another in Scribe Record Register at College.
3. After verification of the Scribe/necessary documentation, the Disabled candidate will be issued Scribe Permission Letter as per APPENDIX- III, a copy which will be forwarded to the University. The College will maintain the record of Scribes issued by it in a Scribe Record Register at College.
4. The Disabled student will submit a bill of Scribe at Appendix-IV to the Principal, who will verify it and submit the same to the University for payment to the Scribe.

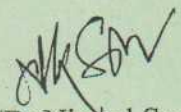

(Dr. Ajay K. Rajan)


(Dr. Gulshan Lal Taneja)


(Dr. B.S. Sindhu)


(Dr. Nov Rattan Sharma)


(G.P. Siroha)


(Dr. Nirmal Swain)


(Ramesh Ghargas) 15/3/19

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment - Ophthalmologist; Locomotor disability - Prthopaedic specialist/PMR).

29

APPENDIX-II

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____ In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

No. _____

Dated _____

To

Details of the Disable student

Sub: To provide an Amanuensis(Writer) and Compensatory time in the exam.

Memo:

Reference your application dated _____ on the subject cited above.

It is informed that keeping in view your Benchmark Disability OR Disability to write with your own hand on account of your having sustained the injury/fracture OR being blind completely/partially, as supported by Medical Certificate issued by the CMO/Civil Surgeon/Medical Superintendent of a Govt. health care Institution, produced by you, Mr/Miss/Ms _____ S/o D/o Sh. _____, who is a student of _____, has been allowed to be your Writer in your _____ Exams.(name of Exams.). In addition, you are also allowed compensatory time of 20 minutes per hour in each paper (i.e. one hour for examination of 3 hours duration). The writer will be entitled for a payment of Rs.300/- per paper from the University. A bill to this effect will be processed by the office of the undersigned.

You are advised to show this letter of permission to the Centre Supdt. concerned well before the commencement of the examination.

Photograph
of Writer

(having Sign.
& Seal of the
Principal

Principal,
(Signature of the Principal with stamped seal)

Dated _____

Endst.No.

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

1. Dy.Registrar(Conduct), M.D.University, Rohtak.
2. Centre Supdt. _____ He is requested to ensure that the writer is the same person as has been allowed and attested as per photograph affixed above.

Principal,
(Signature of the Principal with stamped seal)

31 - Bill for Payment of Scribe

Reference: Letter No. _____ dated _____, allowing thereby Scribe
namely _____ to appear in _____ examination
of _____ (Name of Disabled). I certify that he/she appeared
on the following dates as my Scribe:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

As per University rules, the Scribe is entitled for a payment of Rs. 300/- per paper.
Accordingly, he/she is entitled for a payment of Rs. _____/- (300/- X _____ (No. of papers).
The details of the Scribe are as under:

- | | | |
|----------------------------|---|--|
| 1. Name of Scribe | : | |
| 2. Father Name of Scribe | : | |
| 3. Aadhar No. | : | |
| 4. Complete Postal Address | : | |
| | : | |
| | : | |
| 5. Bank Details, if any | : | |
| | : | |

Kindly verify the above bill and forward the same to the University for payment.

(Name & Signature of Disabled)

Examination _____ Roll No. _____

To be certified by concerned Centre Supdt., Centre No. _____

Entry in the Scribe Register has been made. Verified for payment of Rs. _____/-.

Principal,
(Signature of the Principal with stamped seal)

Copy of extract of Reso. No. 41 of the Executive Council's meeting

held on 29/6/16

Appendix - 4/8

- 32 -

41. Guidelines pertaining to Persons with Disabilities and amendment to Clause-6(G) of the Ordinance 'Conduct of Examinations'

Considered:

- i) the recommendations of the Committee constituted by the Vice-Chancellor (Annexure A/33 page 132, already circulated) to examine the guidelines received from the Govt. of India vide letter dated 26.02.2013 (Annexure A/34 pages 133-135, already circulated) which have been forwarded by the Commissioner, Persons with Disabilities, Social Justice and Empowerment Department, Haryana for conducting regular and competitive examinations for persons with disabilities;
- ii) the proposal that Clause-6(G) of the Ordinance 'Conduct of Examinations' appearing at page-34 of University Calendar Volume-II (Part-B) be amended as under:

Existing	Proposed
<p>1. A candidate may be allowed help of an amanuensis(writer) if:</p> <p>i) he is blind;</p> <p align="center">OR</p> <p>ii) he is permanently disabled from writing with his own hand;</p> <p>iii) he is temporarily disabled from writing, such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist etc. The candidate shall produce a Medical Certificate from a Professor of the specialty concerned of a Medical College, from a Govt. doctor of a gazetted rank that the candidate is unable, to write his answer books because of the temporary disablement.</p>	<p>1. A candidate may be allowed help of an amanuensis(writer) if:</p> <p>i) No Change</p> <p>ii) he has permanent disability of 40% or more and is unable to write with his own hand.</p> <p>iii) No Change</p>
<p>2.1 On a written request from the candidate through the Head of the Teaching Department/ Principal of a College, the Controller of Examinations shall appoint an amanuensis and inform the Superintendent of the Centre concerned.</p>	<p>2.1 No Change</p>
<p>2.2 In case a person's physical handicap is such as to render him incapable to answering the paper in the prescribed time, an extra time upto half an hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed.</p>	<p>2.2 In case a person's physical handicap is such as to render him incapable to answering the paper in the prescribed time or blind or permanent disable of 40% or more, one hour extra time may be allowed.</p>

<p>3. The amanuensis shall be a lower grade of education that the candidate and may be from the same institution to which the candidate belongs. However, second condition shall not apply in case of candidates of B.Ed. Class, Post graduate Classes in University Teaching Departments and private candidates.</p>	<p>3. No Change</p>
<p>4. The Superintendent shall arrange for a suitable room for the disables candidates and put on duty there one additional Assistant Superintendent for him out of the list supplied by the University Office.</p>	<p>4. No Change</p>
<p>5. The candidate, other than blind person, shall pay in advance to the University the remuneration payable to the additional Assistant Superintendent at the prescribed rate.</p>	<p>5. No Change</p>
<p>6. The payment to amanuensis to blind candidates shall be made at the rate of Rs. 5/- per paper by the University.</p>	<p>6. Delete</p>

AND

iii) the following recommendations of Academic Council made vide Reso. No. 9 of its meeting held on 18.04.2016:

RESOLVED THAT THE RECOMMENDATIONS OF THE COMMITTEE AT (i) AND THE PROPOSAL AT (ii) ABOVE BE REFERED TO THE EXECUTIVE COUNCIL.

RESOLVED THAT THE RECOMMENDATIONS OF THE ACADEMIC COUNCIL AS ABOVE BE APPROVED.

[ACTION BY A.R.(CONDUCT)]

for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed.

permanent disable or 10% or more, one hour extra time may be allowed.

Clause 6-G of Ordinance 'Conduct of Examinations'

Amended

Existing	GUIDELINES FOR CONDUCTING WRITTEN EXAMINATIONS FOR PERSONS WITH BENCHMARK DISABILITIES
<p>6-G. Special Arrangement for Amanuensis (Writer of Answer)</p> <p>1. A candidate may be allowed help of an amanuensis (writer) if :</p> <p>i) he is blind;</p> <p>OR</p> <p>ii) he has permanent disability of 40% or more and is unable to write with his own hand;</p> <p>OR</p> <p>iii) he is temporarily disabled from writing, such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist etc. The candidate shall produce a certificate from a Professor of the speciality concerned of a Medical College, and where there is a</p>	<p>6-G. GUIDELINES FOR CONDUCTING WRITTEN EXAMINATIONS FOR PERSONS WITH BENCHMARK DISABILITIES</p> <p>1. These Guidelines may be called as "Guidelines for conducting written examinations for persons with benchmark disabilities 2018"</p> <p>2. The Policy should also have flexibility to accommodate the specific needs on case to case basis.</p> <p>3. There is no need for fixing separate criteria for regular and competitive examinations.</p> <p>4. The facility of Scribe/Reader/Lab.Assistant should be allowed to any person with benchmark disability, as defined under section 2(r) of the RPwD Act, 2016, reproduced below, and has limitation in writing including that of speed if so desired by him/her.</p> <p>"2(r) person with benchmark disability means "a person with not less than forty per cent of a specific disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority"</p> <p>In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.</p> <p>In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I.</p> <p>Besides benchmark disabilities, the facility of Scribe/Reader/Lab.Assistant should also be allowed to any person temporarily disabled from writing, such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist, etc.</p>

Appendix - C/8

34-

Existing	Amended
<p>Medical College, from a Govt. Doctor of a gazetted rank that the candidate is unable, to write his answer books because of the temporary disablement.</p> <p>2.1 On a written request from the candidate through the Head of a Teaching Department/ Principal of a College, the Controller of Examinations shall appoint an amanuensis and inform the Superintendent of the Centre concerned.</p> <p>2.2 In case a persons's physical handicap is such as to render him incapable to answering the paper in the prescribed time, or blind or permanent disable of 40% or more, one hour extra time may be allowed.</p> <p>3. The amanuensis shall be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs. However, second</p>	<p>5. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the UTD/College concerned, as the case may be, for the same. The University may also identify the scribe/reader/lab assistant to make panels at the District/Division/State Level as per the requirements of the examination. Applications should be invited from the students of all affiliated Institutes/colleges semester-wise to become scribe/reader of at least one step higher class(semester) disabled person. The students empaneled under the above referred guidelines by other State Universities of Haryana will also be considered for becoming scribe/reader of the students of this University. Such identified students voluntarily acting as such scribes/readers will be entitled for a payment of Rs.300/- per paper. In case N.S.S. agreed to, a Certificate of Appreciation/Commendation to this effect will also be awarded to such students.</p> <p>In such instances, the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether scribe is suitable or not.</p> <p>6. In case the Examination body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.</p> <p>In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons opting for own scribe/reader should submit details of the own scribe as per proforma at APPENDIX-II.</p> <p>7. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.</p> <p>8. Visual Impaired Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in Large print/Font</p>

Handwritten marks at the bottom of the page.

Existing	Amended
<p>condition shall not apply in case of candidates of B.Ed. class, Post graduate classes in the University Teaching Depts. and private candidates.</p> <p>4. The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him out of the list supplied by the University Office.</p> <p>5. The candidate, other than blind persons, shall pay in advance to the University the remuneration payable to additional Assistant Superintendent at the prescribed rate.</p>	<p>size 26) or even by recording the answers so as the examining bodies can easily make use of technology to convert question paper in the Large prints or Braille and can also convert Braille text in English or regional languages.</p> <p>In case, opting mode of Audio recording of answers, the Supdt.-in-Chief of concerned Examination Centre would be responsible to make arrangements of recording and to forward the said recording (in duplicate) duly verified, to the Secrecy branch in two sealed pen drives with a mention of the same in Secrecy memo. The expenditure on account of pen drives will be temporarily borne by the Centre Supdt., which would be reimbursable at the time of payment of remuneration of Centre Supdt. on production of bill of its purchase. The recorded pen drives may be preserved equal to the period of preservation/destruction of records for answer books.</p> <p>9. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the University should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.</p> <p>10. The disability certificate issued by the competent medical authority at any place should be accepted.</p> <p>11. The word 'extra time or additional time' that is being currently used should be changed to 'compensatory time' and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the eligible disabled persons not availing the facility of scribe may be allowed compensatory time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.</p> <p>12. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.</p>

Existing	Amended
<p>....</p>	<p>13. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.</p> <p>14. Alternative questions should be provided in lieu of questions requiring visual inputs for persons with Visual Impairment.</p> <p>15. As far as possible, the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.</p> <p>16. The Centre Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him out of the list supplied by the Supdt.-in-Chief and no payment would be charged from disabled candidate on account of additional Asstt.Suptd.</p> <p>17. The Supdt.-in-Chief of the concerned examination centre shall be authorized to issue scribe/compensatory time to regular/DDE students, following the below laid as under, under intimation to the University:</p> <p>(i) The candidate seeking Scribe, etc. will submit an application to this respect to the Principal of the College concerned. His/her application should be accompanied with a Medical Certificate as per APPENDIX-I</p> <p>(ii) The disabled using own Scribe will be required to submit an Undertaking at APPENDIX-II. He will also submit One Photo Identity Card and two photographs of Scribe. One of which will be pasted at Scribe permission letter, another in Scribe Record Register at College.</p> <p>(iii) After verification of the Scribe/necessary documentation, the Disabled candidate will be issued Scribe Permission Letter as per APPENDIX-III, a copy which will be forwarded to the University. The College will maintain the record of Scribes issued by it in a Scribe Record Register at College. The Director/Principal will be required to submit a Certificate to the University to the effect that all the required original</p>

-15-

381

Existing	Amended
	documents have been seen and verified by him/her before issuing the scribe/compensatory time. (iv) The Disabled student will submit a bill of Scribe at Appendix-IV to the Principal, who will verify it and submit the same to the University for payment to the Scribe.

Amended by E.C vide Reso No. 55 of 4/9/2019

**Ordinance for M. Phil. Programme
w.e.f. 2019-20 session**

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 Regulations for M.Phil. Programme 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 the session 2019-20.
- 1.3 All courses prescribed for M.Phil. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods.

2. DURATION

M.Phil. programme 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 fixed 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 as well as May for both Semesters, as the case may be. The credits assigned to the programme 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. programme.

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 (Haryana State)/Differently-abled candidates.

4. APPLICATION FOR ADMISSION

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

5. ADMISSION PROCEDURE

- 5.1 Applications for admission to M.Phil. programme 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. Programme through an Entrance Test. The syllabus of the Entrance Test shall be as prescribed for NET by UGC/CSIR/ICAR

etc. In case there is no NET for any subject, the syllabus for entrance test will be decided by the concerned Teaching Department through the Departmental Committee with the approval of the Vice-Chancellor.

- 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% of marks from 50% to 45% will be allowed. There will be no negative marking.
- (a) The candidates who have qualified UGC/CSIR-JRF/NET/GATE/GPAT or any other similar examination/SLET (Haryana State), as the case may be, are exempted from entrance test for M.Phil. programme. 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 M.Phil. and Ph.D. programmes.

6. CRITERIA FOR PREPARING MERIT LIST

The merit list for admission to M.Phil. Programme shall be prepared by the Department according to the following criteria:-

- (a) 20% marks of the percentage of marks in the Master's degree examination.
 (b) 10% marks of the percentage of marks in the Bachelor's degree examination.
 (c) 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/GATE/GPAT/SLET (Haryana State only)/JRF (not entitled for scholarship).

- (d) Weightage of 5 marks to the candidates who have passed Master's examination from MDU, Rohtak.
 (e) Weightage of 2.5 marks for each six months (maximum weightage of 10 marks) to the Project Fellows working in various projects funded by the UGC and other Government agencies.

Note- 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.

- (f) While granting admission to students to M.Phil. Programme, the Department/ Institute will adhere to the State Government Reservation Policy.
 (g) The number of seats for M.Phil. Programme in each subject shall be decided by the concerned University Teaching Department/Institute keeping in view the Clause 9.4 of the ordinance and advertised accordingly by the University.
 (h) Admission Committee will consist of Head of the Department and three Professors, one Associate Professor, and one Assistant Professor by rotation. In case a Department does not have Associate Professors, the Admission Committee

-41-

shall include one additional Assistant Professor. In case a Department does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members. Otherwise the Committee shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department from amongst the teachers of the concerned Faculty.

7. SCHEME, SYLLABI AND EXAMINATION

- 7.1 The M.Phil. Programme must include one or more courses on research methodology which could cover areas such as quantitative/ qualitative methods, computer applications, research ethics and review of published research in relevant field, training, field work, etc.
- 7.2 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.
- 7.3 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.
- 7.4
- i) The examination for M.Phil. shall consist of papers of 100 marks (4 Credits) each and there shall be 150 marks for dissertation and 50 marks for viva-voce i.e. 8 credits for dissertation.
 - ii) There shall be an internal assessment of 20 marks in each theory paper. The internal assessment in each paper shall be based on two assignments.
 - iii) The concerned teacher shall maintain the record of internal assessment till one month after the declaration of result.
- 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.
- 7.6 The candidate shall be promoted to 2nd semester automatically, provided that a candidate has completed the requirements as given in clause 7.3 for the 1st semester.
- 7.7 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 and 7.6 shall unless approved otherwise by the Academic Council take the examination as an ex-student according to the syllabus prescribed for regular students appearing for that examination.

- 7.8 A candidate who does not complete the requirements for the award of degree within the period of four years of his admission to the programme shall be declared to be unfit for M.Phil. Programme 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 7.3(i).
- 7.9 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 four 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. **DISSERTATION AND RESEARCH ADVISORY COMMITTEE**

- 9.1 There shall be a Research Advisory Committee (RAC) comprising of Head of the Department (Chairperson), all Professors, Associate Professors and Assistant Professors of the Department provided that they are otherwise eligible for appointment as M.Phil. Supervisors.
- 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 RAC shall have the following responsibilities:
- 9.3.1 To 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.
- 9.3.2 To identify and guide the candidate the course(s) that he/she may have to do in semester II.

- 9.3.3 To review the research proposal and finalize the topic of research in the mid of semester II.
- 9.4 The maximum number of M.Phil. students to be allotted to the teachers for guiding dissertation, at any given point of time, shall be as under:
- | | | |
|---------------------|---|---|
| Professor | : | 3 |
| Associate Professor | : | 2 |
| Assistant Professor | : | 1 |
- 9.5 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 dissertation:

- (i) The M.Phil dissertation must undergo a Plagiarism check by Turnitin/ iThenticate or any other software recommended by MDU from time to time. The exclusion at the time of performing the check should be limited to the following:
 - i. Quotes;
 - 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 generic terms, name of supervisor, institution, department etc.).
- (ii) The admissible level of similarity is 10%.
- (iii) 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 dissertation work. Only these articles should be excluded from the check. 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.
- (v) The final Plagiarism check from the library is essential so that the correct Report is submitted at the time of submission of dissertation.
- (vi) The Central 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 dissertation.

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 programme 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.

12. EVALUATION

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

- 12.1 The overall credit requirement, including a minimum of 16 credit for the course work and 8 credits for dissertation and Viva-Voce, for the award of M.Phil. degree shall be at least 24 credits. Each course shall be of four credits. The maximum credits, including 8 credits for dissertation and Viva-Voce, could be 28.
- 12.2 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.
- 12.3 Prior to the submission of the dissertation, the scholar shall make a presentation before the Research Advisory Committee of the Department which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation in consultation with the Research Supervisor.
- 12.4 M.Phil. scholars shall present at least one research paper in a conference /seminar before the submission of the dissertation for adjudication and produce evidence for the same in the form of presentation certificate.
- 12.5 M.Phil. scholars shall be required to attend at least 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.
- 12.6 The M.Phil. dissertation may be submitted by the candidate to the Controller of Examination/Secrecy Branch through the office of concerned HOD within three months after the examination of 2nd semester but not later than 31st December of that year

- without late fee. However, after the last date the same may be accepted on payment of penalty as decided by the University time to time.
- 12.7 The University will detect plagiarism as specified in clause 9 above. While submitting for evaluation, the dissertation shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work; the Plagiarism Verification Certificate issued by the University and countersigned by the Supervisor; and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
- 12.8 The M.Phil. dissertation submitted by the candidate shall be evaluated by his/her Supervisor and one external examiner out of the panel approved by PGBOS. The *viva-voce* examination shall be conducted by the Supervisor and the External Examiner 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.
- 12.9 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.
- 12.10 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 six months from the date of submission of the dissertation.
- 12.11 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.

12. FEE FOR M.PHIL PROGRAMME

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

-46-

Amended by B.C. vide Reso. No. 55 of 4/9/2019
Page 1 of 19

**ORDINANCE FOR ADMISSION AND AWARD OF DEGREE OF DOCTOR OF
PHILOSOPHY (Ph.D.) IN VARIOUS FACULTIES**

w.e.f. 2019-20 session

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 Regulations for Ph.D. Programme 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 the session 2019-20. 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

2. The degree of Doctor of Philosophy (Ph.D.) may be awarded in any Faculty of the University.
3. Subject to the general guidance of the Academic Council, research studies in the University leading to the Degree of Doctor of Philosophy shall be organized by the various Post Graduate Boards of Studies/relevant Boards of Studies.

4. ACADEMIC ELIGIBILITY

A candidate seeking admission to the course of Ph.D. 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.
OR
- (ii) For Faculty of Management Sciences - Master's Degree or any other degree recognized equivalent thereto in (i) Business Administration or Economics or Commerce or in allied subjects with at least 55% marks OR (ii) 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 (b) shall also be eligible for doing Ph.D. in Department of Economics and Commerce.
OR
- (iv) M.Phil degree (regular mode only) 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: A relaxation of 5% marks from 55% to 50% or an equivalent relaxation of grade will be allowed for those belonging to SC/ST (Haryana State)/ Differently abled candidates.

5. APPLICATION FOR ADMISSION

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

6. ADMISSION PROCEDURE

- 6.1 Applications for admission to Ph.D. programme 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 based on specialization, if deemed necessary.
- 6.2 The University shall make admissions to Ph.D. programme 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 Teaching Department through the Departmental Committee.
- 6.3 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 45% will be allowed. There will be no negative marking.

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

6.4 The following categories of candidates are exempted from entrance test for Ph.D. programme:

- (i) The candidates who have qualified UGC/CSIR/JRF/NET/GATE/ GPAT 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 or any other equivalent national level fellowship.
- (iii) Candidates who have passed Pre-Ph.D.course/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.

6.5 Supernumerary Seats

- (i) One supernumerary seat in each Department is earmarked for admission to candidates, who are Principal Investigator/Co-PI having research project from any government funding agency provided that they are otherwise eligible.
- (ii) One supernumerary seat in each Department is earmarked for admission of foreign students. Such students are exempted from entrance test.
- (iii) One supernumerary seat in each Department is earmarked for admission to the University appointed teachers working on regular basis who are otherwise eligible. If such seat(s) remain vacant in a Department, then it will go to non-teaching employees, if they are otherwise eligible and subject to availability of supervisors.
- (iv) One supernumerary seat in Ph.D. programme for the officials working on senior Administrative posts i.e. IAS/IRS/IPS/IFS, having experience of ten years on the post, department wise in faculties of Social Sciences, Humanities, Law, Commerce and Management Sciences.
- (v) One supernumerary seat in Ph.D. programme for the Scientists working in Centre Government funded Research Labs/Institutions in a Scale of Scientist (E) or equivalent scale with experience of at list 10 years, department wise in the faculties of Life Sciences, Physical Sciences, Pharmaceutical Sciences, Engg. & Technology.
- (vi) One supernumerary seat in Ph.D. programme for the Coporate Professionals working at least at GM level (or equivalent thereof) with the condition that the company's turnover should be at least 300 crore per annum, department wise in the Deptt. of Commerce, Economics, and Faculty of Management Sciences and Pharmaceutical Sciences.
- (vii) Two supernumerary seats in the Department of Defence & Strategic Studies are earmarked for admission to the candidates who are Officers in Defence Services. Such candidates are exempted from entrance test provided that they are otherwise eligible.
- (viii) Two supernumerary seats in the Department of Law are earmarked for admission to the candidates who are State Govt. Law Officers or Judges. Such candidates are exempted from entrance test provided that they are otherwise eligible.

- Note:**
1. The admission against these supernumerary seats will be subject to the availability of Supervisor. Number of seats under a supervisor should remain within limit as per Clause 12 of the Ordinance.
 2. A two weeks capsule Ph.D. course work can be offered to the candidates mentioned above from (iv) to (vi). This two weeks modular programme shall have 2 parts, Part – A in first week and Part - B in second week. Overall two such modules shall be offered to these research scholars and they are required to complete one module either at a stretch or with flexibility to complete module Part – A & B, in parts.
 3. The candidates seeking admission to Ph.D. Programmes under Supernumerary Seats mentioned under Clause-6.5 of Ph.D. Ordinance be exempted from the entrance test provided that they are otherwise eligible and subject to availability of Supervisors.

