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

The Executive Council in its meetings held on 29.09.2022, 19.12.2022, 17.01.2023, 13.02.2023 and 29.03.2023 has approved the amendments/modifications to various Statutes, Ordinances and Rules & Regulations as per Annexure-1, 2 and 3, respectively. **These amendments/modifications are being sent for keeping the record up-to-date.**

REGISTRAR

Through email

Endst.No.AC-IV/CS/23/ ~~8311 – 8400~~ Dated: ~~09 | 05 | 2023~~

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, 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/Registrar, M.D.University, Rohtak.
14. AC- VI Set, Academic Branch, M.D.University, Rohtak.

Officer On Special Duty (Academic)
for Registrar

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MAHARSHI DAYANAND UNIVERSITY ROHTAK

Meetings of the Executive Council held on 29.09.2022, 19.12.2022, 17.01.2023, 13.02.2023 and 29.03.2023.

<div align="right">ANNEXURE- A/1</div>

STATUTES

1. **Assent Accorded by the Hon'ble Chancellor to the Amendment in Statute -21 (Heads of Departments) of MDU Act.**

Assent Accorded by the Hon'ble Chancellor to the Amendment in Statute -21 (Heads of Departments) of MDU Act vide letter No. HRB-UA-29(2)-02/3642 dated 05.05.2022 **(Appendix C/1 page 1)** as under:

Existing	Amended
Statute- 21 (Heads of Departments)	Statute-21 (Heads of Departments)
21. There shall be a Head of each department who shall be appointed by the Vice-Chancellor, by rotation, from amongst the professors in the department, for a period of three years. In the absence of more than one professor in any department, the appointment by rotation will be from amongst the professors and the associate professors in the department.	21.There shall be a Head of each department who shall be appointed by the Vice-Chancellor, by rotation, from amongst the professors in the department, for a period of three years. In the absence of more than one · professor in any department, the appointment by rotation will be from amongst the professors and the associate professors in the department.
If a department has no Professor, the headship will rotate among the Associate Professors.	If a department has no Professor, the headship will rotate among the Associate Professors.
If a Department has only (i) one Professor and no Associate Professors or (ii) only one Associate Professor and no Professor, then, the Vice-Chancellor, under special circumstances, if he deems fit, may appoint as Head, the senior most Assistant Professor (in AGP Rs. 8000) having atleast 9 years teaching	If a Department has only (i) one Professor and no Associate Professors or (ii) only one Associate Professor and no Professor or (iii) no Professor and no Associate Professor, then, the Vice-Chancellor, under special circumstances, if he deems fit, may appoint as Head, the senior most

experience and report the matter to the Executive Council in its next meeting.	Assistant Professor (in AGP Rs. 8000) having atleast 9 years teaching experience and report the matter to the Executive Council in its next meeting.
In case of a Department, where no teacher is eligible for appointment as Head, Dean/Professor/Associate Professor of the concerned faculty will be appointed as Head.	In case of a Department, where no teacher is eligible for appointment as Head, Dean/Professor/ Associate Professor of the concerned faculty will be appointed as Head by the Vice-Chancellor.

[E.C. Reso. No. 3 of 29.09.2022]

2. **Assent Accorded by the Hon'ble Chancellor to the Amendment in Statute-18 (Constitution of Faculties) of MDU Act.**

Assent Accorded by the Hon'ble Chancellor to the Amendment in Statute-18 (Constitution of Faculties) of MDU Act vide letter No. HRB-UA-29(2)-02/2801 dated 31.03.2022 **(Appendix C/2 page 2)** as under:

Existing	Amended
Statute-18 "Constitution of Faculties" (1) Faculties of Life Sciences, Social Sciences, Physical Sciences, Humanities & Arts, Management Sciences & Commerce shall consist of :	Statute-18"Constitution of Faculties" (1) Faculties of Life Sciences, Social Sciences, Physical Sciences, Humanities & Arts, Management Sciences & Commerce and Interdisciplinary Studies shall consist of:
a) Dean of the faculty; b) Head(s) of department(s) in the faculty; c) Professors and honorary Professors in the faculty; d) one Associate Professor on the basis of seniority, by rotation, for one year from each department in the faculty; e) one Asstt. Professor on the basis of seniority by rotation for one year from each department in the faculty.	NO CHANGE

f) such other persons excluding members of Academic Council not exceeding five in number as may be nominated for two years to the faculty by the Academic Council on account of their expert knowledge of the subjects comprising the faculty. (2) The Registrar shall be the Secretary of each faculty. (3) Two-fifths of the members in each faculty shall form a quorum. (4) Any member who ceases to hold the qualification by virtue of which he/she was appointed to the faculty shall cease to be the member thereof. (5) The constitution of remaining faculties shall be prescribed by Statutes.	