7. **CRITERIA FOR PREPARING MERIT LIST**

7.1 The merit list for admission to Ph.D. programme shall be prepared by the Department according to the following criteria:-

- (a) 20% marks of the percentage of marks in the Master's degree examination.
- (b) 10% marks of the percentage of marks in the Bachelor's degree examination.
- (c) 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)/teacher fellowship holders/ awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship.

OR

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

OR

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

OR

Weightage of 3 marks for each year of teaching experience (maximum 20 marks) to Assistant Professor in University/College for the same subject appointed through duly constituted selection committee.

- (d) Weightage of 5 marks to the candidates who have passed Master's examination/M.Phil examination from Maharshi Dayanand University, Rohtak.
- (e) Weightage of 2.5 marks for every six months (maximum weightage of 10 marks) to the Project Fellows working in various projects funded by the UGC and other Government agencies.
- (f) 10 marks for Interview (05 marks for domain knowledge and 05 marks for research aptitude)

Note- 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.

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

7.3 The number of seats for Ph.D. programme in each subject shall be decided by the concerned University Teaching Department/ Institute and advertised accordingly by the University.

7.4 Admission Committee will consist of Head of the Department 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 does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members. Otherwise, the Committee shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department from amongst the teachers of the concerned/relevant Faculty.

8. COURSE WORK

- 8.1 The course work of Ph.D. programme shall be of one semester duration. The credits assigned to the course work shall be 12 to 16.
- 8.2 The following categories of candidates shall be exempted from the Ph. D course work:
- Candidates who have obtained M.Phil degree through regular mode as per UGC norms.
 - Candidates who have passed Pre-Ph.D. course of M.D. University, Rohtak.
- 8.3 Every candidate shall be examined in the subject(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.
- 8.4 The amount of the examination fee to be paid shall be governed by the rules as applicable from time to time.
- 8.5 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 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.
- 8.6 The minimum pass marks shall be:
- (a) 50 % marks in each written paper/practical separately.
 - (b) 50% marks in aggregate of theory and internal assessment.
 - (c) 55 % marks in aggregate.
- 8.7 The examination of Ph.D. Course work shall consist of papers of 100 marks each, out of which there shall be an internal assessment of 20 marks in each theory paper.
- The internal assessment in each paper shall be based on two assignments. 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.
- 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 as may be fixed by the Controller of Examinations. 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. programme 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. programme are eligible to apply for registration to Ph.D.:
- (a) who are exempted from Ph.D. course work in terms of Clause 8.2
 - (b) who have passed Ph.D. coursework of the University in terms of Clause 8.6

9.2 The Departmental Committee and its Functions

The Departmental Committee shall be constituted as per Ph.D. Ordinance Clause 9.6 (i & ii) and Clause 11. It shall have the following responsibility:

- (i) It will allocate Supervisor to a student eligible for Ph.D. registration keeping into consideration the research interest of the student indicated during interview by the candidate and available specialization among Supervisors.
- (ii) It will appoint a Co-supervisor in terms of Clause 9.9 (iii), if need be. It shall be ratified by DRC.
- (ii) The Departmental Committee shall also constitute the Research Advisory Committee (RAC) 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)
- 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 Committee shall have the following responsibilities:

- (i) To review the research proposal and suggest the topic of research;
- (ii) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- (iii) To periodically review and assist in the progress of the research work of the research scholar.

9.5 Application(s) on the prescribed form for registration to Ph.D. programme along with synopsis/research proposal duly approved and signed by the Supervisor received upto 31stOctober/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. programme 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. Programme for Applied Sciences in UIET, the Departmental Committee will consist of the following:
 - (a) Director, University Institute of Engineering and Technology (Chairperson);
 - (b) One Professor and one Associate Professor to be nominated by the Head of the concerned University Teaching Departments, seniority-wise by rotation for a period of two years;

- 53
- (c) All Professors, Associate Professors and Assistant Professors of Applied Sciences working in University Institute of Engineering & Technology.
- (iii) 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, at least seven days before the meeting. The candidate(s) will be invited to defend their synopsis/research proposal(s) 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 - 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.
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.
- (d) 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:

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 special circumstances, viz. in the case of subjects of inter-disciplinary/inter-specialty nature, the DRC 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 supervisor provided he/she have Ph.D., is at Senior level position with at least 15 years' experience after post graduation.
- (iii) In case the supervisor, at the time of registration, has two or less years of service before retirement, a Co-supervisor from within the University 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-supervisors shall continue to guide the particular research scholar as Supervisor and the Supervisor retired will become Co-supervisor in that particular case.

- Note:**
- i) In no case, there shall be more than one Co- Supervisor.
 - ii) The qualifications for a Co- supervisor will be the same as prescribed for the Supervisor.
 - iii) 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.

- 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.

- 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 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 with at least three years teaching experience in University Teaching Departments/Institutes or at least five years experience of Post Doctoral Research on regular fellowship or on a position at least equivalent to that of Assistant Professor in a research institute may be appointed as Research Supervisor/Co-Supervisor for Ph.D. In addition to above, he/she should also have published at least two research papers in 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 teaching experience in the concerned subject in a PG College /Institute* affiliated to M. D. University and having published at least two research papers in UGC-CARE listed journals.

Before allotting Supervisors/Co-Supervisors from PG Colleges/Institutes, the concerned Head of the Department 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 neighboring 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 (HOD as Convener) will verify the facilities available in the college/Institute. The report of the committee will be considered by the Departmental Committee comprising of faculty eligible to guide Ph.D.

NOTE:

- i) The eligibility of the supervisor will be ascertained by the Departmental Committee.
- ii) Teaching of distance education classes will not be considered teaching experience for the eligibility of the supervisor.
- iii) 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.
- iv) 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 any point of time, shall be as under:

University appointed teachers

Professor	:	8
Associate Professor	:	6
Assistant Professor	:	4

Teachers of Affiliated colleges/institutions

Professor/ Principal (in Prof. Grade)	:	5
Associate Professor	:	4
Assistant Professor	:	3

Provided, that the Vice-Chancellor may allow an additional seat 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/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 Academic Council.

14. PERIOD OF WORK

- 14.1 Every candidate admitted for Ph.D. programme 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 stay at Rohtak or at the place where his/her 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. The attendance record of the candidate will be maintained by the concerned supervisor.
- 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. However, 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 enhancement certificate course along with Ph.D. programme.

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 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 Head of the Department with a copy to the research scholar.
- 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 BOS will be forwarded to R & S branch through concerned Dean of the Faculty.
- 16.5 Ph.D. student shall publish at least two research papers (at least one should be published and other may be in press/accepted) from his/her research work in UGC-CARE listed journals and 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. programme, failing which his/her registration to Ph.D. programme 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 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 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.

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 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 atleast 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) Quotes;
 - 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 generic terms, 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. 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.
- 20.5 The final Plagiarism check from the library is essential so that the correct report is submitted at the time of thesis submission.
- 20.6 The Central 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. 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/ National Conference/ Seminar, as specified in clause 16.5
- (iv) Workshop Participation Certificate, as specified in clause 16.6
- (v) Plagiarism Verification Certificate, as specified in clause 20.6 etc.
- (vi) Plagiarism Self Exclusion Certificate, as specified in clause 20.4, if need be.

22. EVALUATION OF THESIS

- 22.1 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.
- 22.2 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.

- 22.3 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.
- 22.4 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.
- 22.5 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.
- 22.6 A research scholar whose thesis is rejected shall not be registered again for Ph.D. with the same topic.

— 63 —

23. **VIVA-VOCE EXAMINATION AND AWARD OF DEGREE**

23.1 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. In exceptional cases, viva-voce can be conducted through skype/video conferencing 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.

23.2 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, the Dean of the Faculty, the Head of the Department concerned and Controller of Examinations within one month of the viva-voce. Three out of these four members will form the quorum of the meeting. The Controller of Examinations shall issue the notification of the award of Ph.D. Degree after clearance of the case by RDC.

23.3 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.

23.4 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.

23.5 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.

24. **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.

PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR TO FINALISE THE INSPECTION PERFORMAS FOR DEGREE COLLEGE(UG & PG) AND FOR THE COLLEGES WHICH HAS BEEN GRANTED ASSOCIATE STATUS AND FOUR YEAR INTEGRATED TEACHER EDUCATION PROGRAM (PRIMARY/SECONDARY) HELD ON 26-8-2019 AT 11-00 A.M. IN THE OFFICE OF THE DEAN ACADEMIC AFFAIRS, M.D.U. ROHTAK

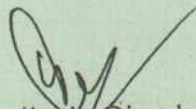
Following were present:

- | | |
|---|-----------------|
| 1. Prof. A.K.Rajan, Dean Academic Affairs | Convener |
| 2. Prof. Yudhvir Singh, DCDC | Member |
| 3. Dr.Satish Kumar, Library & Information Science | Member |
| 4. Prof. Pushpa Dahiya, Deptt. of Botany | Member |
| 5. Prof. Kuldeep Chhikara, Deptt. of Commerce | Member |
| 6. Prof. K.V.Chamar, Deptt. of Geography | Member |
| 7. Prof.Nav Rattan Sharma, Deptt. of Psychology | Member |
| 8. Dr.B.K.Garg, Principal, Hindu College, Sonapat | Member |
| 9. Prof. Jitender kumar, Deptt. of Education | Special Invitee |

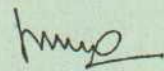
The members thoroughly discussed the matter and unanimously recommends the Inspection performas for Degree College (UG & PG) and Four Year Integrated Teacher Education Program (Primary/Secondary) as per Annexure I, II and III respectively. Further resolved that the Inspection Performa for the colleges/institutes which has been granted Associate Status shall be considered separately.



(A.K.Rajan)



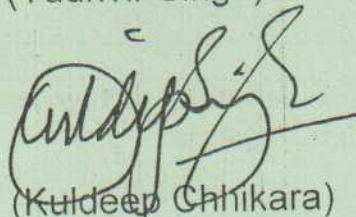
(Yudhvir Singh)



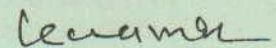
(Satish Kumar)



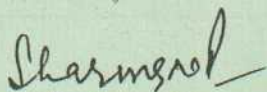
(Pushpa Dahiya)



(Kuldeep Chhikara)

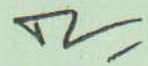


(K.V.Chamar)



(Nav Rattan Sharma)

(B.K.Garg)



(Jitender Kumar)

66

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF PROPOSED DEGREE COLLEGE

Year/Session _____

Date of Inspection _____

(SECTION-A)

1.	Name of the Proposed/Existing College			
2.	Address (Current/Permanent)			
	Contact No.	Landline	Mobile	
	Website			
	Email Address			
3.	Year of Establishment			
4.	Type of College, Whether Govt./Aided/S.F.S/Minority			
5.	Name of Society/Company*/Trust, under which College is running/being established			
6.	Details of land Ownership of the Trust/Society/Company*/College			
7.	PAN of the Society			
8.	TAN/GST No. of the College			
9.	The term of the present Governing Body	From _____	to _____	

(Note:- Attach Proof in support of above)

PURPOSE OF INSPECTION				
10.	Grant of provisional affiliation for a new college			
11.	Continuation in provisional affiliation			
12.	Periodic Inspection			
13.	Programme(s) and seats for which affiliation/extension is to be granted	Programme(s)	Unit(s)	Intake
		1.		
		2.		
		3.		

Handwritten signatures and initials, including a large signature that appears to be 'P...' and another 'S...'. There are also some scribbles and initials to the right.

Information/Documents Required	
14.	Mention the year, (for which NOC has been issued by the State Government)
15.	Session/Year (for which affiliation is asked for)
16.	(i) Date of Previous Inspection made by the University (ii) Whether Compliance has been made by the college or not (If yes, attach proof)
17.	Whether University granted affiliation (Yes/No) if Yes (attach Proof)
18.	Any other Information

*Subject to the approval of the Hon'ble Chancellor/Governor

(SECTION- B)
INFRASTRUCTURE & AMENITIES (Marks 50)

		Required	Available	Max Marks	Marks Secured
19.	i	Principal's Room (15 x 20 Sq. ft.) with attached wash room	1		1
	ii	Staff Room (15 x 20 Sq. ft.)	1		1
	iii	Administrative Office (20x30 Sq. ft.) with attached wash room	1		1
	iv	a) Class Rooms of adequate space as per sanction strength b) Multiple Classrooms for each Subject/Course of one year in addition as well for additional seats	One for each Programme/Section		6
	vi	Multipurpose hall for at least 200 persons (2000 sq. ft.) well furnished with Audio-visual aids	1		3
	vii	Separate Common Rooms for Boys & Girls (mini 500 Sq.ft.) each	1+1		1+1
	viii	Toilets-separate for Male & Female Students (one toilet for 100 students)	1+1		1
	ix	Safe Drinking Water	As required		1+1
	x	Canteen	As required		1
	xi	Play Ground	1		3
	xii	Hostel Facility	As required		1

Handwritten signatures and initials:
 leasama
 [Signature]
 [Signature]
 [Signature]

	xiii	Fire Safety	As required		1	
	xiv	CCTV (Covering the entire campus in functional mode)	As required		2	
20	Academic Requirements				9	
	i	Library with 1000 books including prescribed list with addition of 200 books per year (At least 40 different titles in each subject)	1			
	ii	Reading space minimum 600 sq. ft with cozy environment(Conductive) per 500 students	1		3	
	iii	Photocopy facility	1		1	
	iv	Five magazines and five news papers	-		2	
	v	Air- conditioned Common Computer lab with internet facility,	Min. 25 computers		4	
vi	Subject concerned Laboratories for B.A/B.Com/B.Sc.**	As per need (2 marks for each lab)		6		

** Size of lab - 20 sq. feet per student

(SECTION- C)

REQUIREMENTS OF TEACHING AND NON-TEACHING STAFF (MARKS-50)

(As per the workload norms)

		Description(requirement)	Required for one unit	Available	Max. Marks	Marks secured
21		Teaching and other Academic Staff (Approved)				
	i	Principal	1		6	
	ii	Asstt. Prof./Assoc. Prof./Professor 6(2+2+2)B.A./B.Com# 7(2+2+3)B.Sc.# Assistant Professor/Assoc. Prof./Professor a)Compulsory subjects (Hindi & English)	06 07		35	

Teacher
Principal
Asstt. Prof.
Assoc. Prof.
Professor

- 69 -

		b) Qualifying Compulsory subjects (Computer Edu.+ Environmental Studies) C) Optional Subjects				
	iii	Librarian (College),	1		4	
22		Non-teaching Staff (Approved)	Required			
	(i)	Technical Asstt. /Computer Operator	1		1	
	(ii)	Dy. Supdt./Supdt.	1		1	
	(iii)	Clerk/Typist/Data Entry Operator/Office- Clerk-cum-Accountant	1		1	
	(iv)	Attendant (Lib/lab)	2		1	
	(v)	Safai Karamchhari/Peon	3		1	

For initial starting of course with One unit, Teacher/ Faculty Member– one for Hindi, one for English, one for Computer, one for Environment (Common for B.A/B.Com/B.Sc. all programmers)

(In case of Science one Faculty Member for each subject per unit per year)

* For additional units, the work load will be calculated as per scheme of course/programme offered . The marks for deficiency of teacher(s) will be deducted proportionately.

* For approved Faculty 5 Marks & other eligible faculty 3 marks each (Proceeding approved through Proper selection committee and in case of opening new College)

(SECTION-D)

Note:- There shall be two inspections for the opening of new College. During 1st Inspection Section A and B will be inspected and if, the report is satisfactory, then there will be second inspection for Section-'C'

23. Mention the deviations from the data already upload on the University's College Portal, if any. Also mention the date of data uploading on the website/portal.

lechner

1/2

1/2

1/2

1/2

~~70~~

24. DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of Inspection _____

25. RECOMMENDATIONS:

Convener

Member(s)

Handwritten signatures and initials:
- Top left: *Handwritten signature*
- Top center: *Handwritten initials*
- Top right: *Handwritten initials*
- Middle: *Handwritten signature*
- Bottom left: *Handwritten signature*
- Bottom right: *Handwritten signature*

71

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

INSPECTION PROFORMA FOR POST GRADUATE COURSES IN THE AFFILIATED COLLEGE(S) YEAR/SESSION _____

1.	Name of the College		
2.	Address		
	Contact No.	Landline	Mobile
	Website		
	Email Address		
3.	Year of Establishment		
4.	Type of College, Whether Govt./Aided/S.F.S/Minority		
5.	Name of Society/Company*/Trust, under which College is running/being established		
6.	Details of land Ownership of the Trust/Society/Company*/College		
7.	PAN of the Society		
8.	TAN/GST No of the College		
9.	The term of the present Governing Body	From _____ to _____	

(Note:- Attach Proof in support of above)

PURPOSE OF INSPECTION		
10	Grant of a New P.G. Course	
11.	Extension/Continuation in Provisional Affiliation	
12	Grant of Additional Unit(s)/Seats(s)	
13	Grant of Permanent Affiliation to existing Course	
Note:- Tick which is/are relevant		

Udham *me* *21*
[Signature] *[Signature]*
[Signature]

72 -

14.	P.G. Courses and Seats for which Affiliation/ Extension/Additional seats is to be granted	<table border="1"> <thead> <tr> <th data-bbox="803 134 1096 179">Course(s)</th> <th data-bbox="1096 134 1291 179">Unit(s)</th> <th data-bbox="1291 134 1437 179">Intake</th> </tr> </thead> <tbody> <tr> <td data-bbox="803 280 1096 347">1.</td> <td></td> <td></td> </tr> <tr> <td data-bbox="803 392 1096 459">2.</td> <td></td> <td></td> </tr> <tr> <td data-bbox="803 504 1096 571">3.</td> <td></td> <td></td> </tr> </tbody> </table>	Course(s)	Unit(s)	Intake	1.			2.			3.		
Course(s)	Unit(s)	Intake												
1.														
2.														
3.														

Information/Documents Required

15.	Mention the year (for which NOC has been issued by the State Government)													
16.	Session/Year (for which affiliation is asked for)													
17.	P.G. Courses, with intake, already granted by University, if any	<table border="1"> <thead> <tr> <th data-bbox="803 1108 1096 1153">Course(s)</th> <th data-bbox="1096 1108 1291 1153">Units</th> <th data-bbox="1291 1108 1453 1153">Intake</th> </tr> </thead> <tbody> <tr> <td data-bbox="803 1153 1096 1220">1.</td> <td></td> <td></td> </tr> <tr> <td data-bbox="803 1265 1096 1332">2.</td> <td></td> <td></td> </tr> <tr> <td data-bbox="803 1355 1096 1422">3.</td> <td></td> <td></td> </tr> </tbody> </table>	Course(s)	Units	Intake	1.			2.			3.		
Course(s)	Units	Intake												
1.														
2.														
3.														
18.	Date of Previous Inspection made by the University, if any													
19.	Whether Compliance, if any, has been made by the college or not (If yes, attach proof)													
20.	Mention the year, if Permanent affiliation has been granted to the College/Courses by the University.													
21.	Any other Information													

lecramer
✓
✓
✓

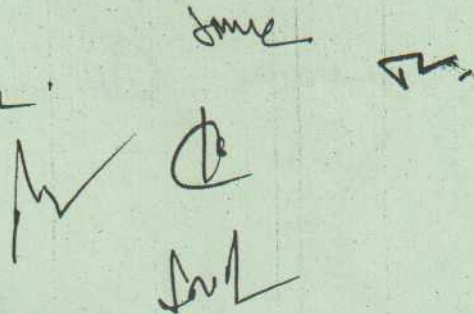
73

**2. Additional Requirements and Availability of staff for P.G. Course for already established College:
(As per the workload norms)**

A	For Non-Practical Subjects:-		
	(1)	Teaching Staff	i) At least two Faculty Members to start with the Course. ii) Additional teachers for each course as per the workload norms of UGC/MDU, Rohtak.
	(2)	Infrastructure	i) At least two Class Rooms with adequate space ii) Additional Classrooms with adequate space for each Course as per the additional seats/course
B	For Practical Subjects:-		
	(1)	Teaching Staff	i) At least two Faculty Members to start with the Course. ii) Additional Faculty Member for each course as per the workload norms of UGC/MDU, Rohtak.
	(2)	Infrastructure	i) At least two Class Rooms with adequate space ii) Additional Classrooms with adequate space for each Course as per the additional Seats/Course norms of UGC/MDU, Rohtak.
	(3)	Lab. requirement	Labs. along with the instruments as per the requirement of syllabus of the concerned Course
C	(1)	Books & Journals	i) At least 500 subjects books as per the prescribed/suggested readings in the syllabus ii) At least two National/International Journals (UGC listed) and two magazines with regular acquisition/subscription.

- * For Additional units, the work load will be calculated as per scheme of Course/Programme offered.
- * Teaching hours/load as per University norms.

23. Mention the deviations from the data already uploaded on the University's College Portal, if any. Also mention the date of data uploading on the website/portal.

June
clearance


79

24. DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of Inspection _____

25. RECOMMENDATIONS:

Convener

Member(s)

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

75-1

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

**PROFORMA FOR INSPECTION OF PROPOSED 4 YEAR INTEGRATED TEACHER
EDUCATION PROGRAM ITEP (PRIMARY/SECONDARY)**

Year/Session _____

Date of Inspection _____

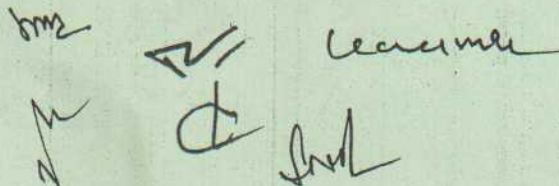
(SECTION-A)

1.	Name of the Proposed College		
2.	Address		
	Contact No.	Landline	Mobile
	Website Email Address		
3.	Year of Establishment		
4.	Type of College, Whether Govt./Aided/S.F.S/Minority		
5.	Name of Society/Company*/Trust, under which College is running/being established		
6.	Ownership of the land- Trust/Society/Company*/College		
7.	PAN of the Society		
8.	TAN/GST No. of the College		
9.	The term of the present Governing Body	From _____ to _____	

***Subject to the approval of the Hon'ble Chancellor/Governor**

(Note:- Attach Proof in support of above points.)

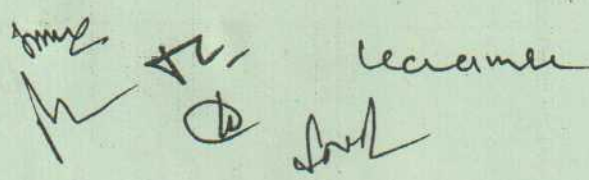
	Information/Documents Required	
10.	Year of Degree College Establishment	
11.	NOC for Proposed Program from the State Govt.	
12.	Mention the year, (for which NOC has been issued by the State Government)	
13.	Session/Year (for which affiliation is asked for)	
14.	Degree College Affiliation letter No.(Latest)	
15.	Recognitions letter of NCTE for proposed Programme/Course with letter Number	



16.	Programme(s) and seats for which affiliation/extension is to be granted	Programme(s) Intake	Unit(s)
		1.	
		2.	
17.	(i) Date of Previous Inspection made by the University (ii) Whether Compliance has been made by the College or not (If Yes, attach Proof)		
18.	Purpose of Inspection New/Additional/Extension/Continuation/Periodic Inspection		
18.	Any other information		

STAFF (PRE-PRIMARY TO PRIMARY)

19.	Description (Requirement) (Additional to Degree College)	Required for 50 +50 seats (one unit) Both Streams	Available	Max. Marks	Marks Secured	Remarks
One unit for Art/Science Stream each						
	Head of the Department in the rank of Professor or Associate Professor in Education	1		6		
	Assistant Professor- in Liberal Discipline and Pedagogy or Educational Studies	9		12		
	Health and Physical Education	1 (Part time)		1		
	Arts Education	1 (Part time)		1		
	Carrier Guidance, and Counseling	1 (Counsellor Part Time)		1		
One unit for Art Stream						
	Head of the Department in the rank of Professor or Associate Professor in Education	1		6		
	Assistant Professor- in Liberal Discipline and Pedagogy or Educational Studies	9		12		
	Health and Physical Education	1 (Part time)		1		
	Arts Education	1 (Part time)		1		
	Carrier Guidance, and Counseling	1		1		



 [Signature] [Signature] [Signature]

-77-

		Counsellor Part time				
Administration and Professional Staff						
	Assistant Librarian	1		2		
	Computer Lab Assistant	1		1		
	Data Entry Operator (DEO)	1		1		
	Multi Tasking Staff (MTS)	1		1		
Other administration and professional staff working for existing Department shall be shared.						

STAFF (UPPER PRIMARY TO SECONDARY)

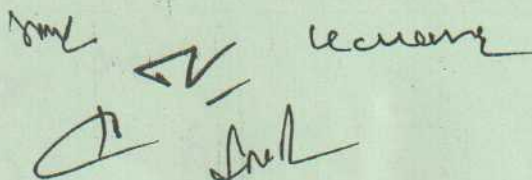
20.	Description (Requirement) (Additional to Degree College)	Required for 50 +50 seats (one unit) Both Streams	Available	Max. Marks	Marks Secured	Remarks
One unit for Art/Science Stream each						
	Head of the Department in the rank of Professor or Associate Professor in Education	1		6		
	Assistant Professor- in Liberal Discipline and Pedagogy or Educational Studies	9		12		
	Health and Physical Education	1 (Part time)		1		
	Arts Education	1 (Part time)		1		
	Carrier Guidance, and Counseling	1 (Counsellor Part Time)		1		
One unit for Art Stream						
	Head of the Department in the rank of Professor or Associate Professor in Education	1		6		
	Assistant Professor- in Liberal Discipline and Pedagogy or Educational Studies	9		12		
	Health and Physical Education	1 (Part time)		1		
	Arts Education	1 (Part time)		1		
	Carrier Guidance, and Counseling	1 Counsellor Part time		1		
Administration and Professional Staff						
	Assistant Librarian	1		2		
	Computer Lab Assistant	1		1		

Data Entry Operator (DEO)	1	1
Multi Tasking Staff (MTS)	1	1
Other administration and professional staff working for existing Department shall be shared.		

(SECTION- B)


INFRASTRUCTURE & AMENITIES (Marks 50)

			Required	Available	Max Marks	Marks Secured
21.	i	Land & Built up area (As per NOC)	5 acre* 2000 Sqm (additional to existing degree Colleges)		6	
	ii	Principal's Room (15 x 20 Sq. ft.) with attached wash room (common for degree College)	1 with adequate furniture		4	
	iii	Staff Room (15 x 30 Sq. ft.)	1 with adequate furniture		1	
	iv	Administrative Office (15x20 Sq. ft.) with attached wash room (common with Degree College)	1 with adequate furniture		1	
	v	a) Class Rooms of adequate space mini (500 sq. ft. each with concrete flooring/concrete slab/ceiling etc.)	12 with adequate furniture		4	
	vi	Multipurpose hall for 600 persons (4000 sq. ft.) well furnished with Audio-visual aids (common with degree college)	One with adequate furniture		3	
	vii	Separate Common Rooms for Boys & Girls size mini 500 Sq.ft.	1+1 with adequate furniture		1	
	viii	Toilets-separate for Male & Female Students- one toilet for 100 students	3+3 with adequate furniture		1	
	ix	Safe Drinking Water	As required		1	
	x	Canteen	As required		1	



-79-

	xi	Play Ground	1		1	
	xii	Hostel Facility	As required		1	
	xiii	Fire Safety	As required		1	
	xiv	CCTV (Covered of full College in functional mode)	As required		1	
	xv	Labs (as per scheme required)	(Science/Art/Computer etc.)		3	
22	Instructional facilities					
	i	Library-cum-Reading Room (Common with degree college & Additional of the special requirement)	with seating capacity for 50% students equipped with minimum 1000 titles and 4000 books including text and reference books relevant to the study, educational encyclopedias, year books, electronic publication (CD-ROM's) online resources, and minimum with additional of 200 books per year. Internet in Computer Lab & Library.		9	
	ii	Five Journals with continuous acquisition of which at least one shall be an International publication			3	
	iii	Photocopy facilities, library Software in the Library (common with degree college)			2	
	iv	Two Magazines and Five news papers			1	
	v	ICT Resource Centre			6	
	vi	Curriculum Laboratory (Charts/Models/Equipments) Psychology Lab; Science Lab; Maths; Social Science Lab, Language Lab			6	
	vii	Art and Crafts Resource Centre			1	
	viii	Health and Physical Education Resource Centre (including yoga education)			2	



- - - - - 80 - - - - -

- * A. a minimum of 5 acres of land outside the municipal limit; or
- B. a minimum of 4 acres of land within municipal committee; or
- C. a minimum of 3 acres of land within municipal council or
- D. a minimum of 2 acres of land within municipal corporation
- * For additional units, the work load will be calculated as per scheme for course/programme offered. The marks for deficiency of teacher(s) will be deducted proportionately.
- * For approve Faculty 5 marks & other eligible faculty 3 marks each (Proceeding approved through Proper selection committee and in case of opening new College).

23. Mention the deviations from the data already uploaded on the University's College Portal, if any. Also mention the date of data uploading on the Website/Portal.

24. **DETAILED REPORT**

Name of the College _____

Date of Inspection _____

25. **DESCRIPTIVE OBSERVATION :-**

26. **RECOMMENDATIONS:**

Convener

Member

Member

U. S. Mani

[Signature]

[Signature]

[Signature]

[Signature]

MINUTES OF THE MEETING OF FEE STRUCTURE COMMITTEE HELD ON 02-09-2019 AT 04:00 PM IN THE O/O. DEAN, ACADEMIC AFFAIRS, M.D.UNIVERSITY, ROHTAK

The following Members were present:-

- | | |
|--|-----------------|
| 1. Dean Academic Affairs | Convener |
| 2. Registrar | Member |
| 3. Controller of Examination | Member |
| 4. Finance Officer | Member |
| 5. Dr. Sudhir Kumar, Deptt. of English & Foreign Languages, Advisor (CIAA) | Special Invitee |
| 6. Head, Department of Law | Special Invitee |

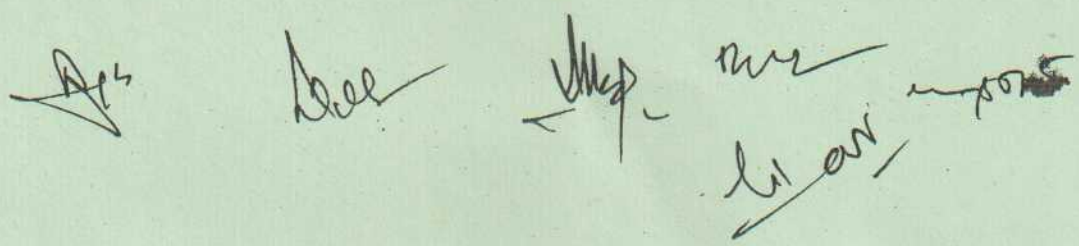
The Committee considered the following items and recommended as under:-

- 1: Considered the recommendations of the Faculty of Law in its meeting held on 31.05.2019 (Annexure____page____) that the Fee of Newly started Courses namely Post Graduate Diploma/Certificate Course in Cyber Law and Post Graduation Diploma/Certificate Course in Labour Law and Social Welfare in the Department of Law and MDUCPAS, Gurugram w.e.f. 2019-20 be bifurcated to make uniformity like other courses run by UTD and MDUCPAS, Gurugram as under:-

Name of the Course	Ad mn. Fee	Tuition Fee	A. Fund	Dev. Fund	Security refundable	Curriculum charges	Other charges	Exam Fee for per sem Course	Total
P.G. Diploma Course in Cyber Law	50	21508	240	5378	500	50	1874	400+400	30400
Certificate Course in Cyber Law	50	10091	240	2522	500	50	1147	400	15000
Post Graduate Diploma Course in Labour Law and Social Welfare	50	21508	240	5378	500	50	1874	400+400	30400
Certificate Course in Labour Law and Social Welfare	50	10091	240	2522	500	50	1147	400	15000

(Note:- Non-Polluting Vehicle Rs. 10/- p.m. will be charged in UTD only)

RESOLVED THAT ABOVE BIFURCATIONS OF FEE MAY BE REFERRED TO EXECUTIVE COUNCIL FOR APPROVAL

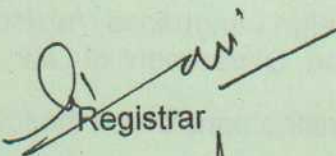


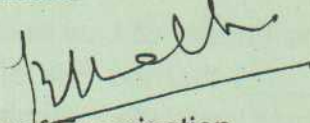
2. Considered the proposal of Centre for International Academic Affairs (CIAA) to decide the room charges for International Students' Hostel per student per annum as recommended by the committee constituted by the Vice-Chancellor which is as under:-

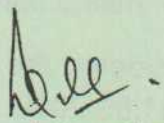
Non-Air Conditioner : 48000/- (INR)
With Air Conditioner : 78000/- (INR)

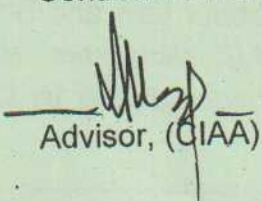
RESOLVED THAT THE ABOVE PROPOSAL MAY BE REFERRED TO EXECUTIVE COUNCIL FOR APPROVAL

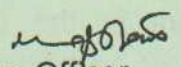

Dean Academic Affairs


Registrar


Controller of Examination


Head, Department of Law


Advisor, (CIAA)


Finance Officer



83

MAHARSHI DAYANAND UNIVERSITY ROHTAK
DEPARTMENT OF LAW

Sub: Minutes of the meeting of the Faculty of Law held on 31.05.2019 at 02.00 p.m. in the office of Head & Dean, Faculty of Law, MDU, Rohtak

An emergent meeting of the Faculty of Law was held on 31.05.2019 at 02.00 p.m. in the office of the Head & Dean, Faculty of Law, MDU, Rohtak to discuss the following items which have already been passed by the Board of Studies in Law in its meeting held on 31.05.2019 at 11.30 a.m.

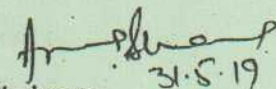
Following were present:

1. Prof.(Dr.) Naresh Sharma
2. Prof.(Dr.) Neena Vashisht
3. Prof.(Dr.) Asha Sharma
4. Dr. Anusuya Yadav, Assistant Professor

Following decisions was taken unanimously:

1. Considered and approved the Ordinance, Scheme of Examination and Syllabus of Post Graduate Diploma/Certificate Course in Cyber Law and Post Graduation Diploma/Certificate Course in Labour Law and Social Welfare proposed by MDU CPAS which have already been passed by the Departmental Committee & Board of Studies and same is attached as annexure-A.

The meeting ended with vote of thanks to the chair.

f. 
Chairman
Faculty of Law
31.5.19

Received on 31/5/2019
at 3.35 PM.

84

**MAHARSHI DAYANAND UNIVERSITY ROHTAK
DEPARTMENT OF LAW**

Subject: Minutes of the meeting of Departmental Committee held on 29.05.2019 at 12.30 p.m. in the office of Head, Faculty of Law, MDU, Rohtak.

A meeting of Departmental Committee of Law Department was held on 29.05.2019 at 12.30 p.m. in the office of the Dean, Faculty of Law, MDU, Rohtak under the Chairmanship of Head (Law) to discuss various agenda/items.

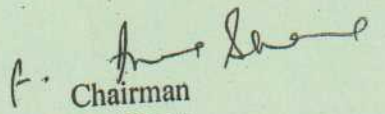
Following Members were present in the meeting:

1. Prof. Asha Sharma
2. Prof. Anju Khanna
3. Dr. Kavita Dhull
4. Dr. Jitender Singh Dhull
5. Dr. Pratima Devi
6. Dr. Yogender Singh
7. Dr. Satya Pal Singh
8. Dr. Sonu
9. Dr. Jaswant Singh Saini
10. Dr. Anusuya Yadav
11. Dr. Surender Singh Dahiya
12. Dr. Ved Pal Singh

Following decisions were taken in the meeting unanimously:

1. **Scheme of Examination and Syllabus:** It is resolved that the Scheme of Examination and Syllabus of Post Graduate Diploma/Certificate Course in Cyber Law and Post Graduation Diploma/Certificate Course in Labour Law and Social Welfare proposed by MDU CPAS is approved. Further, it is strongly recommended that these Diplomas/Certificates Courses should also be started in the Law Department, M.D. University, Rohtak on the same pattern w.e.f. the Session 2019-20.

The meeting ended with vote of thanks to the chair.


Chairman
Department of Law

85

Subject: Minutes of the meeting of the Board of Studies in Law was held on 31.05.2019 at 11.30 a.m. in the office of Head, Department of Law, MDU, Rohtak

Meeting of the Board of Studies in Law which was held on 31.05.2019 at 11.30 a.m. in the office of the Head, Department of Law, MDU, Rohtak to discuss various issues:

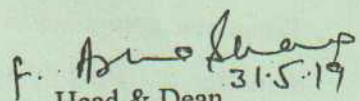
Following Members were present in the meeting:

1. Prof. Naresh Kumar
2. Prof. Asha Sharma
3. Prof. Neena Vashisht
4. Dr. Surender Singh Dahiya
5. Dr. Ved Pal Singh
6. Prof. Dalip Kumar (Outside Expert), Kurukshetra University, Kurukshetra

Following decision was taken in the meeting unanimously:

1. It was resolved that as per the decision taken by the Departmental Committee in its meeting which was held on 29.05.2019, the Scheme of Examination and Syllabus of Post Graduate Diploma/Certificate Course in Cyber Law and Post Graduation Diploma/Certificate Course in Labour Law and Social Welfare proposed by MDU CPAS is approved and same is attached as annexure-A. The matter is taken before Faculty of Law.
2. The Board of Studies in Law considered and approved the panel of examiners for evaluating the Ph.D. thesis of Ms. Meenu under the supervision of Prof. Naresh Kumar.

The meeting ended with vote of thanks to the chair.

f. 
Head & Dean,
Faculty of Law
31.5.19

- 86 -

Merit will be calculated according to Norms set by M.D. University, Rohtak.

6. Duration of Course

Minimum 6 Months: On completion of 6 months or first semester the candidates will be given Certificate in Cyber Laws (CCCL)

Maximum 1 Year: On completion of 1 year or two semesters the candidates will be given Post Graduate Diploma in Cyber Laws (PGDCL)

7. Seats

Total No. of seats 30

Reservation Policy will be followed as per M.D. University Norms.

8. Course Fees:

15,000 Certificate Course in Cyber Law

30,000 PG Diploma in Cyber Law

9. Employment Opportunities

The cyber law experts are in great demand in public and private organization, Law and IT firms, police department, corporate world, universities and this will continue to rise further in this age of digitization. The various positions of employment are: Cyber Lawyer, Cyber Law Advisor, Cyber Assistant, Cyber Consultant, Research Assistant and Security Auditors etc.

10. Medium of Instruction

The medium of instruction and examination will be English only

11. Scheme of the Course

The course comprises of Two Semesters:

Semester-I: **POST GRADUATE DIPLOMA/CERTIFICATE COURSE IN CYBER LAW**
SCHEME OF EXAM. 2019-2020

Sr. No.	Name of Paper	Code	Written	Internal	Total marks	Time
1.	Basics of Computer, Internet and Cyber World	PGDCL01	80	20	100	3 Hrs
2.	Information Technology Law	PGDCL02	80	20	100	3 Hrs
3.	Cyber-Crimes	PGDCL03	80	20	100	3 Hrs
4.	E-Commerce	PGDCL04	80	20	100	3 Hrs

Government
on the sub
engage certifi
Vigilance

87-

5. Mode of Admission

On the Basis of Academic Merit.

Merit will be calculated according to Norms set by M.D. University, Rohtak

6. Duration of Course

Minimum 6 Months: On completion of 6 months or first semester the candidates will be given Certificate in Labour Law and Social Welfare (CCLLSW)

Maximum 1 Year: On completion of 1 year or two semesters the candidates will be given Post Graduate Diploma in Labour Law and Social Welfare (PGDLLSW)

7. Seats

Total No. of seats 30

Reservation Policy will be followed as per M.D. University Norms

8. Fees:

15,000 Certificate Course in Labour Law and Social Welfare

30,000 PG Diploma in Labour Law and Social Welfare

9. Employment Opportunities

The labour experts are in great demand in public and private organization, Law and IT firms, police department, corporate world, universities and this will continue to rise further in this age of industry. The various positions of employment are: Labour Lawyer, Labour Law Advisor, Labour Law Assistant, Labour Law Consultant, Research Assistant and Labour Law Auditors etc.

10. Medium of Instruction

The medium of instruction and examination will be English only

Free Sl

No. 48/1/2008-3Vig.II

ED-4959
20/06/19

88

The Additional Chief Secretary to Government Haryana,
Vigilance Department.

Appendix-C/12

To

1. All the Administrative Secretaries to Government, Haryana
2. All the Heads of Departments, Haryana.
3. Commissioners, Ambala, Hisar, Rohtak, Gurugram, Karnal & Faridabad Divisions.
4. The Registrar, Punjab and Haryana High Court, Chandigarh.
5. All the Deputy Commissioners in Haryana State.
6. All the Managing Directors/Chief Administrators of Boards/Corporation/Public Undertakings in Haryana State.
7. The Registrar of all the Universities in the State of Haryana.

Dated Chandigarh, the 4th June, 2019

Subject:- Grant of Honorarium to the Inquiry Officers appointed for conducting regular departmental enquiries pertaining to Group A & B officers.

Sir/Madam,

I am directed to refer to Haryana Government letter No. 48/1/2008-3 V -II, dated 25.08.2009 and dated 5.10.2015 on the subject noted above vide which all the departments were permitted to engage certain retired IAS/HCS/Judicial officers, empanelled on the list of Vigilance Department, for conducting departmental enquiries under Haryana Civil Services (Punishment and Appeals) Rules, 2016.

2. The matter regarding grant of Honorarium to the Inquiry Officers has been reconsidered by the Government and it has been decided to revise the existing rates of honorarium payable to the Inquiry Officers from Rs. 9750/- to Rs. 12000/- per enquiry + Rs.1500/- for every additional charged officer in same enquiry. Secretarial Assistance is to be provided by the department. In case, the Inquiry officer does not avail the assistance from the department, then a Secretarial Assistance of Rs. 3000/- will be granted to the Inquiry Officer. The Inquiry officer would not be entrusted more than 20 enquiries annually. If more than 20 enquiries have been assigned by different departments, Inquiry Officer would inform to Inquiry Officer Vigilance & Vigilance Department of the same. The information of

8-4480
20/6/19

Regd. Secy
M/SND 19/06/19
bush

EN-4
20/6/19

entrusting of enquiries to IOs will be maintained by the office of Inquiry Officer Vigilance and consolidated information regarding allotment of enquires may be sent to Vigilance Department every six months.

3. The grant of revised rates of honorarium, as above, will be subject to the same conditions as stipulated in Para 3 of above said letter dated 25-8-2009.

4. These orders will take effect from the date of issue and will not apply to the departmental enquiries currently in progress. Honorarium in the case of enquiries already assigned before this date shall be paid as per instructions dated 5.10.2015.

5. This issue with the concurrence of Finance Department conveyed vide their U.O. No. 3/8/2005-1FG-1/5085, dated 7.3.2019.

Yours faithfully,

S. Singh
Under Secretary Vigilance,
for Additional Chief Secretary to Government, Haryana,
Vigilance Department.

Endst. No. 48/1/2008-3Vig-II Dated Chandigarh, the 4th June, 2019

A copy is forwarded to the:-

1. Inquiry Officer Vigilance, Haryana, 30 bays Building, 2nd Floor, Sector-17-C, Chandigarh with the request to maintain the record of each Inquiry officers and send consolidated information regarding allotment of enquires to this department after every six months.
2. State Information Officer, NIC, Haryana, Chandigarh for uploading on the website of CS, Haryana i.e. www.csharyana.gov.in.

S. Singh
Under Secretary Vigilance,
for Additional Chief Secretary to Government, Haryana,
Vigilance Department.

90

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 31 of the Executive Council's meeting
held on 29/6/16

31. Adoption of the State Govt. instructions for grant of honorarium to the Inquiry Officers

Considered adoption of the State Govt. instructions for grant of honorarium to the Inquiry Officers appointed for conducting regular departmental enquiries pertaining to Group A & B officers conveyed by the Chief Secretary to Government, Haryana vide letter No. 48/1/2008-3Vig-II dated 05.10.2015 (Annexure A/22 pages 98-100, already circulated).

RESOLVED THAT THE STATE GOVERNMENT INSTRUCTRIONS AS ABOVE BE ADOPTED.

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

No. 48/1/2008-3Vig.II

From

The Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Government, Haryana
2. All the Heads of Departments, Haryana.
3. Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
4. The Registrar, Punjab and Haryana High Court, Chandigarh.
5. All the Deputy Commissioners in Haryana State.
6. All the Managing Directors/Chief Administrators of Boards/Corporation/Public Undertakings in Haryana State.
7. The Registrar of all the Universities in the State of Haryana.

Dated Chandigarh, the 5th October, 2015.

Subject:- Grant of Honorarium to the Inquiry Officers appointed for conducting regular departmental enquiries pertaining to Group A & B officers.

Sir/Madam,

I am directed to refer to Haryana Government letter No. 48/1/2008-3V(II), dated 25.08.2009 on the subject noted above vide which the all the departments were permitted to engage certain retired IAS/HCS/Judicial officers, empanelled on the list of Vigilance Department, for conducting departmental enquiries under Haryana Civil Services (Punishment and Appeals) Rules, 1987 to ensure faster disposal of disciplinary proceedings.

2. The matter regarding grant of Honorarium to the Inquiry Officers has been reconsidered by the Government and it has been decided to revise the existing rates of honorarium payable to the Inquiry Officers from Rs. 6,000/- to Rs. 9750/- per enquiry + Rs.1500/- for every additional charged officer in same enquiry.

3. The grant of revised rates of honorarium, as above, will be subject to the same conditions as stipulated in para 3 of abovesaid letter dated 25-8-2009 (copy attached).

4. These orders will take effect from the date of issue and will not apply to the departmental enquiries currently in progress. Honorarium in the case of enquiries already assigned before this date shall be paid as per instructions dated 25.8.2009.

5. This issue with the concurrence of Finance Department conveyed vide their U.O. No. 3/8/2005-1FG-1/15332, dated 29.9.2015.

Yours faithfully,

Deputy Secretary Vigilance
for Chief Secretary to Government, Haryana.

Endst. No. 48/1/2008-3Vig.II

Dated Chandigarh, the 5th October, 2015.

A copy is forwarded to the:-

1. Inquiry Officer Vigilance, Haryana, S.C.O. No. 145-146, Sector-17-C, Chandigarh for his information.
2. State information Officer, NIC, Haryana, Chandigarh for hosting on the website i.e. www.haryana.gov.in and www.csharyana.gov.in.

Deputy Secretary Vigilance,
for Chief Secretary to Government, Haryana.

D 6897
16/10/15

5-2986
16/10/15

EN-4/179
28/10/15

M2510

201-14

16/10/15

16/10/15

16/10/15

91

- 92 -

GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
VIGILANCE DEPARTMENT

Dated Chandigarh, the 25-8-2009

No. 48/1/2008/3VII

To

1. All the Financial Commissioners & Principal Secretaries/Commissioners and Secretaries to Government, Haryana.
2. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions,
3. The Registrar, Punjab and Haryana High Court, Chandigarh,
4. All the Deputy Commissioners in Haryana State.
5. All the Managing Directors of Boards/Corporations/Public Undertakings,
6. The Registrar, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Haryana Agriculture University, Hisar, Guru Jambheshwar University, Hisar and Ch. Devi Lal University, Sirsa.
7. State Information Officer, NIC, Haryana, Chandigarh.
8. Resident Commissioner, Haryana Bhawan, New Delhi.