[E.C. Reso. No. 4 of 29.09.2022]

3. **Assent Accorded by the Hon'ble Chancellor to the Amendment in Statute - 26 & 27 (Departments) of MDU Act.**

Assent Accorded by the Hon'ble Chancellor to the Amendment in Statute - 26 & 27 (Departments) of MDU Act vide letter No. HRB-UA-29(2)-02/2801 dated 31.03.2022 **(Appendix C/3 page 3)** as under:

Existing	Amended
Statute-26 "Departments" 1-51 52- Centre for Startup, Incubation and Innovation 53-54	Statute-26 "Departments" 1-51 NO CHANGE 52- Centre for Innovation, Incubation and Entrepreneurship (CIIE) 53-54 NO CHANGE
Statute- 27 "Assignment of Departments of Studies to Faculties" The following shall be the Departments of studies assigned to various faculties: xx xx xx	Statute- 27 "Assignment of Departments of Studies to Faculties" The following shall be the Departments of studies assigned to various faculties: NO CHANGE

xx xx xx	
XV Faculty of Interdisciplinary Studies	XV Faculty of Interdisciplinary Studies
55-61	55-61 NO CHANGE
62 Centre for Startup Incubation and Innovation	62 Centre for Innovation, Incubation and Entrepreneurship (CIIE)
63-64	63-64 NO CHANGE

[E.C. Reso. No. 5 of 29.09.2022]

4. Assent accorded by the Hon'ble Chancellor for amendment in Statute-26 "Departments" and Statute-27 "Assignment of Departments of Studies to Faculties" of the M.D.University, Act.
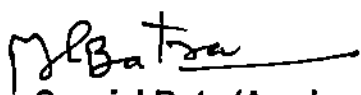
Assent of the Hon'ble Chancellor for amendment in Statute-26 "Departments" and Statute-27 "Assignment of Departments of Studies to Faculties" of the M.D.University, Act received vide letter No. HRB-UA-29(2)-02/4928 dated 22.06.2022 **(Appendix C/4 page 4)** as under:

Existing	Amended
Statute-26 "Departments" 1-55	Statute-26 "Departments" 1-55 NO CHANGE 56- Department of Earth Sciences
Statute- 27 "Assignment of Departments of Studies to Faculties" The following shall be the Departments of studies assigned to various faculties: xx xx xx xx xx xx	Statute- 27 "Assignment of Departments of Studies to Faculties" The following shall be the Departments of studies assigned to various faculties: NO CHANGE
II. Faculty of Physical Sciences 11-18	II. Faculty of Physical Sciences 11-18 NO CHANGE 18-A Department of Earth Sciences

[E.C. Reso. No. 41 of 29.09.2022]

5. **Assent accorded by the Hon'ble Governor-Chancellor with regard to amendment in Statute-26A "Distance and Online Education" of MDU Act, 1975 relating to change of name of 'Centre of Distance and Online Education' to that of 'Centre for Distance and Online Education' as per DEB-UGC regulations.**

Assent accorded by the Hon'ble Governor-Chancellor received vide letter No. HRB-UA-29(2)-02/714 dated 25.01.2023 **(Appendix C/5 pages 5-11)** with regard to amendment in Statute-26A "Distance and Online Education" of M.D.University Act, 1975 relating to change of name of 'Centre of Distance and Online Education' to that of 'Centre for Distance and Online Education' as per DEB-UGC regulations.

[E.C. Reso. No. 22 of 29.03.2023]

Officer on Special Duty (Academic)
for Registrar

ORDINANCES

6. **Ordinance for 'Award of Gold Medals'.**

   Ordinance for 'Award of Gold Medals' (**Appendix C/6 page 12**).

   NOTE:
   NOTE(E) OF ANNEXURE A/5 PAGE 53 BE DELETED AND THE FOLLOWING BE INCORPORATED AS NOTE AT THE RELEVANT PLACE IN RESEARCH PROMOTION POLICY:

   "THE STUDENTS WHO WILL SUBMIT THE PH.D. THESIS BY TAKING EXTENSION FROM THE UNIVERSITY SHALL NOT BE ELIGIBLE FOR CONSIDERATION OF ANY AWARD (GOLD, SILVER, BRONZE, ETC.) UNDER THE RESEARCH PROMOTION POLICY".