Subject:-

Appointment of Inquiry Officer under the Punjab Civil Services (Punishment and Appeal) Rules, 1987.

Sir/Madam,

I am directed to refer to Government letter No. 62/17/2005-6GSI, dated 5.12.2006 on the subject noted above vide which it was decided to appoint Inquiry Officer under the Haryana Civil Services (Punishment and Appeal) Rules, 1987 for conducting the enquiries in the pending cases. Accordingly, a panel of IAS Officers who could be appointed as Inquiry Officers, in addition to their regular assignments was issued vide endorsement No. 1/58/2006-1SII, dated 22.2.2007.

2. This issue was also discussed in the meeting of Administrative Secretaries held on 25.8.2008 under the Chairmanship of Hon'ble Chief Minister, Haryana, wherein it was decided to increase the number of Inquiry Officer and also to appoint retired officers as Inquiry Officer to ensure faster disposal of disciplinary proceedings.

3. The matter has been further examined. Keeping in view the large number of pending disciplinary cases, it has now been decided by the Government to permit engagement of certain retired IAS/HCS and Judicial Officers (copy enclosed) for conducting the enquiries. The Inquiry Officers so appointed shall be required to complete the entrusted inquiry within a period of six months and no extension in time beyond this period shall be permissible. The Inquiry Officers will be paid a fixed honorarium of Rs.6000/- per enquiry, on completion of the inquiry, by the concerned department. In case the enquiry is not completed in time, the honorarium to be paid to the Inquiry Officer would be reduced by 50%. It may be ensured before the payment is made, that the Inquiry Officer would handover the enquiry report and all record to the disciplinary

authority. In case of ongoing inquiries the competent authority shall have the option to continue the Inquiry Officer or transfer the case to an independent Inquiry Officer.

4. It should be noted that the expenses for paying the Inquiry Officer may be met out of the Honorarium Sub-Head of the Department.

5. The above arrangement will be for one year in the first instance, and thereafter, will be reviewed for its further continuance.

6. This issues with the concurrence of Finance Department conveyed vide their O.No. 3/8/2005-1FG1/2057(08) dated 6-10-2008.

7. These instructions may be brought to the notice of all concerned for their information and compliance.

Yours faithfully,

Under Secretary to Government of Haryana
Vigilance Department.

75/9/08

Indst. No 48/1/2008-3VII

Dated Chandigarh, the 25-8-2008

A copy is forwarded to the following for information and necessary action-

- 1. PSCM, Addl. PSCM, Addl. PSCM, Addl. PSCM-II, OSD/CM, OSD-I/CM & OSD-II/CM
- 2. Sr. Secretaries/Secretaries/Private Secretaries to all Minister/State Minister/Chief Parliamentary Secretaries/Parliamentary Secretaries.
- 3. State Information Officer, NIC Haryana, Chandigarh for hosting on the website i.e. www.haryana.in & www.esharyana.gov.in

MINUTES OF THE MEETING OF THE COMMITTEE TO RELOOK THE RIDERS REGARDING ATTENDING CONFERENCE/SEMINAR/WORKSHOP ETC. IN ABROAD, HELD ON 12.07.19 IN THE OFFICE OF DIRECTOR RESEARCH, MDU ROHTAK.


Following were present:

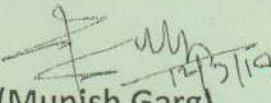
- | | |
|---|-------------|
| 1. Prof. Renu Chugh
Director Research | Chairperson |
| 2. Prof. Munish Garg
Additional Director, IQAC | Member |
| 3. Prof. Vineet Singla
Dean, Faculty of Engineering & Technology | Member |

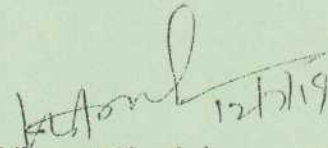
The Committee deliberated the matter at length and resolved that two teachers or 20% of the total strength of the department, whichever is more, in a Department be allowed to proceed for participation in the same Conference, Seminar, Workshop etc in abroad at a given time. However, in case of UIET not more than two teachers from a branch/stream be allowed at a given time for the said purpose.

Further the committee felt that there is an ambiguity in the EC Resolution 122 dated 29.06.2016 regarding "in a year" rider which needs to be removed.

Rest of the riders/conditions for participating in the Conferences, Seminars, workshops etc. in abroad will remain the same.


(Renu Chugh)
12.7.19


(Munish Garg)
12/7/19


(Vineet Singla)
12/7/19

Appendix-c/14

- 95-

LIFE INSURANCE CORPORATION OF INDIA-P&GS UNIT ,KARNAL-132001

Ref: P&GS /19

Dt. 29.05.2019

The Dean,
Students Welfare,
M D University- Rohtak(Haryana)-124001

Respected Sir,

REG: GROUP INSURANCE FOR STUDENTS (STGI)

With kind regards we may like to add to your kind knowledge that LIC has come out with a product which provides group insurance for students pursuing education from your institution. The important high lights of the scheme are as follows:

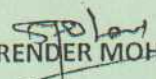
1. *Students from age 16 yrs (last birthday) or more and upto 30 yrs(nearer birthday) are eligible for the scheme.*
2. *The minimum cover will be Rs 10000/ & maximum cover will be Rs. 5 lacs.*
3. *The minimum membership required is 100*
4. *A flat premium of Rs.0.80 only per Rs 1000/ sum assured plus Service tax shall be charged for all students covered under this scheme. i.e Rs 10/ prem for 10000/ risk cover & so on.*
5. *Pl note that risk cover (both natural as well as accidental) equal to cover will be provided till the policy is in force.*

OTHER TERMS AND CONDITIONS

1. The institution imparting education will act as nodal agency for its students. The Nodal agency will remit premium , keep record of students and lodge claims if any.
2. The mode of premium payment will be yearly.
3. The date of commencement of the scheme may be kept as the date from which the new session of the education institute usually starts.

LIC has a wide range of experience to handle required services. We will feel obliged to be associated with an institution like yours. For any further query please feel free to call on the below mentioned number.

THANKS AND REGARDS


SURENDER MOHAN,
Branch Manager P&GS)-Karnal
Camp Office - Rohtak
M-9416377793

Email: surinder.mohan@licindia.com

-96-



Pension & Group Insurance Unit, Bay No. 1 & 2,
Sector 12, Urban Estate Karnal :
E-Mail bo_g107@licindia.com

Deputy Registrar (Academic)
M.D.U. Rohtak

Dated : 29th July, 2019

Respected Sir,

Re: LIC's NEW ONE YEAR RENEWABLE GROUP TERM ASSURANCE PLAN

At the outset we express our sincere thanks for having faith in our institution.

LIC of India is the largest insurer and a premier financial institution of the country, it is an honor to apprise you of the achievements of our Corporation:

OUR STRENGTHS AND ACHEIVEMENTS

- LIC of India was formed by an Act of Parliament namely LIC of India Act, 1956 when 248 private insurance companies were nationalized.
- LIC of India is one of the largest financial institutions of the country and largest life insurer and pension provider.
- Section 37 of LIC of India Act, 1956 provides sovereign guarantee from Government Of India to the funds invested with LIC of India by its policyholders.
- LIC of India has been ranked no 1 for Five times as **Most Trusted Brand** by The Economic Times.Org.Marg.
- We have won **Golden Peacock Award** in the areas of Corporate Governance, Product Innovation and also a **Global Award** for Corporate Social Responsibility.

We are happy & thankful to you for showing your interest in our product

LIC's NEW ONE YEAR RENEWABLE GROUP TERM ASSURANCE PLAN

-97-

LIC of India has come out with a unique Plan at Corporate level with following features :-

LIC's NEW ONE YEAR RENEWABLE GROUP TERM ASSURANCE PLAN(UIN:512N275V01) LIC's New One Year Renewal Group Term Assurance Plan - I is a non-linked nonparticipating yearly renewable group term insurance plan. It provides valuable life cover to the employees/members of a homogeneous group at attractive premium rates.

1. **PREMIUM RATES** : Premium rates are dependant on the size and risk profile of the group. There is a Scope of reviewability of premium rates at each Annual Renewal Date (ARD). (Quotation in this regard has already been submitted)
2. **BENEFITS** : In case of unfortunate death of a member, a lump sum (Sum Assured) shall be paid.
3. **LOAN**: No loan is available under this plan.
4. **SURRENDER VALUE**: A policy under this plan will not acquire any surrender value or paid-up value.
5. **SERVICE TAX**: Service tax, if any, shall be as per the Service Tax laws and the rate of service tax as applicable from time to time.
6. **GRACE PERIOD FOR PREMIUM PAYMENT**: A grace period of 30 days from due date of premium will be allowed for payment of premiums for half-yearly and quarterly mode of premium payment. For monthly mode of premium payment, the grace period shall be 15 days. Upon non-payment of premium within the grace period the Policy shall be treated as lapsed and nothing shall be payable in the event of death. If any death occurs during the grace period, the Sum Assured shall be payable after deduction of due but unpaid premium.
7. **REVIVAL OF POLICY**: If the policy has lapsed, it may be revived within a period of 3 months from the date of first unpaid premium or the next Annual Renewal Date whichever is earlier, on payment of arrears of premium together with interest (compounding half-yearly) at such rate as may be prevailing at the time of the payment. The Corporation reserves the right to accept or decline the revival of a discontinued policy. The revival of a discontinued policy shall take effect only after the same is approved by the Corporation and is specifically communicated in writing to the Policyholder.
8. **REVIEWABILITY OF PREMIUM**: Under this plan, the premium at each Annual Renewal Date will be reviewed based on the past mortality experience of the policy. The premium rates may be adjusted upward or downward based on past experience.
9. **WAITING PERIOD**: For employer-employee groups there will be no waiting period. However, for non employer-employee groups waiting period will be 45 days from the date of commencement. During this waiting period no death benefit shall be payable.
10. **SUICIDE**: In case of death of a member due to suicide, within 12 months from the date of inception of the policy or date of entry of the member into the scheme whichever is later, claim payable shall be 80% of the premium paid in respect of that member.

-98-

However, in case of employer/employee groups where the participation is compulsory, this clause shall not be applicable.

11. **COOLING-OFF PERIOD:** If policyholder is not satisfied with the "Terms and Conditions" of the policy, he/ she may return the policy to the Corporation within 15 days from the date of receipt of the policy stating the reasons of objection. On receipt of the same the Corporation shall cancel the policy and return the amount of premium deposited after deduction in respect of the following: a. Recovery of proportionate charges towards risk premium. b. The stamp duty.

Assuring you of our best services, always & thanking you.

Yours Sincerely,
Sr. Branch Manager
LIC of India , P&GS Unit ,
Karnal

"Insurance is the subject matter of solicitation."

MAHARSHI DAYANAND UNIVERSITY, ROHTAK


MINUTES OF THE MEETING CONSTITUTED BY THE VICE-CHANCELLOR HELD ON 11.03.2019 AT 11.00 A.M. IN THE OFFICE OF DEAN ACADEMIC AFFAIRS, M.D.UNIVERSITY, ROHTAK WITH REGARD TO CONSIDER THE UGC NOTIFICATION DATED 23.07.2018 FOR PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS

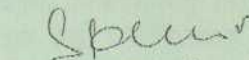
Members present:

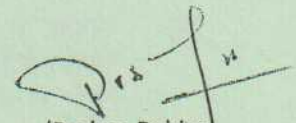
- | | | |
|----|--|-------------|
| 1. | Dean Academic Affairs | Chairperson |
| 2. | Dean, Faculty of Humanities | Member |
| 3. | Dean, Faculty of Life Sciences | Member |
| 4. | Dean, Faculty of commerce | Member |
| 5. | Dean, Faculty of Physical Sciences | Member |
| 6. | Dean, Faculty of Engg. & Technology | Member |
| 7. | Dean, Faculty of Pharmaceutical Sciences | Member |
| 8. | University Librarian | Member |
| 9. | Director, UCC | Member |

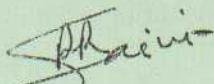
The Committee discussed the matters relating to Gazette Notification No. 287 dated 31 July, 2018, Govt. of India in respect of Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions. The following decisions were taken unanimously:-

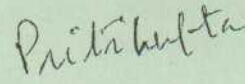
1. The committee considered the Gazette Notification Govt. of India in respect of promotion of Academic integrity and prevention of Plagiarism in Higher Educational Institutions in details and recommended that the same should be placed before the Academic Council for consideration.
2. The Dean, Colleges Development Council may inform all affiliated Institutes/ Colleges regarding promotion of Academic Integrity and Prevention of Plagiarism. Further, he should call a common meeting of all the Principals/Directors of the affiliated colleges/Institutes about the awareness of promotion of Academic integrity and prevention of Plagiarism in Educational Institutions.
3. The Dean, Students Welfare may also organise a seminar after inviting all the students/Teachers of the UTD to make them aware on promotion of Academic integrity and prevention of Plagiarism in Higher Educational Institutions.



(A.K. Rajan)


(Surender Kumar)

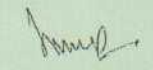

(Pushpa Dahiyaa)

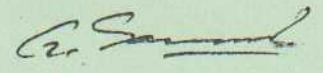

(R.R. Saini)


(Priti Jain)


(Vinit Kumar)


(Munish Garg)


(Satish Malik)


(G.P. Saroha)

2. परिभाषा:

— 100 —

- इन विनियमों में, जब तक कि प्रसंग में अन्यथा अपेक्षित न हो—
- (ए) "अकादमिक सत्यनिष्ठा" से तात्पर्य, किसी क्रियाकलाप को प्रस्तावित करने, निष्पादित करने, सूचित करने एवं बौद्धिक ईमानदारी से है, जिससे बौद्धिक गुणों का सृजन हो सके।
- (बी) "रचनाकार" रचनाकार के अंतर्गत उच्चतर शैक्षिक संस्थान (HEI) के छात्र या संकाय या शोधकर्ता या कर्मचारी आते हैं जो विचाराधीन कार्य के सृजनकर्ता होते हैं।
- (सी) "आयोग" से अभिप्राय वि. अ. आ. से है, जैसा कि वि. अ. आ. अधिनियम, 1956 में यथापरिभाषित है।
- (डी) "सामान्य ज्ञान" से अभिप्राय, सुप्रसिद्ध तथ्य, उद्धरण, आंकड़ा या जानकारी से है जिसकी अधिकांश व्यक्तियों को जानकारी हो।
- (ई) "डिग्री" से अभिप्राय, वि. अ. आ. द्वारा निर्धारित की गई ऐसी डिग्री से है जो कि वि. अ. आ. अधिनियम 1956 के अनुच्छेद 22 के अंतर्गत सरकारी राजपत्र में अधिसूचित की गई हो।
- (एफ) "विभागीय अकादमिक सत्यनिष्ठा नामसूची" से तात्पर्य डोगा विभागीय स्तर पर गठित निकाय, जो साहित्यिक चोरी के आरोपों की जांच पड़ताल करेगा।
- (जी) "संकाय" से तात्पर्य, किसी उच्चतर शिक्षा संस्थान में नामांकित किसी व्यक्ति से है जो छात्रों को शिक्षित तथा/या मार्गदर्शन प्रदान करता हो, चाहे वह किसी भी क्षमता का हो अर्थात् नियमित, तदर्थ, अतिथि, अस्थायी, मुलाकाती आदि।
- (एच) "उच्चतर शिक्षा संस्थान (HEI)" से अभिप्राय ऐसे वि. वि. से है जो वि. अ. आ. अधिनियम, 1956 के अनुच्छेद 2(एफ) के अंतर्गत मान्यताप्राप्त हो या वि. अ. आ. अधिनियम 1956 के अनुच्छेद 3 के अंतर्गत वह संस्थान जो मानित वि. वि. के अंतर्गत आता हो या मान्य महाविद्यालय/संस्थान या किसी वि. वि. की एक संघटक इकाई हो।
- (आई) "सूचना" इसके अंतर्गत आंकड़े, संदेश, पाठ्यवस्तु, आकृतियां, ध्वनि, आवाज, कोड, कम्प्यूटर कार्यक्रम, सॉफ्टवेयर एवं डाटाबेस या माइक्रोफिल्म या कम्प्यूटर सृजित माइक्रोफिश सम्मिलित हैं।
- (जे) "संस्थागत अकादमिक सत्यनिष्ठा नामसूची" से अभिप्राय एक ऐसे निकाय से है जो विभागीय अकादमिक सत्यनिष्ठा नामसूची की सिफारिशों पर विचार करने के लिए तथा साहित्यिक चोरी के आरोपों के बारे में उचित निर्णय लेने तथा दण्ड लागू करने संबंधी निर्णय लेने के लिए संस्थागत स्तर पर गठित किया गया हो। अपवादिक मामलों में यह न्यास संस्थागत स्तर पर साहित्यिक चोरी के आरोपों की जांच करेगा।
- (के) "अधिसूचना" से तात्पर्य, सरकारी राजपत्र में प्रकाशित की गई अधिसूचना से है तथा अधिसूचित करने की अभिव्यक्ति का उसके समानार्थी तथा व्याकरणिक भिन्नता के अनुरूप अनुमान लगाया जाएगा।
- (एल) "साहित्यिक चोरी" से अभिप्राय किसी अन्य के द्वारा किए गए कार्य या विचार को निज प्रयोग में लेना तथा अपने नाम से दूसरे को देना।
- (एम) "पाठ्यक्रम" से तात्पर्य, अध्ययन किया जाने वाला वह पाठ्यक्रम जिसके लिए निष्णात एवं शोध स्तर पर डिग्री प्रदान की जाए।
- (एन) "शोधकर्ता" से तात्पर्य है उच्चतर शैक्षिक संस्थानों में अकादमिक/वैज्ञानिक शोध करने वाला व्यक्ति।
- (ओ) "पाण्डुलिपि" के अंतर्गत शोध-लेख, शोध-निबन्ध, शोध-पत्र, पुस्तकों में अध्याय, सम्पूर्ण पुस्तकें तथा अन्य समान कार्य का मूल्यांकन/अभिमत हेतु जमा किया जाने वाला कार्य जो उच्चतर शिक्षा संस्थान के छात्रों या संकाय या शोधकर्ता या कर्मचारी द्वारा निष्णात एवं शोधस्तर की डिग्रियों को प्राप्त करने या प्रिंट या इलेक्ट्रॉनिक मीडिया में प्रकाशन हेतु तैयार किया जाए। तथापि, इसमें नियत कार्य/आवधिक पत्र/परियोजना रिपोर्ट/पाठ्यक्रम संबंधी कार्य/निबन्ध तथा उत्तर पुस्तिकाएं शामिल नहीं होंगी।
- (पी) "स्रोत" से अभिप्राय, किसी भी स्रोत से किसी भी रूप में प्राप्त की गई प्रकाशित मुख्य एवं गौण अध्ययन सामग्री से है, जिसमें लिखित जानकारी तथा अन्य व्यक्तियों अर्थात् विख्यात विद्वानों, लोकप्रिय हस्तियों, किसी भी प्रकार के पेशेवर व्यक्तियों से प्रत्यक्षतः प्राप्त किये गए दृष्टिकोण को शामिल किया गया हो। इसके अतिरिक्त, इलेक्ट्रॉनिक रूप में आंकड़े एवं सूचना यथा श्रव्य, दृश्य, आकृति या पाठ्यक्रम के रूप में, जिसकी सूचना समान अर्थ में, सूचना प्रौद्योगिकी अधिनियम 2000 के अनुच्छेद 2(1)(V) के अंतर्गत वर्णित है तथा जिसको यहां विनियम 2(1) में पुनः प्रस्तुत किया गया है।



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 287]

No. 287]

नई दिल्ली, मंगलवार, जुलाई 31, 2018/श्रावण 9, 1940

NEW DELHI, TUESDAY, JULY 31, 2018/SHRAVANA 9, 1940

विश्वविद्यालय अनुदान आयोग

अधिसूचना

विश्वविद्यालय अनुदान आयोग (उच्चतर शिक्षा संस्थानों में अकादमिक सत्यनिष्ठा एवं साहित्यिक चोरी की रोकथाम को प्रोत्साहन) विनियम, 2018

नई दिल्ली, 23 जुलाई, 2018

मि. सं. 1-18/2010 (सीपीपी-II).—

प्रस्तावना

जबकि, विश्वविद्यालय अनुदान आयोग (यूजीसी) अधिनियम, 1956 के अनुसार, उच्च शिक्षा के मानकों को समन्वित एवं सुनिश्चित करने के लिए आदेशाधीन है।

तथा जबकि, किसी छात्र या संकाय या शोधकर्ता या कर्मचारी द्वारा निष्णात तथा शोध स्तर पर डिग्री प्रदान करने हेतु आंशिक रूप से सम्पादित किया गया कार्य, जिसका अकादमिक एवं शोधकार्य का मूल्यांकन किया जा चुका हो, जो शोध-निबन्ध, शोध-प्रबन्ध, शोध पत्रों के प्रकाशन, पुस्तकों में अध्याय, सम्पूर्ण पुस्तकों के रूप में हो तथा कोई अन्य समरूप कार्य, जो अकादमिक, सत्यनिष्ठा एवं मौलिकता के मूल तत्वों को दर्शाये तथा जिसका उच्चतर शिक्षा संस्थानों (HEIs) द्वारा अपनायी गई विभिन्न संबंधित प्रक्रियाओं में अवलोकन किया जाए।

अतः, वि. अ. आ. अधिनियम 1956 के अनुच्छेद 26 के उप अनुच्छेद (1) के खण्ड (एफ) एवं (जी) के साथ पठित अनुच्छेद 12 के खण्ड (जे) के द्वारा प्रदत्त अधिकारों का प्रयोग करते हुए, वि. अ. आ. ने एतद्वारा निम्नलिखित विनियम निर्मित किए हैं:—

1. संक्षिप्त शीर्षक, अनुप्रयोग तथा प्रारंभ :

- (ए) इन नियमों को, विश्वविद्यालय अनुदान आयोग (उच्चतर शिक्षा संस्थानों में अकादमिक सत्यनिष्ठा एवं साहित्यिक चोरी की रोकथाम को प्रोत्साहन) विनियम 2018 कहा जाएगा।
- (बी) ये विनियम, देश के सभी उच्चतर शिक्षा संस्थानों के छात्रों, संकायों, शोधकर्ताओं तथा कर्मचारियों पर लागू होंगे।
- (सी) ये विनियम, सरकारी राजपत्र में उनकी अधिसूचना की तारीख से प्रभावी होंगे।

- vi. अंतर्राष्ट्रीय शोधकर्ताओं की पंजीकरण पद्धतियों पर छात्र, संकाय शोधकर्ता एवं कर्मचारी सदस्य के पंजीकरण को प्रोत्साहित करना।

6. साहित्यिक चोरी पर रोकथाम :

- (ए) उच्चतर शिक्षा संस्थान, उपयुक्त सॉफ्टवेयर प्रयुक्त करते हुए प्रौद्योगिकी आधारित रचनातंत्र की घोषणा एवं कार्यान्वयन करेगा, जिससे यह सुनिश्चित हो सके कि शोध-पत्र, शोध-निबन्ध, प्रकाशन या कोई अन्य दस्तावेज उसकी प्रस्तुति के समय साहित्यिक चोरी से मुक्त हैं।
- (बी) ऊपर (ए) में वर्णित रचनातंत्र, शोधकार्य में संलिप्त सभी छात्रों को उपलब्ध कराया जाएगा जिसमें छात्र, संकाय शोधकर्ता एवं कर्मचारी सदस्य आदि भी सम्मिलित होंगे।
- (सी) प्रत्येक छात्र, जो शोध-पत्र, शोध-निबन्ध या समान दस्तावेज, उच्चतर शिक्षा संस्थान को प्रस्तुत करने जा रहा है, वह एक ऐसा वचन-बंध प्रस्तुत करेगा जिसमें यह दर्शाया जाएगा कि प्रस्तुत दस्तावेज उसकी द्वारा तैयार किया गया है तथा यह दस्तावेज उसका मौलिक लेखन कार्य है तथा किसी भी प्रकार की साहित्यिक चोरी से मुक्त है।
- (डी) इस वचन-बंध में यह तथ्य भी शामिल किया जाएगा कि इस दस्तावेज की उच्चतर शिक्षा संस्थान द्वारा साहित्यिक चोरी का पता लगाने वाले उपकरणों के जरिये विधिवत जाँच कर ली गई है।
- (ई) संस्थान, साहित्यिक चोरी के संबंध में एक ऐसी संबंधित नीति का विकास करेगा तथा इससे संबंधित विधायी निकायों/प्राधिकरणों से उसे स्वीकृत कराएगा। स्वीकृत नीति को HEI वेबसाइट के होमपेज पर डाउनलोड किया जाएगा।
- (एफ) प्रत्येक पर्यवेक्षक, एक प्रमाण-पत्र प्रस्तुत करेगा जिसमें यह निर्दिष्ट किया जाएगा कि शोधकर्ता द्वारा किया गया अमूक कार्य, शोधकर्ता के द्वारा तथा मेरे अधीन रहकर किया गया है तथा यह साहित्यिक चोरी से मुक्त है।
- (जी) संस्थान, सभी निष्णात, शोध पाठ्यक्रम के शोध-पत्रों तथा शोध-निबन्धों को, डिग्री प्रदान किए जाने के पश्चात् 1 माह के भीतर 'शोध गंगा ई-रिपोजिटरी' के अंतर्गत डिजिटल रिपोजिटरी को पोषित करने हेतु इनफलीबनेट पर इसकी सॉफ्ट प्रतियां प्रस्तुत करेगा।
- (एच) संस्थान, संस्थानात्मक रिपोजिटरी का संस्थान की वेबसाइट पर सृजन करेगा जिसमें शोध-निबन्ध/शोध-पत्र/पत्र-आलेख/प्रकाशन तथा अन्य आंतरिक (इन-हाउस) प्रकाशनों को भी सम्मिलित करेगा।

7. साहित्यिक चोरी के बहिष्करण हेतु समरूपता रोकथाम :

साहित्यिक चोरी के लिए समानता जांच में निम्नवत वर्जित होंगे :

- सभी अनिवार्य अनुमतियों और/अथवा गुणधर्म के साथ उद्धृत कार्य।
- सभी सदर्म, पुस्तकसूची, विषयवस्तु की तालिका, आमुख तथा साभार।
- सभी सामान्य शब्दावली, विधि, मानक, चिह्न तथा मानक समीकरण।

नोट:

छात्रों, संकाय, शोधकर्ताओं तथा कर्मचारिवृंदों द्वारा किया गया शोधकार्य, मूल विचार पर आधारित होगा, जिसमें केवल संक्षेपण, सारांश, अवधारणा, टिप्पणियां, परिणाम, निष्कर्ष तथा सिफारिशें शामिल होंगी तथा इसमें कोई समानताएं नहीं होंगी। इसमें चौदह (14) क्रमगत शब्दों तक सामान्य ज्ञान अथवा अनुरूप शब्दावली विवर्जित होगी।

8. साहित्यिक चोरी के स्तर :

साहित्यिक चोरी को परिभाषित करने के प्रयोजनार्थ उसकी गंभीरता के बढ़ते क्रम में साहित्यिक चोरी को निम्नवत स्तरों में मापा जाएगा:

- स्तर शून्य : दस प्रतिशत तक समानता— थोड़ी बहुत समानताएं, कोई दण्ड नहीं।
- प्रथम स्तर : दस प्रतिशत से चालीस प्रतिशत तक समानताएं।
- द्वितीय स्तर : चालीस प्रतिशत से साठ प्रतिशत तक समानताएं।
- तृतीय स्तर : साठ प्रतिशत से अधिक समानताएं।

- (क्यू) "कर्मचारी" से तात्पर्य उच्चतर शिक्षा संस्थानों में कार्यरत गैर-शैक्षणिक कर्मचारी वर्ग से है, जो किसी भी क्षमता अर्थात् नियमित, अस्थायी, अनुबन्धात्मक, बाह्य स्रोत आदि में कार्यरत हों।
- (आर) "छात्र" से तात्पर्य उस व्यक्ति से है, जिसका विधिवत दाखिला हुआ हो, पाठ्यक्रम का अध्ययन कर रहा हो, जिसमें किसी भी पद्धति (पूर्णकालिक या अंशकालिक या दूरस्थ माध्यम) से अध्ययन करने वाले शोध पाठ्यक्रम को सम्मिलित किया गया है।
- (एस) "विश्वविद्यालय" से अभिप्राय उन विश्वविद्यालयों से है, जो केन्द्रीय अधिनियम, प्रान्तीय अधिनियम या राज्य अधिनियम के अधीन स्थापित अथवा निगमित हैं तथा उनमें वह मानित वि. वि. संस्थान सम्मिलित हैं जो यूजीसी अधिनियम, 1956 के अनुच्छेद (3) के अंतर्गत आते हैं।
- (टी) "वर्ष" से तात्पर्य वह अकादमिक सत्र है, जिसमें प्रमाणित अपराध किया गया हो।
- ऐसे शब्द तथा अभिव्यक्तियाँ, जिन्हें इन विनियमों में परिभाषित नहीं किया गया है, लेकिन वि.अ.आ. अधिनियम, 1956 में परिभाषित हैं तथा इन विनियमों के साथ सुसंगत नहीं हैं उनका इस अधिनियम में निर्दिष्ट तदनुरूप अर्थ लगाया जाएगा।

3. उद्देश्य:

- 3.1 शोध, शोध-पत्र, शोध-निबन्ध के दायित्वपूर्ण आचरण, अकादमिक सत्यनिष्ठा के प्रोत्साहन के प्रति जागरूकता पैदा करना, छात्र संकाय, शोधकर्ता एवं कर्मचारी वर्ग में अकादमिक लेखन में साहित्यिक चोरी सहित कदाचार से बचाव करना।
- 3.2 शिक्षण एवं प्रशिक्षण के जरिये, संस्थानात्मक तंत्र स्थापित करना, जिससे शोध, शोध-पत्र शोधनिबन्ध, अकादमिक सत्यनिष्ठा तथा साहित्यिक चोरी के निवारण में प्रोन्नति सहज हो सके।
- 3.3 साहित्यिक चोरी का पता लगाने के लिए पद्धतियाँ विकसित करना तथा साहित्यिक चोरी से बचाव के लिए रचना-तंत्र की स्थापना करना तथा उच्चतर शिक्षा संस्थान के छात्र, संकाय, शोधकर्ता या कर्मचारी को साहित्यिक चोरी का कृत्य करने पर दण्डित करना।

4. उच्चतर शिक्षा संस्थान के दायित्व :

प्रत्येक उच्चतर शिक्षा संस्थान को एक ऐसे तंत्र की स्थापना करनी चाहिए जैसा कि इन विनियमों में निर्दिष्ट किया गया है, जो कि शोध एवं अकादमिक कार्यकलापों के दायित्वपूर्ण आचरण के प्रति जागरूकता लाने में संवर्धन करे, साथ ही अकादमिक सत्यनिष्ठा को प्रोन्नत करे तथा साहित्यिक चोरी से बचाव करे।

5. जागरूकता कार्यक्रम एवं प्रशिक्षण :

(क) उच्चतर शिक्षा संस्थान, अपने छात्रों, संकायों, शोधकर्ताओं तथा कर्मचारियों को उचित आरोपण के संबंध में अनुदेश देगा, जहाँ कहीं भी आवश्यक हो, लेखक से स्वीकृति की मांग करेगा, आवश्यकतानुसार उन सुसंगत तथा अनुमतिनिर्दिष्ट अनुशासनों के स्रोत की जानकारी प्राप्त करेगा तथा जो नियमों के अनुरूप, अंतर्राष्ट्रीय सम्मेलन तथा स्रोत को नियंत्रित करने वाले विनियमों से संबंधित होंगे।

(ख) उच्चतर शिक्षा संस्थान, प्रत्येक सत्र में सम्मेलन/जागरूकता कार्यक्रमों का सुग्राही संचालन करेगा, जो शोध, शोध-पत्र, शोध-निबन्ध के दायित्वपूर्ण आचरण तथा अकादमिक सत्यनिष्ठा की प्रोन्नति तथा छात्रों, संकायों, शोधकर्ताओं तथा कर्मचारियों के लिए शिक्षा में नैतिकता को बढ़ावा देगा।

(ग) उच्चतर शिक्षा संस्थान, निम्नलिखित कार्यों पर जोर देगा :

- i. एक अनिवार्य पाठ्यक्रम कार्यविधि/माड्यूल के रूप में स्नातकपूर्व (यूजी)/स्नातकोत्तर (पीजी)/निष्णात डिग्री की पाठ्यवस्तु में अकादमिक सत्यनिष्ठा के आधारभूत सिद्धांतों को सम्मिलित करना।
- ii. निष्णात एवं शोधविशेषज्ञों के लिए अनिवार्य पाठ्यक्रम कार्यविधि/माड्यूल के रूप में शोध एवं प्रकाशन के दायित्वपूर्ण आचरण संबंधी मूल तत्वों को सम्मिलित करना।
- iii. उच्चतर शिक्षा संस्थान के संकाय एवं कर्मचारी सदस्यों हेतु अभिमुखी एवं पुनश्चर्या पाठ्यक्रमों को आयोजित करना, शोध एवं प्रकाशन के आधारभूत दायित्वपूर्ण आचरण के तथ्यों को शामिल करना।
- iv. छात्र, संकाय, शोधकर्ता एवं कर्मचारियों को साहित्यिक चोरी का पता लगाने वाले उपकरणों/साधनों तथा संदर्भप्रबन्धन उपकरणों को प्रयुक्त करने का प्रशिक्षण प्रदान करना।
- v. साहित्यिक चोरी का पता लगाने हेतु आधुनिक प्रौद्योगिकियों सहित सुविधा उपकरणों की स्थापना करना।

12. दण्ड :

साहित्यिक चोरी के मामले में निष्णात तथा शोध कार्यक्रमों के स्तर पर उच्चतर शिक्षा संस्थान में अध्ययनरत छात्रों तथा उच्चतर शिक्षा के संस्थानों के शोधकर्ताओं, संकाय तथा कर्मचारिवृत्तों पर केवल उस स्थिति में ही दण्ड लगाया जाएगा जब बिना किसी संदेह के किसी व्यक्ति विशेष द्वारा शैक्षिक कदाचार किए जाने की पुष्टि हो जाती है और जब अभिलेखों के सभी विकल्पों को पूर्णतः उपयोग कर लिया जाता है और जब अमुक व्यक्ति को अपना बचाव करने के लिए स्पष्ट अथवा पारदर्शी पद्धति से पर्याप्त अवसर प्रदान किया गया हो।

12.1 शोध-प्रबंध (थीसीस) तथा शोध-निबंध (डिसरटेशन) को प्रस्तुत करने के मामले में साहित्यिक चोरी :

संस्थागत शैक्षिक सत्यनिष्ठा नामसूची (आईएआईपी) साहित्यिक चोरी की गंभीरता पर विचार कर दण्ड आरोपित करेगा :

- i. स्तर शून्य : दस प्रतिशत तक समानताएं— थोड़ी बहुत समानताएं, कोई दण्ड नहीं।
- ii. प्रथम स्तर : दस प्रतिशत से चालीस प्रतिशत तक समानताएं— ऐसे छात्रों को अधिकतम छह माह की विनिर्धारित अवधि के भीतर संशोधित आलेख जमा करने को कहा जाएगा।
- iii. द्वितीय स्तर : चालीस प्रतिशत से साठ प्रतिशत तक समानताएं— ऐसे छात्रों को अधिकतम एक वर्ष की अवधि के लिए संशोधित आलेख जमा करने से वंचित किया जाएगा।
- iv. तृतीय स्तर : साठ प्रतिशत से अधिक समानताएं— ऐसे छात्रों के उस कार्यक्रम के लिए पंजीकरण को रद्द कर दिया जाएगा।

नोट 1: बार-बार साहित्यिक चोरी करने पर दण्ड : प्रत्येक छात्र को साहित्यिक चोरी के लिए दण्डित किया जाएगा यदि उसके द्वारा की गई साहित्यिक चोरी पिछली बार की गई साहित्यिक चोरी से एक स्तर अधिक हो। यदि सर्वोच्च स्तर की साहित्यिक चोरी की गई हो तो उसे कारगर दंड दिया जाएगा।

नोट 2: उस स्थिति में साहित्यिक चोरी जब उपाधि/क्रेडिट पहले ही प्राप्त किया गया हो— यदि उपाधि/क्रेडिट किए जाने, जैसा भी मामला हो, प्रदान किए जाने की तिथि के बाद में साहित्यिक चोरी सिद्ध हो तो उसकी उपाधि/क्रेडिट को आईएआईपी द्वारा संस्तुत अवधि के लिए आस्थगित रखा जाएगा तथा संस्थान के प्रमुख द्वारा अनुमोदित किया जाएगा।

12.2 शैक्षिक तथा शोध प्रकाशनों में साहित्यिक चोरी के मामले में दण्ड :

- I. स्तर शून्य : दस प्रतिशत तक समानताएं— थोड़ी बहुत समानताएं, कोई दण्ड नहीं।
- II. प्रथम स्तर : दस प्रतिशत से चालीस प्रतिशत तक समानताएं—
 - i. ऐसे छात्रों को, पांडुलिपि वापस लेने को कहा जाएगा।
- III. द्वितीय स्तर : चालीस प्रतिशत से साठ प्रतिशत तक समानताएं—
 - i. उन्हें पांडुलिपि वापस लेने को कहा जाएगा।
 - ii. उन्हें एक वार्षिक वेतन वृद्धि के अधिकार से वंचित किया जाएगा।
 - iii. उन्हें दो वर्ष की अवधि के लिए किसी नई निष्णात, एम.फिल., पीएच.डी. छात्र/ विद्वान का पर्यवेक्षण करने की अनुमति नहीं दी जाएगी।
- IV. तृतीय स्तर : साठ प्रतिशत से अधिक समानताएं—
 - i. उन्हें पांडुलिपि वापस लेने को कहा जाएगा।
 - ii. उन्हें लगातार दो वार्षिक वेतन वृद्धि के अधिकार से वंचित किया जाएगा।
 - iii. उन्हें तीन वर्ष की अवधि के लिए किसी नए निष्णात, एम.फिल., पीएच.डी. छात्र/ विद्वान का पर्यवेक्षण करने की अनुमति नहीं दी जाएगी।

नोट 1: बार-बार साहित्यिक चोरी करने पर दण्ड : उन्हें पांडुलिपि वापस लेने को कहा जाएगा और उन्हें की गई साहित्यिक चोरी के निम्न स्तर से एक स्तर ऊपर की साहित्यिक चोरी के लिए दण्डित किया जाएगा। यदि की गई साहित्यिक चोरी सर्वोच्च स्तर की हो तो उसके लिए विहित दंड लागू होगा। यदि तृतीय स्तर के दोष की पुनरावृत्ति की गई हो तो उच्चतर शिक्षा संस्थान द्वारा सेवा नियमों के अनुसार निलंबन/सेवा समाप्ति सहित अनुशासनात्मक कार्रवाई की जाएगी।

साहित्यिक चोरी का पता लगाना/जानकारी प्रदान करना/कार्यवाही करना :

यदि शैक्षिक समुदाय का कोई सदस्य उपर्युक्त प्रमाण के साथ संदेह व्यक्त करता है कि किसी दस्तावेज में साहित्यिक चोरी का कोई प्रकरण बनता है, वह इस मामले की जानकारी विभागीय शैक्षिक सत्यनिष्ठा पैनल (डीएआईपी) को देगा। डीएआईपी, ऐसी शिकायत अथवा आरोप की प्राप्ति पर मामले की जांच करेगा तथा उच्चतर शिक्षा संस्थान की संस्थागत शैक्षिक सत्यनिष्ठा नामसूची (आईएआईपी) को अपनी सिफारिशें सौंपेगा।

उच्चतर शिक्षा संस्थान के प्राधिकारी साहित्यिक चोरी के कृत्य का स्वयंसेव संज्ञान भी ले सकते हैं और इन विनियमों के तहत कार्यवाहियां कर सकते हैं। इसी प्रकार, परीक्षक के निष्कर्षों के आधार पर भी उच्चतर शिक्षा संस्थान द्वारा कार्यवाही आरंभ की जा सकती है। ऐसे सभी मामलों की आईएआईपी द्वारा जांच की जाएगी।

10. विभागीय शैक्षिक सत्यनिष्ठा नामसूची (डीएआईपी) :

- i. उच्चतर शिक्षा संस्थान के सभी विभाग एक डीएआईपी को अधिसूचित करेंगे जिसकी संरचना नीचे दी गई है:
 - क. अध्यक्ष—विभागाध्यक्ष
 - ख. सदस्य—विभाग से इतर एक वरिष्ठ शिक्षाविद्, जिसे उच्चतर शिक्षा संस्थान के प्रमुख द्वारा नामित किया जाएगा।
 - ग. सदस्य—साहित्यिक चोरी के साधनों से भली-भांति परिचित एक व्यक्ति, जिसे विभागाध्यक्ष द्वारा नामित किया जाएगा।

बिंदु 'ख' तथा 'ग' के संबंध में सदस्यगणों का कार्यकाल दो वर्षों का होगा। बैठक के लिए सदस्यों की गणपूर्ति 3 में से 2 सदस्यों द्वारा होगी (सभापति सहित)।

- ii. डीएआईपी, छात्रों, संकाय, शोधकर्ताओं तथा कर्मचारिवृंदों के विरुद्ध साहित्यिक चोरी के आरोपों के संबंध में निर्णय देते हुए नैसर्गिक न्याय के सिद्धांतों का पालन करेगा।
- iii. डीएआईपी, को साहित्यिक चोरी के स्तरों का मूल्यांकन करने तथा तदनुसार, दण्ड की सिफारिश करने की शक्तियां प्राप्त होंगी।
- iv. शिकायत प्राप्त होने/ कार्यवाहियां आरंभ किए जाने की तिथि से 45 दिनों के भीतर डीएआईपी, जांच उपरांत, अपनी रिपोर्ट सहित लगाए जाने वाले दण्डों पर अपनी सिफारिशों को आईएआईपी को प्रस्तुत करेगी।

11. संस्थागत शैक्षिक सत्यनिष्ठा पैनल (आईएआईपी) :

- i. उच्चतर शिक्षा संस्थान, आईएआईपी को अधिसूचित करेंगे जिसकी संरचना नीचे दी गई है :

क. अध्यक्ष—उच्चतर शिक्षा संस्थान का सम-कुलपति/संकाय अध्यक्ष/वरिष्ठ शिक्षाविद्।

ख. सदस्य—उच्चतर शिक्षा संस्थान के अध्यक्ष द्वारा नामित एक वरिष्ठ शिक्षाविद्।

ग. सदस्य—उच्चतर शिक्षा संस्थान से इतर किसी अन्य उच्चतर शिक्षा संस्थान द्वारा नामित किया जाने वाला एक सदस्यगण।

घ. सदस्य—साहित्यिक चोरी के साधनों से भली-भांति परिचित एक व्यक्ति, जिसे विभागाध्यक्ष द्वारा नामित किया जाएगा।

एक ही व्यक्ति, डीएआईपी और आईएआईपी का अध्यक्ष नहीं होगा। अध्यक्ष सहित समिति के सदस्यगणों का कार्यकाल 3 वर्षों का होगा। बैठक के लिए सदस्यों की गणपूर्ति 3 में से 2 सदस्यों (सभापति सहित) द्वारा होगी।

ii. आईएआईपी, डीएआईपी की सिफारिशों पर विचार करेगा।

iii. आईएआईपी, इन विनियमों में उल्लिखित उपबंधों के अनुसार साहित्यिक चोरी के मामलों की जांच भी करेगा।

iv. आईएआईपी, उच्चतर शिक्षा संस्थान के छात्रों, संकाय, शोधकर्ताओं तथा कर्मचारिवृंदों के विरुद्ध साहित्यिक चोरी के आरोपों के संबंध में निर्णय देते हुए नैसर्गिक न्याय के सिद्धांतों का पालन करेगा।

v. आईएआईपी को विधिवत् औचित्य के साथ दण्ड सहित डीएआईपी की सिफारिशों की समीक्षा करने की भी शक्तियां प्राप्त होंगी।

vi. आईएआईपी जांच उपरांत रिपोर्ट तथा उच्चतर शिक्षा विभाग के प्रमुख द्वारा लगाए जाने वाले दण्ड संबंधी सिफारिशों को डीएआईपी द्वारा शिकायत प्राप्त होने/ कार्यवाहियां आरंभ किए जाने की तिथि से 45 दिनों के भीतर भेजेगा।

vii. आईएआईपी उस व्यक्ति(यों) को रिपोर्ट की प्रति उपलब्ध कराएगा जिसके विरुद्ध जांच रिपोर्ट प्रस्तुत की गई है।

2. Definitions -

In these regulations, unless the context otherwise requires—

- 106 -
- a. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
 - b. "Author" includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;
 - c. "Commission" means the University Grants Commission as defined in the University Grants Commission Act, 1956;
 - d. "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;
 - e. "Degree" means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
 - f. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
 - g. "Faculty" refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
 - h. "Higher Educational Institution (HEI)" means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;
 - i. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
 - j. "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
 - k. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
 - l. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
 - m. "Programme" means a programme of study leading to the award of a masters and research level degree;
 - n. "Researcher" refers to a person conducting academic / scientific research in HEIs;
 - o. "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
 - p. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1);
 - q. "Staff" refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
 - r. "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
 - s. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
 - t. "Year" means the academic session in which a proven offence has been committed.

Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

नोट 2: उस स्थिति में दण्ड, जब साहित्यिक चोरी का लाभ अथवा क्रेडिट पहले ही प्राप्त किया गया हो- यदि लाभ अथवा क्रेडिट प्राप्त किए जाने, जैसा भी मामला हो, की तिथि के बाद साहित्यिक चोरी सिद्ध हो तो उसके द्वारा प्राप्त लाभ अथवा क्रेडिट को आईएआईपी द्वारा संस्तुत अवधि के लिए आस्थगित रखा जाएगा तथा संस्थान के प्रमुख द्वारा अनुमोदित किया जाएगा।

नोट 3: उच्चतर शिक्षा संस्थान ऐसा तंत्र विकसित करेंगे ताकि यह सुनिश्चित किया जाए कि छात्र, संकाय, शोधकर्ता अथवा कर्मचारियों द्वारा प्रकाशित किए गए प्रत्येक पत्र/शोध-प्रबंध (थीसीस) तथा शोध-निबंध (डिसरटेशन) को अंग्रेषित/ प्रस्तुत किए जाने के समय साहित्यिक चोरी के लिए जांचा जाए।

नोट 4: यदि उच्चतर शिक्षा संस्थान के प्रधान के विरुद्ध साहित्यिक चोरी की कोई शिकायत हो तो, इन विनियमों के अनुरूप उच्चतर शिक्षा संस्थान के नियंत्रण अधिकारी द्वारा उपर्युक्त कार्रवाई की जाएगी।

नोट 5: यदि संस्थागत स्तर पर विभागाध्यक्ष/प्राधिकारियों के विरुद्ध साहित्यिक चोरी की कोई शिकायत हो तो, इन विनियमों के अनुरूप आईएआईपी द्वारा उपर्युक्त कार्रवाई की जाएगी जिसे सक्षम अधिकारी द्वारा अनुमोदित किया जाएगा।

नोट 6: यदि डीएआईपी अथवा आईएआईपी के किसी सदस्यगण के विरुद्ध साहित्यिक चोरी की कोई शिकायत हो तो, ऐसा सदस्य ऐसी बैठकों में भाग नहीं लेगा जहां उसके मामले के संबंध में चर्चा की जा रही हो/अथवा जांच की जा रही हो।

13. कठिनाइयों का निवारण

विश्वविद्यालय अनुदान आयोग, इन विनियमों के कार्यान्वयन के दौरान सामने आने वाली कठिनाइयों को भारत सरकार/मानव संसाधन विकास मंत्रालय के परामर्श से निवारण करने का अधिकार सुरक्षित रखता है।

प्रो. रजनीश जैन, सचिव

[विज्ञापन-III/4/असा./161/18]

UNIVERSITY GRANTS COMMISSION NOTIFICATION

UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018

New Delhi, the 23rd July, 2018

F. 3-18/2010(CPP-II).—

Preamble

Whereas, University Grants Commission (UGC), as per UGC Act, 1956, is mandated to coordinate and determine the standards of higher education;

And whereas, assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by Higher Educational Institutions (HEIs);

Therefore, in exercise of the powers conferred by clause (j) of Section 12 read with clauses (f) and (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following regulations:-

1. Short title, application and commencement -

- These regulations shall be called the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
- They shall apply to the students, faculty, researchers and staff of all Higher Educational Institutions in the country.
- These regulations shall come into force from the date of their notification in the Official Gazette.