   FURTHER, THE FOLLOWING MODIFICATION IN THE ORDINANCE FOR AWARD OF GOLD MEDAL APPEARING AT ANNEXURE PAGE-164 BE MADE:

   "GOLD MEDAL WILL BE AWARDED ONLY IF MINIMUM 05 STUDENTS APPEAR IN THE CONCERNED EXAMINATION".

   [E.C. Reso. No. 24 of 29.09.2022]

7. **Regulations Governing Distance Education and Ordinance for Open & Distance Learning and Online Undergraduate and Post Graduate Programmes.**

   A. i) Regulations Governing Distance Education (**Appendix C/7 pages 13-18**) and Student Support Services Camps (**Appendix C/8 page 19**).
       ii) Fee for Miscellaneous jobs (**Appendix C/9 page 20**).

   B. Ordinance for Open & Distance Learning and Online Undergraduate and Post Graduate Programmes annexed at **Appendix C/10 pages 21-26**.

   [E.C. Reso. No. 14 of 19.12.2022]

8. **Change in the Ordinance regarding Increase of the period to complete Individual/ Academic approval of the Faculty/Staff at SFS Colleges of Education for B.Ed. only:**

Change in the Ordinance regarding Increase of the period to complete Individual/ Academic approval of the Faculty/Staff at SFS Colleges of Education for B.Ed. only **(Appendix C/11 pages 27-28)** as under:

"The period to complete individual/academic approval of the faculty be increased to two years from the existing provision of one year in order to facilitate the verification process of academic credentials of the candidate. During this two year period, the marks should be awarded for the faculty during inspections."

[E.C. Reso. No. 20 of 19.12.2022]

9. **Amendments in Ordinance: Re-evaluation of Answer Scripts (University Calendar Vol.II Part-B).**

Amendments in Ordinance: Re-evaluation of Answer Scripts (University Calendar Vol.II Part-B) **(Appendix C/12 pages 29-39).**

[E.C. Reso. No. 25 of 19.12.2022]

10. **Amendment to Clause-2 of the Common Ordinance for 5-year Integrated Courses.**

Amendment to Clause-2 of the Common Ordinance for 5-year Integrated Courses as under:

Existing	Amended
Clause -2 (i) After completion of first six semesters i.e. three academic years the candidates may be awarded the Bachelor's Degree in Hons. (subject name) (Five year Integrated programme).	Clause -2 (i) NO CHANGE
(ii) After completion of last four semesters (seventh to Tenth semesters), the candidates may be awarded the Master's degree in	(ii) NO CHANGE

| Hons. (Subject name) (Five year integrated programme).

(iii) In B.A.LL.B. (Hons.)/B.B.A.LL.B. (Hons.) 5 year course, the exit is not allowed by the Bar Council of India. Hence, the degree of B.A.LL.B. (Hons.)/B.B.A.LL.B. (Hons.) only shall be awarded after the completion of the 5 year course. | (iii) NO CHANGE |
| | (iv) A student who has passed B.A./B.Sc./B.Com./BBA in Hons. under common Ordinance for 5-year Integrated Programs, are allowed to appear in additional subject(s) of B.A. (Pass Course) except in the subject(s) which he/she has already passed, subject to maximum duration as specified in clause -14 of the Ordinance. |

[E.C. Reso. No. 34 of 19.12.2022]

11. **Amendment to Clause-13(ii) of the Ordinance for Regular Master of Computer Applications 2-year Program.**

Amendment to Clause-13(ii) of the Ordinance for Regular Master of Computer Applications 2-year Program as under:

"A CANDIDATE WILL BE AWARDED MCA DEGREE ONLY IF HE/SHE PASSES THE BRIDGE COURSE WITHIN THE STIPULATED PERIOD".

[E.C. Reso. No. 35 of 19.12.2022]

12. Amendment to Clause -3 of the Ordinance for 4 Year Programs.

Amendment to Clause -3 of the Ordinance for 4 Year Programs as under:

Existing	Amended

Clause -3:
xx   xx   xx
xx   xx   xx
	Clause -3:
	     xx xx xx
	     xx xx xx
	Under Graduate Degree Courses in Emerging/Multidisciplinary Areas shall be allowed as specialization from the same department as per the guidelines given by the AICTE from time to time. The minimum additional credits for such courses shall be in the range of 18-20 (including credit transferred from the SWAYAM platform) and the same shall be mentioned in the degree, as specialization in that particular area. For example, doing extra credits for Robotics in Mechanical Engineering shall earn B.E./B.Tech. (Hons.) Mechanical Engineering with specialization in Robotics.
	Minor specialization in Emerging/ Multidisciplinary Areas in Under Graduate Degree Courses may be allowed where a student of another Department shall take the minimum additional credits in the range of 18-20 and get a degree with minor from the another Department.