-108-

7. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

8. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

9. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the HEI.

The authorities of HEI can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

10. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in HEI shall notify a DAIP whose composition shall be as given below:

- a. Chairman - Head of the Department
- b. Member - Senior academician from outside the department, to be nominated by the head of HEI.
- c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

11. Institutional Academic Integrity Panel (IAIP)

- i. HEI shall notify a IAIP whose composition shall be as given below:

- a. Chairman - Pro-VC/Dean/Senior Academician of the HEI.
- b. Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.
- c. Member - One member nominated by the Head of HEI from outside the HEI
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

3. Objectives

- 3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 3.3 To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

4. Duties of HEI:

Every HEI should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

5. Awareness Programs and Trainings:

- (a) HEI shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- (b) HEI shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) HEI shall :
 - i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
 - ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
 - iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the HEI.
 - iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
 - v. Establish facility equipped with modern technologies for detection of plagiarism.
 - vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

6. Curbing Plagiarism

- a) HEI shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.
- e) HEI shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the HEI website.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- g) HEI shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- h) HEI shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

Note 3: HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

13. Removal of Difficulty

UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development.

Prof. RAJNISH JAIN, Secy.

[ADVT.-III/4/Exty./161/18]

RAKESH
SUKUL

Digitally signed by
RAKESH SUKUL
Date: 2018.07.31 22:44:34
+0530

- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

12. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

12.1 Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. Level 0: Similarities upto 10% - Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. Level 3: Similarities above 60% - Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

12.2 Penalties in case of plagiarism in academic and research publications

- i. Level 0: Similarities up to 10% - Minor similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40%
 - i) Shall be asked to withdraw manuscript.
- iii. Level 2: Similarities above 40% to 60%
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to one annual increment.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- iv. Level 3: Similarities above 60%
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to two successive annual increments.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the HEI.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

**GLOBAL INITIATIVE FOR ACADEMIC NETWORKS (GIAN)
MAHARSHI DAYANAND UNIVERSITY ROHTAK-124001
(HARYANA)**

"The Scheme and Guidelines for University's Global Initiative for Academic Networks (GIAN) Scheme"

I. Backdrop to GIAN Scheme: Education aimed at tapping the talent pool of scientists and entrepreneurs, internationally to encourage their engagement with the institutes of Higher Education in India so as to augment the country's existing academic resources, accelerate the pace of quality reform, and elevate India's scientific and technological capacity to global excellence. In order to garner the best international experience into our systems of education, enable interaction of students and faculty with the best academic and industry experts from all over the world and also share their experiences and expertise to motivate people to work on Indian problems, there is a need for a Scheme of International Summer and Winter Term. During the 'Retreat' of IITs with the then Minister of Human Resource Development Smt. Smriti Zubin Irani on 29th June, 2014 at Goa, it was decided that "A system of Guest Lectures by internationally and nationally renowned experts would be evolved along with a comprehensive Faculty Development Programme not only for new IITs, IIMs, IISERs but also other institutions in the country. GIAN is envisaged to catalyse higher education institutions in the country, and that it will initially include all IITs, IIMs, Central Universities, IISc Bangalore, IISERs, NITs and IIITs subsequently cover good State Universities where the spinoff is vast.

II. MHRD Scheme on International Summer/Winter Term (ISWT) under GIAN: The Ministry of Human Resources Development (MHRD), Government of India has approved a new program titled Global Initiative of Academic Networks (GIAN) in Higher Education. It envisaged achieving the following objectives:

1. To increase the footfalls of reputed international faculty in the Indian academic institutes.
2. Provide opportunity to our faculty to learn and share knowledge and teaching skills in cutting edge areas.

Handwritten signatures and initials at the bottom of the page.

3. To provide opportunity to our students to seek knowledge and experience from reputed International faculty.
4. To create avenue for possible collaborative research with the international faculty.
5. To increase participation and presence of international students in the academic Institutes.
6. To create opportunity for the students of different Institutes/Universities to interact and learn subjects in niche areas through collaborative learning process.
7. To provide opportunity for the technical persons from Indian Industry to improve understandings and update their knowledge in relevant areas.
8. To motivate the best international experts in the world to work on problems related to India.
9. Develop high quality course material in niche areas, both through video and print that can be used by a larger body of students and teachers.
10. To document and develop new pedagogic methods in emerging topics of national and international interest.

III. The Broader Guidelines of GIAN Scheme : GIAN is an evolving scheme which will initially include participation of foreign faculty in Institutes as Distinguished / Adjunct / Visiting faculty / Professors of Practice, etc., to participate in delivering Short or Semester-long Courses. Other activities will be included in due course. The broader framework is as follows:

1. **What to be Done by Academic Institutions Admitted Under GIAN :** Academic Institute/Universities will indentify one or more subjects to be offered in this MHRD scheme. This subject typically should not be offered in the regular semesters/year and can be interdisciplinary/industry oriented/ research oriented in nature and scope.
2. **The Course Timings:** Subjects should be offered in the summer and winter vacation of the host Institute.
3. **Duration of Course:** The duration (number of weeks/days) can be mutually decided by the host institution and the visiting faculty.

— 114 —

4. **Who can be Invited:** Each subject should be taught by at least one reputed international faculty jointly with one faculty from the host Institute. One additional faculty may be associated from another academic/ research organization in India.
5. **Academic Repute of Invited Faculty:** The international faculty should be:
 - a) An expert in the area specified in the subject.
 - b) Working in academic institutions / industry / research organizations / independent researcher of international repute.
 - c) Encouraged to engage in a long term collaborative research programme with faculty members of the host Institute.
6. **Broad Area of Interest:** The GIAN proposal should be in one of following areas:
 - a) Physical Sciences
 - b) Chemical, Bio-Chemical & Material Sciences
 - c) Mathematical & Computer Sciences
 - d) Life Sciences & Healthcare
 - e) Electronics, Electrical, Information & Communication Technology
 - f) Mechanical Sciences & Infrastructure
 - g) Earth & Environment Sciences
 - h) Management
 - i) Social Sciences
 - j) Humanities & Liberal Arts
 - k) Architecture, Design, Planning and Heritage
 - l) Law
 - m) Other Interdisciplinary categories
7. **Each subject should be designed as per following:** Duration of a lecture hour: one hour. Total number of lectures: 30 Maximum, lectures per day: 3 lectures and / or tutorials (e.g. 2 lectures and 1 tutorial). Total duration: 10 working days. However, University may design one week course in which there can be 15 maximum lectures and that may be conducted in 5 working days.
8. **Credit Transfer Mechanism:** The students can also obtain academic credits for these subjects based on the evaluation and grading process

Handwritten signatures and initials at the bottom of the page.

and agreed credit transfer mechanism between that host institute and the home institute of the students. The home university of the student will be mainly responsible for transferring academic credits. The host institute will only provide information on the grading system, subject syllabus, and the academic policy.

9. **Registration of Participants:** A number of course should be taught by the Institute during the International Summer/Winter term. The participants have to register for the subjects offered in this International Summer/Winter Term (ISWT) scheme with payments of registration fee plus the subject fee for each subject registered. While, the registration fee would be a nominal fee for registering for the course, once selected, the subject fee would depend on the number of subjects, the participant chooses to take.

10. **Local GIAN Course Participation Fee*:**

Besides registration fees paid at the GIAN Portal the course fees are given below:

Participation fee

Participants	Two weeks course	One week course
Foreign delegates	500 USD	300 USD
Industry Participants	15000 INR	8000 INR
Faculty	4000 INR	3000 INR
Scholars/ Students	2000 INR	1500 INR
Students From host university	1000 INR	1000 INR
SC/ST	1000 INR	750 INR

*The registration fee taken during one week GIAN Courses held during October and November, 2018 was as following:

Participants	Registration fee	
Foreign delegates	300 USD	
Industry Participants	8000 INR	
Faculty	4000 INR	
Students	OBC/Gen	2000 INR
	SC/ST	1000 INR
	PWD	0 INR

11. ***Honorarium to University Local Coordinator, Course Coordinators/Co-Coordinator:**

[Handwritten signatures and marks]

—118—

- a. Host Faculty/Course Coordinator honorarium Rs. 30000/- for 2 week/20-28 hour lectures and Rs. 20000/- for 1 week/10-14 hour. In case of two course coordinators the honorarium will be Rs. 40000 for two weeks and Rs. 30000/- for one week to be shared mutually.
- b. Local Coordinator honorarium Rs.20000/- for 2 week/20-28 hour lectures and Rs. 10000/- for 1 week/10-14 hour
- c. Capping of honorarium for Local coordinator: Honorarium to be paid for not more than 10 courses in a year.
- d. Support faculty/ Lecture delivered by local faculty as per university guidelines.

***Note:** In case less receipt of Participant Fees due to less numbers of Participants, the above mentioned honorarium will be admissible proportionately.

In case any amount is left unspent from the registration fees collected the said amount will also become part of the GIAN corpus and it may be utilized for GIAN purposes with the approval of Local Coordinator, GIAN, during, before or after the course. Further, after meeting all the legitimate approved expenditures from a particular Course's Participants Fees. If some unspent balance is available, the same may be transferred to University Account as a token infrastructure charges.

- 12. **Number of Participants:** Each course should have maximum 50 participants. Preferably 30 participants should be teachers/Scholars/Students from other institutions, among whom 20 should be teachers from other Institutions.
- 13. **Completion Certificates with Grades:** After successful completion of the subject, all participants, will get subject participation certificates. Those participating in examinations will get completion certificates with grades and credits as below:

Interval of Marks	Grade	Grade Point
86-100	O (Outstanding)	10
76-85	A+ (Excellent)	9
61-75	A (Very Good)	8
56-60	B+ (Good)	7
51-55	B (Above Average)	6

[Handwritten signatures and marks]

41-50	C (Average)	5
40	P (Pass)	4
Less than 40	F (Fail)	0

- 14. Development of Repository:** Host Institution will seek prior approval from all speakers for dissemination, archival and creation repository of the activities conducted. A digital repository of the activities under GIAN will be kept. All permitted courses will be archived by the host institution and made available for dissemination. One copy will also be provided to the National Digital Library. Subsequently these may be used as part of various activities under various on-line programmes of MHRD.
- 15. Honorarium to International Faculty:** A maximum amount of US\$ 8000 for 12 to 14 hours of lectures and US\$ 12000 for 20 to 28 hours of lectures will be paid to the International experts covering their travel, honorarium and video recording of their lectures. Local hospitality will be arranged by the Host Institution. Further the honorarium paid to international faculty will be as per sanction letter of GIAN within MHRD guidelines.
- 16. TA/DA to International Faculty:** The invited International faculty will be paid as Travelling Allowance (Airfare/ Taxi / Visa fees etc.) as per actual bill. The Taxi fare will be paid as per university rules.
- 17. Local Hospitality to International Faculty:** The Daily Allowance will not be paid the Invited International Faculty as the host institution will have to take care of his/her local hospitality including boarding and lodging during his/her stay in the University. Further, the food arrangements for Invited International Faculty have to be made as per his/her food habits and if necessary the food-arrangements may be made outside the University preferably at Government resorts. However, the stay arrangements may be made at University Guest House. Outstation GIAN participants will be charged as per official rate of faculty house.
- 18. Honorarium to Supporting Staff:** The supporting staff, maximum one person for one Course, will be deputed by the Course Coordinator on the recommendation of Finance Officer and he/she will assist the Course Coordinator and will take care of all Filings/Noting, Registration of Participants, Documentations, Procedures in Payments, Purchases, Audit and Accounts including Advance Adjustment and Utilization Certificate. Such supporting staff

Handwritten signature and notes

may be paid an honorarium of Rs 5000/- per Course from out of any such head under GIAN grant or fee-collection from the participants for the particular Course. Further, one technical staff may be engaged by the Course Coordinator on the recommendation of Director, UCC. He/she will be responsible for all kind of technical support including Live-Webcasting of particular GIAN Course, therefore, such technical staff may be paid maximum of Rs. 2500 per Course under GIAN from any such head under GIAN grant or from fee-collection from the participants for the particular Course.

19. **Tax deduction at Source:** As per Income Tax Rules, Govt of India. The honorarium to supporting staff for Filing of TDS return of foreign faculty will be Rs. 1500/- per course

20. **International Faculty:** Distinguished International Faculty identified by the International Advisory Committee / GIAN Implementation Committee / Participating Institutes / various International Academies / Missions abroad and approved by the GIAN Implementation Committee have agreed to participate in the GIAN programmes at regular / annual / bi-annual periods. Their programmes will be developed by the National and Group Coordinating Institutes or Members of the GIAN Implementation Committee in consultation with the International Advisory Committee.

21. **Faculty / Expert from outside India:** Foreign faculty/experts from academic Institution, research organization and Industry are welcome to participate in the GIAN program. They can either submit a course proposal in the format / template available at GIAN portal or send their expression of interest to take part as International faculty to the National Coordinator, GIAN.

IV. **The Procedure for GIAN Implementation at Local University Level:** Proposal to offer a subject in the Template-Performa available at GIAN portal should be submitted to local coordinator of Institute. The procedure shall be as follows:

1. **GIAN Course Proposal Uploading:** The local coordinator, through advisory committee, may scrutinize the proposal before uploading on National GIAN Portal.
2. **GIAN Course Proposal Preparation:** The department concerned through its Chairperson may recommend the name of Course Co-coordinator and Co-coordinator from among the faculty of concerned specialization. The proposal of GIAN will be sent to the local

Handwritten signatures and initials at the bottom of the page.

coordinator by the department concerned after scrutiny by the committee comprising of Dean of the concerned faculty, Head of the department and senior most Professor of the concerned department.

3. **GIAN Course Proposal through Online National Portal:** All such proposals once approved by the MHRD/National Coordinator/ Group Coordinator will be implemented through the Local Coordinator and Advisory Committee by the Course Coordinator in the respective department.
4. **GIAN Course Proposal Approvals:** All necessary approvals will be sought by the Course Coordinator from the Vice-Chancellor through the Local Coordinator.
5. **GIAN Course Payments/Utilization:** The payment/utilization process will be assisted by the Assistant Registrar (Accounts) in consultation with the Local Coordinator/Course Coordinator.
6. **GIAN Course Financial Records:** All records of financial assistance received and expenditures made will be maintained in the grants register by the Accounts Branch itself.
7. **GIAN Course Academic Records:** The meetings, agenda, proceedings and other documentary records of Advisory Committee will be duly maintained by the Academic Branch.
8. **GIAN Course Financial Powers:** The financial power of Local Coordinator and Course Coordinator will be same as in case of Chairperson and Principal Investigator, from time to time, respectively in the University.
9. **GIAN Course Temporary Advances:** The Course Coordinator will withdraw, through Local Coordinator, two different temporary advances one from the grant received from IIT-Kharagpur (National Coordination GIAN) and another from participation-fee received for the particular GIAN Course.
10. **GIAN Course Advances Adjustments and Utilization:** The Course Coordinator will submit the Utilization Certificated, duly audited by the Local Audit, within one month of the particular Course completion.
11. **GIAN Course Online Payment System:** Keeping into 'Digital India' headway, therefore, no APR be insisted upon by the Audit and Accounts if all Online Payment are made through digital mode including RTGS, NEFT, IMPS, MMID and like. However, the legitimate

—120—

evidences/proofs of such digital payments have to be produced by the Course Coordinator for the satisfaction of Accounts Branch and Local Audit.

12. GIAN Course Miscellaneous/Unforeseen Issues: Any unforeseen process or procedures, during the implementation of GIAN-Scheme, will be finally interpreted/approved by the Vice-Chancellor in the guidelines of GIAN and on the recommendation of Local Coordinator, GIAN.

V. **Role of Local University Coordinator:** For this GIAN-Scheme, selected Universities/ Institutions have been shortlisted for extending the benefits of this scheme and for that purpose a senior Professor is to be appointed as Local Coordinator by the respective university/institution. The Local Coordinator is supposed to maintain the proper coordination among all stakeholders just for the smooth implementation of GIAN-Scheme. After login to the GIAN portal (www.gian.iitkgp.ac.in) for the first time, the Local Coordinator is supposed to do the following:

1. He/she may circulate proposal template to his/her faculty for submitting proposal to him. The proposal template can be downloaded from the download section.
2. In the Menu of Local Coordinator, select Invite Proposal and type course coordinator's email id and click Invite Proposal. The email of Course Coordinator should be authentic. The course coordinator will receive a mail including a link to upload the Proposal. The proposals to upload should be in PDF format.
3. Once course coordinator uploads the proposal and clicks Final Submit, Local coordinator will be able to view the proposal and accept the proposal. Local coordinator may click on Reject button for modification and resubmission of the Proposal by course coordinator.
4. Once the Proposal is accepted by the Local Coordinator, the proposal is forwarded to GIAN Office for document verification. The proposal may be sent back to Course Coordinator with comments if the required documents are not proper. If the proposal is in order, then the proposal is sent to the Chairman of appropriate sectional committee for arranging review of the proposal. The status of the proposal will change to Submitted to Section Coordinator for Review.
5. The status for the proposal will change continuously till it is approved by the Apex body.

[Handwritten signatures and initials]

—121—

6. He/she will receive approval mail from the National Coordinator with a request to upload the final brochure.
7. The official signed sanction letter with details of fund sanctioned along with terms and conditions for each approved course will be sent to your Institute with a copy marked to you.
8. He/she will coordinate with the course coordinator to upload the final brochure for the course and the final dates of organization of the course.
9. The fund allocated for the course will be released after the course brochure is uploaded in the portal.
10. Once the brochure is uploaded for a course, the status of the course will change to 'Brochure uploaded' and a mail containing login details to course registration site will be sent to the course coordinator's email address. He/she may confirm from the course coordinator regarding the receipt of the mail otherwise contact GIAN office at gian@iitkgp.ac.in
11. While the course is running, please enter the relevant data by clicking the 'monitoring course' in the right hand pane.
12. Course coordinator should select the participants who are attending the course, so that participants can fill the feedback form online before the completion of the course.
13. The required documents for each course should be sent by the respective Course-Coordinator through Local Coordinator to IIT Kharagpur, National Coordinating Institute, which mainly include: **(a)** Course Completion Report; **(b)** Fund Utilization Certificate; and **(c)** Detailed Income and Expenditure Statement of Course. The required templates for the above documents can be downloaded from the download section.
14. In case he/she wants to postpone a course because of non-availability of the foreign expert or any other reason, you should click 'Postpone' button against that course. The status of the course will be automatically changed in the 'Upcoming Courses' as postponed course.
15. In order to resume a course after postponement or reschedule a course, he/she may upload the brochure with revised dates and inform the GIAN office. The GIAN office will change the dates and status of the course. For any contingency situation, the Local Coordinator will contact the National Coordinator GIAN so that the situation may be addressed in time. It is pertinent to note that all approved courses of GIAN Scheme have to be completed by 31st December every year.

abunh

By

signature

16. The Local Coordinator, from time to time, may seek the advice and assistance from the Local Advisory Committee of Maharshi Dayanand University, Rohtak for GIAN Scheme is available on university website.
17. The Local Coordinator GIAN will facilitate the respective Course-Coordinators of GIAN Projects and guide them from time to time for smooth implementation.

VI. Role of the Course Coordinator : A teacher who propose and submit the course proposal under GIAN Scheme is named as Course Coordinator and supposed to perform the following roles and responsibilities :

1. He/she needs to contact Local Coordinator of your Institute for proposal submission under GIAN.
2. Once Local Coordinator invites course coordinator to submit a proposal, the course coordinator will receive a mail including a link to upload the Proposal. The proposals to upload should be in PDF format.
3. The format of Foreign Faculty Consent Form should be downloaded and sent to foreign faculty for his/her signed consent. The scanned copy of the same should be uploaded in PDF format while submitting the proposal.
4. Course coordinator should upload the proposal and click on Final Submit.
5. If required, the proposal may be sent back to the course coordinator for modification and resubmission.
6. The status of the proposal can be viewed from Proposal Tracking link on the Home page of GIAN.
7. If the course is approved by APEX body, contact the Local Coordinator for brochure format and further actions.
8. Once the brochure is uploaded for a course by the local coordinator, a mail containing login details of course registration site will be sent to the course coordinator's email address. In case this mail is not received, he/she may contact local coordinator.

— 123 —

9. The Participants for a course will register in the GIAN registration portal and apply for attending course(s). Course Coordinator should select the participants in the GIAN portal and may inform the selected participants regarding mode and amount of fee payment, course registration, venue etc via mail facility provided in the portal.
10. Course coordinator should select the participants who are attending the course, so that participants can fill the feedback form online before the completion of the course.
11. The required documents for each course should be completed and submitted by the Course Coordinator: (a.) Course Participation Certificate; (b.) Course Grade-Sheet; (c.) Course Completion Report; (d.) TA Bill of Foreign Expert; and (e.) Fund Utilization Certificate for the Course.
12. The Course Coordinator GIAN project will remain in-touch with Local Coordinator GIAN and take required guidance from time to time for smooth implementation.

VII. The Tentative Budget Template under GIAN : As per the Proposal submitted by respective course coordinator.

Important Notes:

- a) The honorarium is for one-week course, the actual honorarium to be paid to the invited expert is subject to the maximum of approved amount by the Funding Agency.
- b) Actual cost could be lower or marginally higher depending on specific proposal. The participants have to bear the food and lodging expense during their stay in the host Institute.
- c) Honorarium to Local Coordinator, Course Coordinator/Co-Coordinator should be paid from the earning for the subject through the fee collection.
- d) A lump-sum amount of up to US\$ 8000 for 12 to 14 hours of contact and up to US\$ 12000 for 20 to 28 hours of contact can be paid to the foreign experts covering their travel and honorarium.
- e) Local hospitality will be arranged by the Host Institution.
- f) The duration (number of weeks/days) can be mutually decided by the host institution and the visiting faculty.

VIII. The VISA Guidelines for Foreign Faculty under GIAN: The foreign academicians/ experts/faculty visiting India under GIAN should apply for

Handwritten signatures and initials at the bottom of the page.

124

VISA for at least one month (preferably 2 months) before the scheduled departure as per following guidelines:

1. VISA Type: Business VISA

2. Foreign Faculty should upload/submit following documents along with the VISA application

a) Invitation letter from the host Institute/University

b) Copy of the sanction letter of the GIAN course

c) Copy of the course brochure

The above three documents should be provided by the Host Institute/University.

IX. The Dedicated GIAN-Portal of the University: All above scheme and guidelines would be made available, by the Local Coordinator, GIAN, on the dedicated GIAN-Portal of our University at following weblink :

<http://www.mdurohtak.ac.in>

Handwritten signature and scribbles

Appendix-c/17

-231- 125-

Haryana Government
General Administration Department
No. 22/10/2013 -1GSIII

Dated Chandigarh, the 23rd Jan., 2018

From

The Chief Secretary to Govt. Haryana

To

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State of Haryana.
3. The Commissioners, Ambala/ Hisar/ Rohtak/ Gurugram/ Faridabad/ Karnal Divisions.
4. All the Deputy Commissioners in the State of Haryana.
5. The Registrar General, Punjab & Haryana High Court, Chandigarh.
6. All the CAs/MDs of all Boards/Corporations/Public Sector Undertakings in Haryana.
7. The Registrars of all the Universities in the State of Haryana.

Subject: Grant of reservation to Persons with Disabilities in jobs under Government/Government Undertakings, Local Bodies and Universities etc.

Sir/Madam,

I am directed to invite your attention to the Government instructions issued vide letter of even number dated 17/19.04.2017 in which it was decided to provide 3% horizontal reservation to persons with disabilities in case of direct recruitment to Group C and D in total cadre posts and in the case of Group A and B posts reservation was to be provided only on identified post (In direct recruitment quota) as well as in promotion.

Some departments have sought clarification in respect of the date of coming into force of the Persons with Disabilities Act, 1996.

It is clarified that the date of coming into force of Persons with Disabilities, Act 1996 is 01.01.1996.

The above instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Satish Singh
Superintendent, GS-III Branch,
for Chief Secretary to Government Haryana

INTERNAL DISTRIBUTION

Incharge NIC for hosting the above instructions on the State Government website.

8-991
5/2/18

CD 660
05/2/18

Rpr
M(SD)

EN-10

Qri 6/2/18

Proceedings of the meetings of the committee constituted by the Vice-Chancellor to examine the existing fee structure and give recommendations regarding revision of existing fee structure related to affiliation of Colleges/Institutes held on 2.4.2019 at 12.00 Noon in the office of the Director, DDE, and on 2.7.2019 at 2.30 P.M. in the office of the DCDC, M.D. University, Rohtak.

The following members were comprised in the Committee :

- | | | | |
|----|-------------------------------------|---|-------------------------|
| 1. | Prof. Kuldip Singh, Director DDE | - | Convener |
| 2. | Prof. Gulshan Lal Taneja, Registrar | - | Member |
| 3. | Prof. Yudhvir Singh, DCDC | - | Member |
| 4. | Dr. Rahul Rishi, Director UIET | - | Member(Special Invitee) |
| 5. | Dr. Rajesh Punia | - | Member |
| 6. | Sh. Mukesh Bhatt, Finance Officer | - | Member |

All the above members were present in the meeting held on 2.4.2019.

The 2nd and final Meeting of the committee was held on 2.7.2019 to finalize the revised fee structure and also to consider the representation received from some of the Principals of Govt./Govt. Aided Colleges for decreasing the existing fee (Annexure-A).

The following members were present in the meeting held on 2.7.2019 :

- | | | | |
|----|-----------------------------------|---|----------|
| 1. | Prof. Kuldip Singh, Director DDE | - | Convener |
| 2. | Prof. Yudhvir Singh, DCDC | - | Member |
| 3. | Sh. Mukesh Bhatt, Finance Officer | - | Member |

Prof. Gulshan Lal Taneja, Dr. Rahul Rishi and Dr. Rajesh Punia could not attend the meeting held on 2.7.2019 due to their other busy schedule.

The Committee in its meeting held on 2.7.2019, besides to finalize the fee structure already discussed in its meeting held on 2.4.2019, also considered the representation received from the Principals of some of the Govt./Govt. Aided colleges to re-consider/decrease the University fees. After detailed deliberations on the issue, the committee found no merit in the request of the Principals.

The Committee observed that the earlier fee structure came into existence in the year of 2014 effective w.e.f. the session 2014-15 (Annexure-B') which was old one and some aspects were not included/specified in the said fee structure. In these five years many expenses have been increased and numbers of colleges have been decreased as the State Govt. has shifted the Colleges/Institutes of some Districts. Keeping in view of above, the committee is of the view that 20% of all type of fee relating to affiliation of Colleges/Institutes should be increased w.e.f. the session 2020-21 and thereafter, every year 5% increase in fee on amount of the fee of

127-

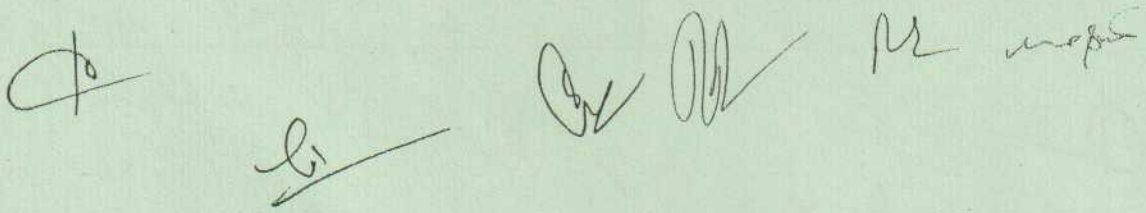
preceding year should also be increased. The Committee also considered the matter relating to affiliation fee in respect of OTMIL colleges/courses and for B.Vocational course(s) running/to be run in the existing colleges. After considering the matter from all concerned, the Committee recommended the following fee structure w.e.f. the session 2020-21 :

FEEES RELATING TO RECOGNITION OF COLLEGES AND AFFILIATION OF VARIOUS ADDITIONAL COURSE(S)/INCREASE INTAKE(S)/SUBJECT ETC.

ARTS/COMMERCE/SCIENCE DEGREE COLLEGES			
S. N.	Type of Fee	New College/ Inst.	Add.Intake/ Course/Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/Re- affiliation Fee/ shifting of college	Rs.60,000/- (Non-refundable)	Rs. 30,000/-(Non-refundable)
2.	Provisional Aff. Fee/ Revival/ Re-affiliation Fee/ shifting of college	Rs.3,60,000/-	Rs.2,40,000/-
3.	Permanent Aff. Fee	Rs.4,20,000/-	Rs.2,40,000/- (per course)
4.	Continuation Fee(Annually)	Rs. 60,000/-	—
5.	Course Fee/ Extension Fee	Rs. 24,000/-	Rs. 24,000/-
COLLEGES OF EDUCATION (B.Ed./M.Ed.) etc.			
S. N.	Type of Fee	New College/ Inst.	Add.Intake/ Course/ Sea increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/ Re affiliation Fee/ shifting of college	Rs. 60,000/- (Non-refundable)	Rs.60,000/-(Non-refundable)
2.	Provisional Aff. Fee/ Revival/Re-affiliation Fee/shifting of college	Rs.3,60,000/-	Rs.3,60,000/-
3.	Permanent Aff. Fee	Rs.4,20,000/-	Rs. 2,40,000(per course)
4.	Continuation Fee(Annually)	Rs. 60,000/-	-
5.	Course Fee/ Extension Fee	Rs. 24,000/-	Rs. 24,000/-
ENGINEERING COLLEGES/ARCHITECTURE INSTITUTES/ANY OTHER TECHNICAL INSTITUTE			
Sr. No.	Type of Fee	New College/Inst.	Add.Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/Re- affiliation Fee/ shifting of college	Rs.1,20,000/- (Non-refundable)	Rs.60,000/-(Non-refundable)
2.	Provisional Aff. Fee/ Revival/Re-affiliation Fee/shifting of college	Rs.7,20,000/-	Rs.3,60,000/-
3.	Permanent Aff. Fee	Rs.9,00,000/- Lac	Rs.2,40,000/- (per course)
4.	Continuation Fee(Annually)	Rs.60,000/-	-
5.	Course Fee/ Extension Fee	Rs.24,000/-	Rs.24,000/-
--	--	--	--

MANAGEMENT/COMPUTER PG COURSEES ETC.			
S. N.	Type of Fee	New College/Inst.	Add.Intake/Course/Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/Re-affiliation Fee/ shifting of college	Rs.60,000/- (Non-refundable)	Rs. 30,000/- (Non-refundable)
2.	Provisional Aff. Fee/ Revival/Re-affiliation Fee/shifting of college	Rs.3,60,000/-	Rs. 2,40,000/-
3.	Permanent Aff. Fee	Rs.4,20,000/-	Rs. 2,40,000/- (per course)
4.	Continuation Fee (Annually)	Rs. 60,000/-	—
5.	Course Fee/ Extension Fee	Rs. 24,000/-	Rs.24,000/-
LAW COLLEGES (LL.B. / LLM COURSES etc.)			
Sr. No.	Type of Fee	New College/Inst	Add.Intake/Course/Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/ Reaffiliation Fee/shifting of college	Rs.60,000/- (Non-refundable)	Rs. 30,000/- (Non-refundable)
2.	Provisional Aff. Fee/ Revival/Re-affiliation Fee/ shifting of college	Rs.3,60,000/-	Rs. 2,40,000/-
3.	Permanent Aff. Fee	Rs.4,20,000/-	Rs. 2,40,000/- (per course)
4.	Continuation Fee(Annually)	Rs. 60,000/-	—
5.	Course Fee/ Extension Fee	Rs. 24,000/-	Rs.24,000/-
FEE PRESCRIBED FOR THE NEW COLLEGES OF PHYSICAL EDUCATION (B.P.Ed/C.P.Ed) ETC.			
Sr. No.	Type of Fee	New College/Inst.	Add. Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/ Re-affiliation Fee/ shifting of college	Rs.60,000/- (Non-refundable)	Rs. 30,000/- (Non-refundable)
2.	Provisional Aff. Fee/ Revival/Re-affiliation Fee/ shifting of college	Rs.3,60,000/-	Rs. 2,40,000/-
3.	Permanent Aff. Fee	Rs.4,20,000/-	Rs. 2,40,000/- (per course)
4.	Continuation Fee(Annually)	Rs. 60,000/-	—
5.	Course Fee/ Extension Fee	Rs. 24,000/-	Rs.24,000/-

FEE PRESCRIBED FOR INDEPENDENT INSTITUTE/COLLEGE (BBA/BCA/BBA(CAM)/BBE/ BBA(II)/BBA(HOSPITALITY MGT)/BTM/B.SC (FASHION TECH)/B.SC(INTERIOR DESIG.)/ B.SC (SPORTS Sci.)/ BJMC(HONS)/ B.SC. (BIO-TECH)/ B.SC(BIO-INFORMATICS)/ FOOD PROCESSING &TECH./HOTEL MGT. & CATERING AND SUCH OTHER UG/PG COURSES ETC.



Sr. N.	Type of Fee	New College/ Inst.	Add.Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/Re- affiliation Fee/ shifting of college	Rs.60,000/-(Non-refundable)	Rs. 30,000/-(Non-refundable)
2.	Provisional Aff. Fee/ Revival/ Re-affiliation Fee/shifting of college	Rs.3,60,000/-	Rs. 2,40,000/-
3.	Permanent Aff. Fee	Rs.4,20,000/-	Rs. 2,40,000/- (per course)
4.	Continuation Fee(Annually)	Rs. 60,000/-	—
5.	Course Fee/ Extension Fee	Rs. 24,000/-	Rs.24,000/-

B. VOCATIONAL COURSES AS ADDITIONAL COURSE(S) IN ALL EXISTING COLLEGES/INSTITUTES

S. N.	Type of Fee	Add.Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/Re- affiliation Fee/ shifting of college	Rs. 30,000/-(Non-refundable)
2.	Provisional Aff. Fee/ Revival/ Re-affiliation Fee	Rs.2,40,000/-
3.	Permanent Aff. Fee	Rs.2,40,000/- (per course)
4.	Continuation Fee(Annually)	—
5.	Course Fee/ Extension Fee	Rs. 24,000/- (per course)

OTMIL COLLEGES/COURSES AND COLLEGES HAVING ASSOICATE STATUS

S. N.	Type of Fee	New College/ Inst.	Add.Intake/ Course/ Seat increase/ Branch (per course/ stream,
1.	Application Processing Fee/ Revival/Re- affiliation Fee/ shifting of college	Rs. 1,000/-(Non-refundable)	Rs. 500/-(Non-refundable)
2.	Provisional Aff. Fee/ Revival/ Re-affiliation Fee/ shifting of college	Rs. 5000 /-	Rs.3000/-
3.	Extension Fees	Rs.1000/-	
4.	Continuation Fee(Annually)	Rs. 2,000/-	—

NOTE: In addition to above, every year 5% increase in fee on amount of the fee of preceding year will be charged.

The other guidelines/schedule for depositing the fee in University by the Colleges/Institutes may be as under:

- - - 130 - - -

For submission of Course fee/Extension Fee and College Continuation Fee Annually:

1. Course fee/Extension Fee will be charged for each course separately for full duration of the course. It will be effective with the introduction of the course.
2. Last date of submission of College Continuation Fee, Course/ Extension Fee without late/extra fee shall be 31st January of current academic session.
3. After 31st January of the current academic session, 25% extra fee on College Continuation Fee, Course/Extension Fee will be charged upto 28th/29th February of the current academic session.
4. After 28th/29th February of the current academic session, 50% extra fee on College Continuation Fee, Course/Extension Fee will be charged upto 31st March of the current academic session.
5. After 31st March of the current academic session, 100% extra fee on College Continuation Fee, Course/Extension Fee will be charged upto 30th April of current academic session, failing which disciplinary proceedings regarding disaffiliation (including putting the college in No Admission Category) of the college shall be initiated after 1st May of current academic session.

For submission of application/proposal alongwith prescribed processing fee for New College/Institute/increase intake/additional course(s)/subject(s)/branch(s) etc.:

6. Last date for submission of application/proposal alongwith prescribed processing fee for New College/Institute/increase intake/additional course(s)/subject(s)/branch(s) etc. without late/extra fee shall be 31st Oct. of the preceding year to which it is proposed to start.
7. Proposal/application shall be entertained upto 31st December of the preceding year on payment of 25% extra charges and upto 31st March of the year concerned on payment of 50% extra charges and upto 30th April on payment of 100% extra charges. No application for new institute/course/increase in intake shall be entertained after 30th April of the current academic session.

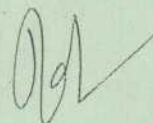
Other Instructions:

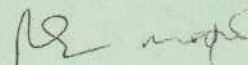
8. Proposed fee structure will be effective from the session 2020-21.



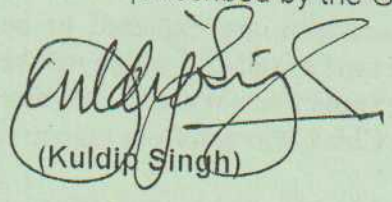


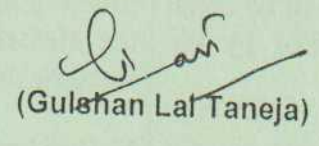


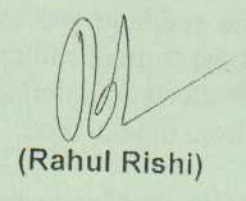


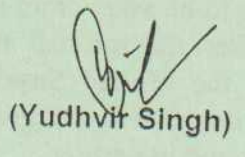


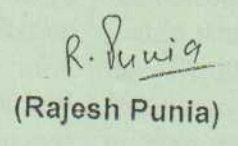
9. If any of the affiliated college/institute is interested to introduce new course of different nature in their institute, the fee structure prescribed for the institute shall be applicable for new course (s).
10. If any of the institute do not want to start new course/increase in intake granted by the University shall inform the University well before the starting of new academic session. Otherwise, all type of fee shall be charged for the course (s)/increase in intake.
11. The above fee shall be remitted by the Colleges/Institutes along with GST as prescribed by the Govt./University from time to time.

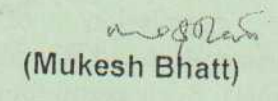

(Kuldip Singh)


(Gulshan Lal Taneja)


(Rahul Rishi)


(Yudhvir Singh)


(Rajesh Punia)


(Mukesh Bhatt)

Amended by E.C. Vide Res.No. 54
of 4/9/2019

Chapter - 41
HOSTEL REGULATIONS
 -132-

Appendix - C/19

Existing	Proposed
<p>1. Admission Students, seeking admission to the Hostel must apply separately, on the prescribed form to the Provost, M.D. University, Rohtak</p> <p>2. Attendance and Leave a) All the residents are expected to be in their rooms at the time of roll-call which will be taken by the Prefects on timing to be fixed by the Provost from time to time.</p> <p>b) Residents, desiring to be away from hostel, for a bonafide purpose, after the roll-call must obtain prior permission of the Tutor/Hostel Superintendent and Warden (in the case of women students). Such permission will be given only in special circumstances and in writing.</p> <p>c) Leave from the Hostel for the night must be obtained from the Warden. On working days no leave from the Hostel will be granted unless the student has obtained leave from the college/ Dept. for these days.</p> <p>d) Application for absence from the Hostel for more than four days, must ordinarily, be supported by resident's guardian.</p> <p>e) All applications for any kind of leave, must be recommended by Prefect or Assistant Prefect before their submission to the Resident Tutor or Warden (in the case of women students by the Warden only).</p> <p>f) Leave must be taken before a student avail himself of it. Residents, who absent themselves, in anticipation of sanction, will ordinarily be considered as absent without leave.</p> <p>g) All applications should bear the name, roll number, class, date, the name of the Block and the number of the room and the name of the college, date of leave previously enjoyed.</p> <p>h) Coming late to the Hostel or absenting for the night from the Hostel, without previous permission, will be treated as a serious offence. The boarders, who are guilty of repeated violation of the rule, will be reported to the Provost and will render themselves liable to expulsion from the</p>	<p>1. Admission Students, seeking admission to the Hostel must apply separately on the prescribed form to the respective HOD/Director of the Deptt./Institute /Centres etc., M.D. University, Rohtak.</p> <p>2. Attendance and Leave a) All the residents are expected to be in their rooms at the time of roll-call which will be taken by the Hostel Supervisor/Warden on timing to be fixed by the Chief Warden from time to time.</p> <p>b) Residents, desiring to be away from hostel, for a bonafide purpose, after the roll-call must obtain prior permission of the Hostel Supervisor and Warden. Such permission will be given only in special circumstances and in writing.</p> <p>c) Leave from the Hostel for the night must be obtained from the Warden. On working days no leave from the Hostel will be granted unless the student has obtained leave from the Deptt./Institute/Centres etc. for these days.</p> <p>d) Application for absence from the Hostel for more than four days, must ordinarily, be supported by resident's guardian.</p> <p>e) All applications for any kind of leave, must be recommended by Hostel Supervisor before their submission to the Warden.</p> <p>f) Leave must be taken before a student avail himself of it. Residents, who absent themselves, in anticipation of sanction, will ordinarily be considered as absent without leave.</p> <p>g) All applications should bear the name, roll number, class, date, the name of the Block and the number of the room and the name of the Deptt./Institute/Centres etc., date of leave previously enjoyed.</p> <p>h) Coming late to the Hostel or absenting for the night from the Hostel, without prior permission, will be treated as act of grave indiscipline and a serious offence. The residents, who are guilty of repeated violation of the rule, will be reported to the Chief Warden and will render themselves liable to</p>

(Handwritten signatures and initials)

Hostels.

Absence without leave from the Hostel at night shall entail a fine of Rs. 2/- per night. Boarders reaching the Hostel, after the roll-call, without prior leave, will be fined as under -

Upto 10.00 P.M. Rs. 0.50 Paise

Upto 11.00 P.M. Rs. 1.00

A person coming after 11.00 P.M. will be considered as being absent for the night.

Continued absence from the Hostel without permission for more than a week will render a resident's name liable to be struck off the rolls.

A night register will be maintained for the purpose by the Chowkidar in which due entries will be made by boarders coming after roll-call.

3. Meals

a) All the residents are ordinarily expected to take their meals in the Hostel mess.

b) Meals will be served only in the dining hall during the hours notified. However, in case of illness, meals can be served in the room on the recommendation of the Medical Officer.

c) All applications, concerning the mess, should be separately addressed to the Mess Manager/Hostel Superintendent or Warden, as the case may be.

d) Residents, going out of station for two or more days, can stop their meals by submitting an application to this effect, duly recommended by Tutor, at least 24 hours in advance. The rebate, for the days for which meals are stopped, will be calculated on the basis of the rates notified by Provost from time to time.

e) Guests can be served meals on purchase of cash coupons which are available with the Mess Manager or his representative at the gate of the dinning hall and in case of women students, through Hostel Superintendent/ Warden.

4. Guests

a) Normally, guests are not permitted to stay in the Hostel for the night. Only in exceptional cases, blood relation (father, brother, uncle) may be allowed, for one night only, to stay in the guest room, with the permission of the Warden. Such permission should normally be obtained before roll-call. Under no circumstances can guests be

expulsion from the Hostels.

Absence without leave from the Hostel at night shall entail a fine of Rs. 50/- per night.

Continued absence **or repeated acts of absence** from the Hostel without permission for more than a week will render a resident's name liable to be struck off **from** the rolls.

A night register will be maintained for the purpose by the Chowkidar /**Security Guard** in which due entries will be made by residents coming after roll-call **and authenticated by the Hostel Supervisor/Warden.**

3. Meals

a) All the residents are ordinarily expected to take their meals in the Hostel mess.

b) Meals will be served only in the dining hall during the hours notified. However, in case of illness, meals can be served in the room on the recommendation of the Medical Officer.

c) All applications, concerning the mess, should be separately addressed to the Mess **Supervisor/Hostel Supervisor** or Warden, as the case may be.

d) Residents, going out of station for two or more days, can stop their meals by submitting an application to this effect, duly recommended by **Hostel Supervisor**, at least 24 hours in advance. The rebate, for the days for which meals are stopped, will be calculated on the basis of the rates notified by **Chief Warden** from time to time.

e) Guests can be served meals on purchase of cash coupons which are available with the Mess **Supervisor** or his representative at the gate of the dinning hall and in case of women students, through Hostel **Supervisor/** Warden.

4. Guests

a) Normally, guests are not permitted to stay in the Hostel for the night. Only in exceptional cases, blood relation (father/**mother**, brother/**sister**, uncle) may be allowed, for one night only, to stay in the guest room, with the permission of the Warden. Such permission should normally be obtained before roll-call. Under no circumstances can guests

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

lodge. for the night in a resident's room.

b) Women guests are not allowed to visit the male resident's room. They must be taken to the Warden's office. Under no circumstances can they be allowed to stay in the Hostel for the night.

c) All visitors, except guests permitted for the night, must leave Hostel before roll-call time.

5. General

a) Residents are expected to conduct themselves with dignity and decorum at all times in the Hostel.

b) They should not disturb other residents by making noise or by rushing about noisily in the corridors.

c) They should consider University property i.e. buildings, electrical and sanitary fittings, furniture etc. as their own and not try to damage it, in any way. Residents are particularly warned not to scribe anything on walls and doors.

d) Residents will have to bear the cost of the repair of property damaged by them.

e) Use of abusive language, tearing of leaves from magazines, periodicals and newspapers, playing of cards or any other act of breach of Hostel discipline should be avoided.

f) Gambling and use of alcoholic drink, in any form, within or outside the Hostel, are strictly prohibited. Those infringing this rule are liable to be expelled from the Hostel.

g) Residents are not authorised to punish hostel servants. Any complaint of indiscipline or insolence against them must be reported to Resident Tutor or Warden, as the case may be.

h) Residents are not allowed to visit the cinema halls for the late night show. Residents, who want to stay out after the prescribed hour, must obtain the prior permission of the Warden. In the case of Women-Students, the Warden will decide upon dates and time.

i) If any resident wants to make any representation to the Provost, he should submit that through proper channel i.e. the Resident Tutor and the Warden.

j) Light should be switched off and taps should be closed when not required. Tea leaves or other rubbish should not be thrown into the sinks.

k) No one is allowed to use electric appliances; such as electric heaters, electric rods, electric iron etc. in rooms. In case any boarder is found using these appliances, he will be fined heavily and disciplinary action will be taken against him.

be lodged for the night in a resident's room.

b) Women guests are not allowed to visit the male resident's room **and vice versa**. They must be taken to the Warden's office. Under no circumstances can they be allowed to stay in the Hostel for the night.

c) All visitors, except guests permitted for the night, must leave Hostel before roll-call time.