[E.C. Reso. No. 64 of 19.12.2022]

13. Ordinance for Admission to Ph.D. Program for the session 2022-23.
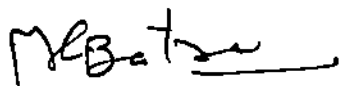
Ordinance for Admission to Ph.D. Program for the session 2022-23 (Appendix C/13 pages 40-58).

[E.C. Reso. No. 66 of 19.12.2022]

14. Ordinance for Value Added Courses.

Ordinance for Value Added Courses **(Appendix C/14 pages 59-71)**.

[E.C. Reso. No. 70 of 19.12.2022]

Officer on Special Duty (Academic)
for Registrar

MAHARSHI DAYANAND UNIVERSITY ROHTAK

RULES & REGULATIONS

15. **Addition of Clause 1(a)(iv) in Reso. No. 23 of EC meeting dated 06.05.2023 and Amendments in Clause-1(a)(iii) and (iv) of Norms for making appointments and approval of appointments of various Teaching and Non-Teaching Staff in all Degree, Education, (Engineering, Management, Architecture) and Law Colleges/Institutes.**

Addition of Clause 1(a)(iv) in Reso. No. 23 of EC meeting dated 06.05.2023 and Amendments in Clause-1(a)(iii) and (iv) of Norms for making appointments and approval of appointments of various Teaching and Non-Teaching Staff in all Degree, Education, (Engineering, Management, Architecture) and Law Colleges/Institutes be made as under:

A. Amendments in <u>Clause 1 (a) iii</u> of E.C. Reso. No. 42 dated 31.12.2021 i.e. (norms for making appointments and approval of appointments of various Teaching and Non-Teaching) in all Engineering, Management and Architecture Colleges/ Institutions running under S.F.S. is as under:

Existing Norms	Amended Norms
"The post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal/Director or through duly approved faculty member working as officiating Principal/ Director, otherwise advertisements shall be treated as invalid and Vice-Chancellor's Nominee(s) shall not be provided"	"A College/Institute running under S.F.S. may initiate the process for appointment of Teaching & Non-Teaching Staff: (i) If, there is Regular Principal/ Director, appointed through duly constituted selection committee. OR (ii) An approved Senior faculty member acting as officiating Principal/ Director. OR (iii) In case, if any College/Institute does not fulfil any of the above conditions, Chairman (Board of Governors of the College) OR Chairman of the Society (if no Board of Governor exists) shall initiate the process for recruitment of Principal/Director first. Further, recruitment against other Teaching & Non-Teaching positions shall be undertaken only after the approval of the selection committee proceedings of Principal/Director & subsequent to joining

| | of the selected candidate as Principal/ Director in the College/ Institute. |

B. Amendments in <u>Clause 1 (a) iv</u> of E.C. Reso. No. 42 dated 31.12.2021 i.e. (norms for making appointments and approval of appointments of various Teaching and Non-Teaching) in all Private Degree Colleges running under SFS is as under:

Existing Norms	Amended Norms
"In case of SFS Colleges/ Institutes, post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal or through duly approved faculty member working as officiating Principal, otherwise advertisements shall be treated as invalid and Vice-Chancellor's Nominee(s) shall not be provided"	"A College running under S.F.S. may initiate the process for appointment of Teaching & Non-Teaching Staff: (i) If, there is Regular Principal, appointed through duly constituted selection committee. OR (ii) An approved Senior faculty member acting as officiating Principal. OR (iii) In case, if any College does not fulfil any of the above conditions, President, Governing Body of the College OR Chairman of the Society (if no Governing Body exists) shall initiate the process for recruitment of Principal first. Further, recruitment against other Teaching & Non-Teaching positions shall be undertaken only after the approval of the selection committee proceedings of Principal & subsequent to joining of the selected candidate as Principal in the College.

C. Amendments in <u>Clause 1 (a) iv</u> of E.C. Reso. No. 42 dated 31.12.2021 i.e. (norms for making appointments and approval of appointments of various Teaching and Non-Teaching) in all Private Education Colleges running under SFS is as under:

Existing Norms	Amended Norms
"In case of SFS Colleges/ Institutes, post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal or through duly approved faculty member working as officiating Principal, otherwise	"A College/Institute running under S.F.S. may initiate the process for appointment of Teaching & Non-Teaching Staff:- (i) If, there is Regular Principal, appointed through duly constituted selection committee. OR

advertisements shall be treated as invalid and Vice-Chancellor's Nominee(s) shall not be provided"	(ii) An approved Senior faculty member acting as officiating Principal. OR (iii) In case, if any College does not fulfil any of the above conditions, President, Governing Body of the College/Institute OR Chairman of the Society (if no Governing Body exists) shall initiate the process for recruitment of Principal first. Further, recruitment against other Teaching & Non-Teaching positions shall be undertaken only after the approval of the selection committee proceedings of Principal & subsequent to joining of the selected candidate as Principal in the College/Institute.

D. Amendments in <u>Clause 1 (a) iii</u> of E.C. Reso. No. 42 dated 31.12.2021 i.e. (norms for making appointments and approval of appointments of various Teaching and Non-Teaching) in all Law Colleges running under SFS is as under:

Existing Norms	Amended Norms
"In case of SFS Colleges/ Institutes, post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal or through duly approved faculty member working as officiating Principal, otherwise advertisements shall be treated as invalid and Vice-Chancellor's Nominee(s) shall not be provided"	"A College/Institute running under S.F.S. may initiate the process for appointment of Teaching & Non-Teaching Staff:- (i) If, there is Regular Principal, appointed through duly constituted selection committee. OR (ii) An approved Senior faculty member acting as officiating Principal. OR (iii) In case, if any College does not fulfil any of the above conditions, President, Governing Body of the College/Institute OR Chairman of the Society (if no Governing Body exists) shall initiate the process for recruitment of Principal first. Further, recruitment against other Teaching & Non-Teaching positions shall be undertaken only after the approval of the selection committee proceedings of Principal & subsequent to joining of the selected candidate as Principal in the College/Institute.

[E.C. Reso. No. 1(23) of 29.09.2022]

16. Adoption of the Instructions regarding "Prescription of Nigam Wage Rates for Supply of Manpower".

Adoption of the Instructions regarding "Prescription of Nigam Wage Rates for Supply of Manpower" issued by the Chief Secretary to Govt. Haryana vide letter dated 16/71/2021-3GS-II dated 19.01.2022 **(Appendix C/15 pages 72-83).**

[E.C. Reso. No. 14 of 29.09.2022]

17. Selection Criteria for Appointment of Assistant Librarian in the University.

Selection Criteria for Appointment of Assistant Librarian in the University **(Appendix C/16 pages 84-85).**

[E.C. Reso. No. 22 of 29.09.2022]

18. Adoption of AICTE Guidelines for Merger of the Institutions of the Same Management.

Adoption of AICTE Guidelines for Merger of the Institutions of the Same Management **(Appendix C/17 pages 86-87)** and charging of Fee for issuance of NOC for merger of Institutions **(Appendix C/18 pages 88-92).**

[E.C. Reso. No. 26 of 29.09.2022]

19. Revision of Clause-3(b)(ii) of Norms/Guidelines for Deciding the maximum Age for Appointments of Assistant Professor in SFS Colleges.

Revision of Clause-3(b)(ii) of Norms/Guidelines for Deciding the maximum Age for Appointments of Assistant Professor in SFS Colleges **(Appendix C/19 pages 93).**

[E.C. Reso. No. 29 of 29.09.2022]

20. Grant of Overtime Allowance for Morning/Evening Hours to the Employees of the University Entitled for Overtime by Converting the Hours to Equivalent Number of 8 Hours Day.

Grant of Overtime Allowance for Morning/Evening Hours to the Employees of the University Entitled for Overtime by Converting the Hours to Equivalent Number of 8 Hours Day w.e.f. the Financial Year 2022-23 i.e. 01.04.2022 subject to certification by the concerned officer. The Controlling Officers are required to maintain the record of Hours for performing the duty during overtime. The overtime

allowance will be granted on DC Rates/Haryana Kaushal Rozgar Nigam Wage Rates as per their entitlement as applicable from time to time.