5. General

a) Residents are expected to conduct themselves with dignity and decorum at all times in the Hostel.

b) They should not disturb other residents by making noise or by rushing about noisily in the corridors.

c) They should consider University property i.e. buildings, electrical and sanitary fittings, furniture etc. as their own and not try to damage it, in any way. Residents are particularly warned not to scribe anything on walls and doors.

d) Residents will have to bear the cost of the repair of property damaged by them.

e) Use of abusive language, tearing of leaves from magazines, periodicals and newspapers, playing of cards or any other act of breach of Hostel discipline should be avoided.

f) Gambling and use of alcoholic drink, in any form, within or outside the Hostel, are strictly prohibited. Those infringing this rule are liable to be expelled from the Hostel.

g) Residents are not authorised to punish hostel servants. Any complaint of indiscipline or insolence against them must be reported to **Hostel Supervisor** or Warden, as the case may be.

h) Residents are not allowed to visit the cinema halls for the late night show. Residents, who want to stay out after the prescribed hour, must obtain the prior permission of the Warden. In the case of Women- Students, the Warden will decide upon dates and time.

i) If any resident wants to make any representation to the **Chief Warden**, he/she should submit that through proper channel i.e. the **Hostel Supervisor** and the Warden.

j) Light should be switched off and taps should be closed when not required. Tea leaves or other rubbish should not be thrown into the sinks.

k) No one is allowed to use electric appliances; such as electric heaters, electric rods etc. in rooms. In case any resident is found using these appliances, he/she will be fined heavily and disciplinary action will be taken against him. However, electric coolers

[Handwritten signatures and initials]

However, electric fans can be used on additional payment, as may be prescribed from time to time, with the prior permission of Resident Tutor or Warden in the case of Women students.

l) Boarders are expected to keep their surroundings neat and clean and make proper use of dustbins. Spitting in Hostel compounds and corridors, plucking of flowers, crossing of flower beds and lawns is prohibited.

m) Residents should lock their rooms whenever they go out even for a short duration. In case of any loss from rooms which are unlocked, the responsibility will be of the occupants of the room. They are advised, in their interest, to open accounts in the Post Office and keep little money as possible, with them. In no case may the boarders bring valuables or jewellery with them.

n) Residents are required to observe perfect silence in the reading rooms. Games must be played in orderly manner. Nothing should be removed from the reading room or the common room without the permission of the Hostel Authorities.

o) Residents are required to be in proper dress, when they go to common room or Dinning Hall.

p) The Hostel Authorities may expel any boarder, at any time if they are not satisfied with his health or conduct.

q) Any other order, which is notified from time to time, will be binding on the boarders.

r) No Research Scholar shall be allowed to stay in University Hostel beyond 4 years or after the submission of the thesis which ever is earlier.

can be used on additional payment, as may be prescribed from time to time, with the prior permission of **Hostel Supervisor** or Warden.

l) Residents are expected to keep their surroundings neat and clean and make proper use of dustbins. Spitting in Hostel compounds and corridors, plucking of flowers, crossing of flower beds and lawns is prohibited.

m) Residents should lock their rooms whenever they go out even for a short duration. In case of any loss from rooms which are unlocked, the responsibility will be of the occupants of the room. They are advised, in their interest, to open accounts in the Post Office/**Bank** and keep little money as possible, with them. In no case may the residents bring valuables or jewellery with them.

n) Residents are required to observe perfect silence in the reading rooms. Games must be played in orderly manner. Nothing should be removed from the reading room or the common room without the permission of the Hostel Authorities.

o) Residents are required to be in proper dress, when they go to common room or Dinning Hall.

p) The Hostel Authorities may expel any resident, at any time if they are not satisfied with his health or conduct.

q) Any other order, which is notified from time to time, will be binding on the residents.

r) No Research Scholar shall be allowed to stay in University Hostel beyond 4 years or **upto the date of viva-voice examination, whichever is earlier.**

s) The violation of any direction/order notified from time to time invite fine as prescribed in HBI or as may be decided by University authorities. Repeated violation of direction/order may invite expel from hostel.

t) A student can be denied admission in the hostel if he/she was found lacking in terms of his conduct or found violating direction/order/rules while staying in the hostel in the University.

u) Day Scholars, bus pass holder, evening students, students of correspondence courses/ diploma/certificate/2nd P.G./2nd M.Phil, college students, casual students and employees are not eligible for admission in the hostels. The students whose parents are residing within the distance of 30 Kms. from Rohtak are not entitled for the hostel admissions. If any student gives wrong

m *Jh* *P* *002* *n*

SPECIAL RULES FOR THE WOMEN HOSTEL

1. Parents / Guardians must submit to the Warden a list of relatives / visitors, who are allowed to see the women students and who can take them out. The visitors are expected to sign the Visitor's Register and state their relation.
2. Students are required to meet the visitors in the visitor's room only during prescribed hours.
3. In special cases, when women students are required to leave the station, written permission of the Principal of the College /Head of the Dept. concerned should be submitted to Warden.
4. Guests are not permitted to stay in the Hostel.
5. The women students may leave the Hostel only with the permission of the Superintendent/Warden except for College/ Department when the time is fixed.
6. Previous permission of the Superintendent/Warden must be obtained by women students who wish to visit persons or families living on the University Campus.
7. In the case of a woman student coming late to the Hostel or absenting in the night from Hostel without prior permission, the Hostel Warden shall immediately inform the parents of such woman student through registered letter.

information in the form he will be expelled from the hostel/University.

SPECIAL RULES FOR THE WOMEN HOSTEL

1. Parents / Guardians must submit to the Warden a list of relatives / visitors, who are allowed to see the women students and who can take them out. The visitors are expected to sign the Visitor's Register and state their relation.
2. Students are required to meet the visitors in the visitor's room only during prescribed hours.
3. In special cases, when women students are required to leave the station, written permission of the **Head of the Deptt./Institute/Centres etc.** concerned should be submitted to **the** Warden.
4. Guests are not permitted to stay in the Hostel.
5. The women students may leave the Hostel only with the permission of the **Hostel Supervisor/Warden** except for **Deptt./Institute/Centres etc.** when the time is fixed.
6. Previous permission of the **Hostel Supervisor/Warden** must be obtained by women students who wish to visit persons or families living on the University Campus.
7. In the case of a woman student coming late to the Hostel or absenting in the night from Hostel without prior permission, the Hostel Warden shall immediately inform the parents of such woman student through registered letter/**telephonically/ e. mail/ or any suitable mode of communication.**

NOTE: The Vice-Chancellor be authorized to relax any rule and to take any appropriate action in the interest of the University and the students community.

[Handwritten signature]

[Handwritten initials]

[Handwritten mark]

[Handwritten mark]

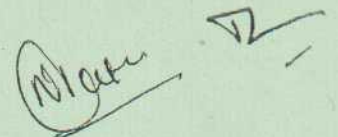
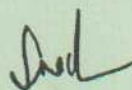
[Handwritten mark]

PROPOSAL FOR THE ESTABLISHMENT OF CENTRE FOR DISABILITY STUDIES**Background of the University:**

Maharshi Dayanand University was established in the year 1976 after a great visionary and social reformer Maharshi Dayanand. Its motto is "Vidya Vindate Amritam" means knowledge is immortal. Working on this motto, the University has been awarded 'A' grade by N.A.A.C. in July, 2013. It has been placed at 76th rank amongst Indian Universities by the Ministry of Human Resource Development, Govt. of India, as part of National Institutional Ranking Framework (NIRF) survey 2018.

Being an affiliating University, it has jurisdiction over 09 districts of the state and 282 colleges of these districts come under the ambit of the University, out of which 106 are professional institutes. At present, the University is offering 159 academic programs (on campus) through 11 faculties and 38 post-graduate teaching departments. University Institute of Engineering and Technology (UIET) and University Institute of Law and Management Studies (UILMS) located at Gurugram are autonomous constituent institutes of the University. Directorate of Distance Education (DDE) of the University is widely acknowledged as a premier open learning institute in the country. It offers a wide range of courses in diverse traditional, professional and job-oriented streams, including those in the various emerging areas of science and technology.

Research activities occupy a place of utmost importance in the University's working. Its faculty have contributed over 2400 research papers and over 350 chapters in books/ Published conference proceedings in the past 5 years. Notably, the University publishes three Research Journals, namely, MDU Research Journal (Arts), Journal of People and Society of Haryana, and MDU Law Journal. The faculty have been awarded over a hundred research projects by various funding agencies like UGC, CSIR, DBT, DST, etc. 19 departments of the University have received about Rs. 16.5 crores under the Special Assistance Program (SAP), Innovative Program and Basic Scientific assistance (BSR) Infrastructure Grant of the University Grants Commission, New Delhi. To promote research on its own account, the University provides 40 University Research Scholarships annually, accumulating to about 160 in a given financial year. Fifteen (15) additional University Research Scholarships are exclusively meant for SC category students.



138

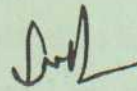
The University has entered into national and international level strategic tie-ups with academic and research organizations for joint academic and research programs. 22 MOUs have already been signed and nine are under consideration.

The University got 44th rank in National Institutional Ranking Framework (NIRF) 2016 survey organized by Ministry of Human Resources Development (HRD), Govt. of India. The Department of Pharmaceutical Science secured 28th rank amongst all Pharmacy Institutions of India in NIRF Survey' 2017 organized by Ministry of Human Resources Development (HRD), Govt. of India. It was ranked overall First amongst Pharmacy Institutions in Haryana, and Sixth in Northern Region of India.

The Library has a rich collection of knowledge resources – 3, 64,734 volumes of books, 16,558 theses and dissertations, and 53,518 bound volumes of journals.

The major e-governance initiatives taken by the University in last two years include online file tracking system, computerization of examination work and establishment of separate college portal. To provide and facilitate DIGIDHAN initiative of Government of India, POS have been installed at University Cashier Office.

In order to have socially healthy environment and to work smoothly university governs with the help of establishment of some cells like Environmental Sustainability Management Cell, Women's Studies Centre, Grievance Redressal Cell, SC/ST Cell, Foreign Students Cell, Career Counseling and Placement Cell, Guidance and Counseling Cell, Intellectual Property Rights (IPR) Cell, Digital Learning Initiatives and Monitoring (DLIM) Cell, Committee to check Menace of Sexual Harassment and Violence against Women etc. University has established Faculty Development Centre under the scheme of Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT).



—139—


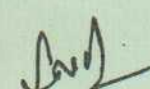
PROPOSAL

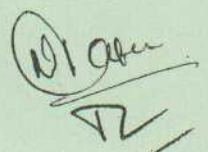
Rationale: In fact no nation can achieve the highest level of development leaving behind a large section of differently abled persons. The society has to constantly strive to recognize the potential of these people, nurture them and involve them in the mainstream so that they can also lead life with dignity and contribute in the development of the society. The main aim of the proposed centre is to bridge the gulf between the able and differently abled persons, accepting disability as a condition and not as a disease.

The University aspires to be a 'Leading Transformative Learning Community' recognized worldwide for excellence in teaching, research and service and as a catalyst for intellectual, social, cultural and economic development. Therefore, the university is committed to transform lives and serves the society through pursuit of excellence in teaching, innovation, lifelong learning, cultural enrichment, outreach services.

The Centre for Disability studies should be considered an integral component of the university which can significantly contribute towards an accomplishment of the university vision and mission. It will play important role in promoting academic excellence and research activities of the institution. It intends to incubate and nurture the necessary competences and skills among students with disabilities providing them a conducive and 'Least Restrictive' environment, necessary self caring and vocational skills for making them self-dependent and zero rejection of their selection in the higher educational institutes, so, that equal opportunities can be offered to them in accordance to the pursuit of RTE act, 2009, for bringing the true inclusion of the students with special needs. It intends to works with children who have or are at risk of developmental disabilities. In addition to providing direct services in assessment and therapy and will offers training in a range of disciplines.

It envisages to focus on issues and concerns of people with disabilities through teaching, training, research and demonstration. All the stakeholders in this field including the persons with disabilities, are required to do cohesive efforts, under the same roof which can enhance the capacities in working towards an equitable and unprejudiced society which will ensure equalization of opportunities, full participation and protection of dignity and rights of persons with disabilities. The centre's focus will be on developing social work practice around the lives of persons with disability with rights, strengths based perspective and equal partnership with



-40-

persons with ability to facilitate multi-sectorial interventions. The centre intends to currently working in coherence with the philosophy of 'United Nations Convention for Rights of Persons with Disability' slogan 'Nothing about us without all of us' and working on larger goal of Facilitating Inclusion and Diversity' of persons with Disability in Indian Context.

Disabled Population in world:

Persons with disabilities are more likely to experience adverse socioeconomic outcomes than persons without disabilities, such as less education, poorer health outcomes, lower levels of employment, and higher poverty rates. One billion people, or 15% of the world's population, experience some form of disability, and disability prevalence is higher for developing countries. One-fifth of the estimated global total, or between 110 million and 190 million people, experience significant disabilities. Ninety per cent of children with disabilities in developing countries do not attend school, says UNESCO.

Disabled Population in India (As per the Census 2011):

In India out of the 121 Cr population, 2.68 Cr persons are 'disabled' which is 2.21% of the total population. 20% of disabled persons are having disabilities in movement, 19% are with disability in seeing, 19% are with disability in hearing, 8% has multiple disabilities, 7% are with disability in speech, 6% has mental retardation, 3% has mental illness and 18% are with other disabilities.

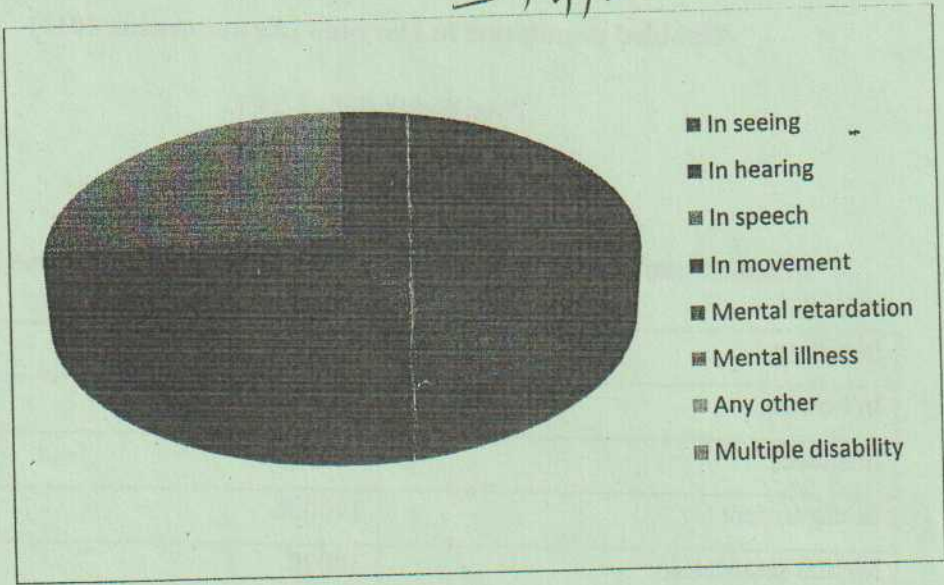
Disabled population by type of disability in India (As per census 2011)

In seeing	19%
In hearing	19%
In speech	7%
In movement	20%
Mental retardation	6%
Mental illness	3%
Any other	18%
Multiple disability	8%

[Handwritten signatures]

[Handwritten signature]
12

141



- Among the disabled population 56% (1.5 Cr) are males and 44% (1.18 Cr.) are females. In the total population, the male and female populations are 51% and 49% respectively.
- Majority (69%) of the disabled population resided in rural areas (1.86 Cr disabled persons in rural areas and 0.81 Cr in urban areas). In the case of total population also, 69% are from rural areas while the remaining 31% resided in urban areas.
- The percentage of disabled population among males and females are 2.41% and 2.01% respectively.
- As per census 2011, 61% of the disabled children aged 5-19 years are attending educational institutions out of which 57% are male and 43% are female children.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

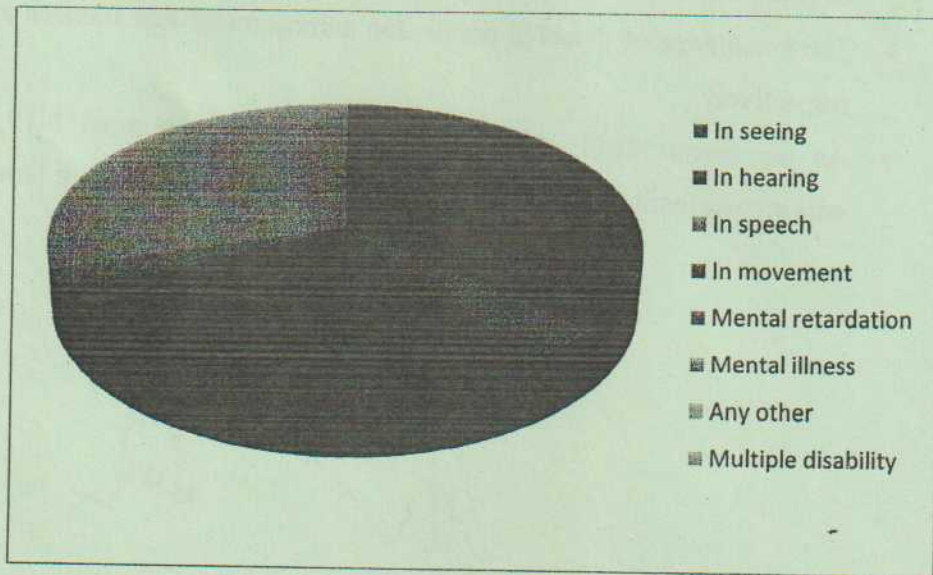
Disabled population in Haryana (As per census 2011)

Total population: 2.5 Cr.

Number of disabled person: 546374

Disabled population by type of disability in Haryana – census 2011

In seeing	82702
In hearing	115527
In speech	21787
In movement	116026
Mental retardation	30070
Mental illness	16191
Any other	116821
Multiple disability	47250



[Handwritten signatures]

[Handwritten signature]

[Handwritten mark]

In Haryana 2.04% persons are disabled and in nearby states i.e., in Punjab 2.44%, in Himachal , in Rajasthan 5.83%, in Madhya Pradesh 5.78% and Uttar Pradesh has the biggest number of disabled persons, 16% of the total disabled in country.

After 2011, an increase in the number of disabled persons was observed both in rural and urban areas and also among males and females. The share of disabled persons in the total population, as well as in the male and female population also increased during this period. Disability rights activists and academicians working on disability issues, however, say, that these numbers in the census are a very small percentage of the actual number.

World Bank data on the total number of persons with disabilities in India suggest the number is between 40 and 80 million. The numbers of disabled in India are those than the total population of many countries in the world and India has one of the highest numbers of people with disabilities globally.

Mission:

Committed to the children with disabilities or at high risk for disabilities, their early intervention, stimulation services to reach their maximum potential and intends to develop a sound Inclusive society providing equal opportunities to all

Objectives:

- To provide and deliver quality education to students with disabilities
- To maintain universities academic standards and integrity in the provision of services
- To Develop a holistic approach for the rehabilitations of the disabled
- To Initiate steps for mainstreaming the disabled and integrating them to community
- To Address the physical, psychological and socio cultural issues relating to disability and to provide sustainable solutions to the problems
- To develop insight and knowledge on diverse needs of persons with disability and applying theory to practice to work at micro, mezo and macro level with the strengths and rights based social work practice
- To gain knowledge and skills towards need based interventions for and with persons with disability and their accessibility for facilitating inclusion in society.

In Haryana 2.04% persons are disabled and in nearby states i.e., in Punjab 2.44%, in Himachal , in Rajasthan 5.83%, in Madhya Pradesh 5.78% and Uttar Pradesh has the biggest number of disabled persons, 16% of the total disabled in country.

After 2011, an increase in the number of disabled persons was observed both in rural and urban areas and also among males and females. The share of disabled persons in the total population, as well as in the male and female population also increased during this period. Disability rights activists and academicians working on disability issues, however, say, that these numbers in the census are a very small percentage of the actual number.

World Bank data on the total number of persons with disabilities in India suggest the number is between 40 and 80 million. The numbers of disabled in India are those than the total population of many countries in the world and India has one of the highest numbers of people with disabilities globally.

Mission:

Committed to the children with disabilities or at high risk for disabilities, their early intervention, stimulation services to reach their maximum potential and intends to develop a sound Inclusive society providing equal opportunities to all

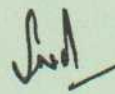
Objectives:

- To provide and deliver quality education to students with disabilities
- To maintain universities academic standards and integrity in the provision of services
- To Develop a holistic approach for the rehabilitations of the disabled
- To Initiate steps for mainstreaming the disabled and integrating them to community
- To Address the physical, psychological and socio cultural issues relating to disability and to provide sustainable solutions to the problems
- To develop insight and knowledge on diverse needs of persons with disability and applying theory to practice to work at micro, mezo and macro level with the strengths and rights based social work practice
- To gain knowledge and skills towards need based interventions for and with persons with disability and their accessibility for facilitating inclusion in society.

- To be exposed to various perspectives in understanding disability, persons with disability and their families within their varied theoretical contexts and environments.
- To provide appropriate vocational services to students with disabilities with the help of Government agencies, NGOs and self-help groups
- To impart training to higher level professionals in the field of disability studies and persons from NGOs, parent groups, students, teachers, special educators and rehabilitation professionals
- To provide activities that foster social development and to the maximum extent possible assimilation into regular community activities
- To provide equal educational opportunities to disabled persons in higher education
- To Strengthen the regular school system to facilitate inclusive education
- To explore suitable placement opportunities for disabled students in public as well as private sector enterprises.
- To develop human resources in the field of Disability Rehabilitation and special Education to provide specialized services to persons with special needs
- To Act as a Nodal Resource Centre for disseminating information to the parents and the professionals working with disabled
- To organized short term courses/ conferences/ seminars/ workshops and update the skills and knowledge of professionals working in the field
- To conduct and promote research by establishing advanced facilities and extension activities in the field of various associated disabilities among the children with special needs
- To develop tools for assessment of various disabilities
- To establish linkages with National and International organizations for collaborative academic and research programmes.

Facilities and Educational Institutes for Disabled in Haryana

Individuals with disabilities need community services, individualized supports and above all education that promote self determination, independence, productivity in all facets of community life. Though same support and services for people with disabilities are offered through



government and state agencies as well as non-profit organization. But there are no appropriate facilities and educational institutional for higher education for persons with disability in Haryana and nearby states. There are only eight special schools in eight districts of Haryana out of 22 districts. Some schemes has been introduced pension scheme, handicapped loan schemes, road tax exemptions etc. and some financial help in the way of scholarship help is provided to the persons with disabilities by Haryana government and nearby states which does not fulfil their requirements and cope up with future challenges.

Despite the quota given by the government in educational institutions, students with disabilities are not able to make it to colleges and universities across the country. So it is used of the hour to establish a centre for disability studies with special arrangements for their mobility, independent functions and skill based training programmes for their better future.

Initially the Centre Proposes to offer the following three Courses:

1. Diploma in Indian Sign Language Interpretation.

Duration of the program: two years
Intake: up to 20 seats
Examination system: semester system (Total 4 Semesters)

2. Diploma in Teaching Indian Sign Language.

Duration of the program: two years
Intake: up to 20 seats
Examination system: semester system (Total 4 Semesters)

3. Certificate Course in Care Giving.

Duration of the program: ten months
Intake: up to 25 seats

Manpower required for establishment of Centre for Disability Studies on regular basis.

Sr. No.	Particular	Quantity
1	Director	1
2	Deputy Director	1
3	Asst. Director	1
4	Librarian	1
5	Asst. Librarian	1
6	Lab Technician	3
7	Data Entry Operator	2
8	Peon	2
9	Sweeper	2

[Handwritten signatures and initials]

-146-

Future Plans

Initially our university intends to start these three courses but in future in collaboration with right entities /NGO's/various industries others courses can be introduced so that our university can truly become the top recruiters for the disabled. Because services sectors like banking and IT have fair scope for jobs suitable for talent with disabilities. TCS has been intentionally hiring more such people since 2012. Others from industries like hospitality and retail such as Lemon Tree Hotels and Cafe Coffee Day have also been fairly successful in recruiting such talent. Enhancing employment opportunities for people with disabilities is one of the main concerns of our university. It would require proactive initiative on the part of the university.