[E.C. Reso. No. 37 of 29.09.2022]

21. **Scholarship and other Guidelines for Disabled Students and transfer of a lump sum amount of Rs.35,00,000/- (Rupees Thirty Five lacs only) in Corpus of Samarth Scheme out of Youth Welfare Fund.**

Scholarship and other Guidelines for Disabled Students and transfer of a lump sum amount of Rs.35,00,000/- (Rupees Thirty Five lacs only) in Corpus of Samarth Scheme out of Youth Welfare Fund **(Appendix C/20 page 94)** as under:

For UG/PG Programmes being run in the University Teaching Departments:
1. Deleted.
2. Relaxation in the tuition fee in the relevant regular and SFS programmes subject to maximum of Rs.10,000/- for UG/PG course.
3. The financial assistance as at Sr.No.1 & 2 will be allowed in case of candidates whose parental income is below Rs.6,00,000/- per annum.
4. The budget for above welfare scholarships/incentives will be arranged out of annual accrued interest of Samarth Scheme operated under the aegis of Dean Students' Welfare.
5. A lump sum amount of Rs.35,00,000/- (Rupees thirty five lacs only) be transferred in corpus maintained for Samarth Scheme out of Youth Welfare Fund where sufficient funds exist for welfare of students.

For Ph.D. programmes:

1. Provision of awarding URS in 3 Departments be made for disabled students which will be awarded to qualified students of various Departments on the basis of percentage of disabilities (highest to lowest) but not more than one in any Department in one session.

2. The above scholarship will be subject to the condition that such student is not getting any other scholarship for pursuing Ph.D. Programme.

[E.C. Reso. No. 44 of 29.09.2022]

22. Revision of the rates of sitting fee for the outside expert/members of various committees applicable w.e.f. 29.09.2022.

Revision of the rates of sitting fee for the outside expert/members of various committees applicable w.e.f. 29.09.2022 as under:

	Existing	Amended
Honorarium to be paid to the non-official member (non-official member means members other than from M.D.University, its affiliated colleges and the State Government) for attending the meeting of Executive Council/ Academic Council/ University Court/ Finance Committee and Selection committee.	Rs. 2000/- per meeting.	Rs. 5000/- per meeting.
Honorarium to be paid to the outside members/experts of Establishment Committee, Department Research Committee, Boards of Studies, Faculties and other Committees constituted by the Vice-Chancellor.	Rs. 2000/- per meeting	Rs. 3000/- per meeting with a maximum ceiling of Rs. 6000/- per day, However in case the duration of a meeting goes beyond five hours, remuneration would be Rs. 5000/- per meeting.
Further, the outside experts/ members of all such committees/ bodies may be treated as University Guest(s) and this honorarium be paid along with TA/DA as per University rules.		

[E.C. Reso. No. 60 of 29.09.2022]

23. **Enhancement of the Entertainment Allowance for the office of DCDC & Librarian and to bring them at par with the office of Registrar/Finance Officer/COE/Director C.D.O.E. (Center for Distance and online Education) and Dean Academic Affairs.**

Enhancement of the Entertainment Allowance for the office of DCDC & Librarian and to bring them at par with the office of Registrar/Finance Officer/COE/Director C.D.O.E. (Center for Distance and online Education) and Dean Academic Affairs as under:

Sr. No.	Designation	Existing Rate	Proposed Rate
1.	Dean College Development Council (DCDC)	Rs.2000/-	No Limit
2.	Librarian	Rs.2000/-	No Limit

[E.C. Reso. No. 61 of 29.09.2022]

24. **Grant of T.A./D.A. and duty leave etc. to the Assistant Professor on contract to attend Seminars, Conferences etc.**

Grant of T.A./D.A. and duty leave etc. to the Assistant Professor on contract to attend Seminars, Conferences etc. (Appendix C/21 pages 95-96) as under:

1. In light of the State Govt. instructions issued vide memo No. KW4/36-2010 CI(5) dated 10.04.2018 there is a provision of two duty leaves which can be taken twice in an academic year and there is no provision for financial assistance.
2. The committee recommends that the Assistant Professor on Contract may be permitted to avail by combining these four (4=2+2) duty leaves for attending a Seminar/Conference/Workshop etc. in an academic year without any financial liability subject to the condition that he/she should not be allowed more than four (4) duty leaves in an academic year.

[E.C. Reso. No. 71 of 29.09.2022]

25. **Promotion policy for the posts (Budgeted/SFS) having no promotion avenues in the existing policy.**

Promotion policy for the posts (Budgeted/SFS) having no promotion avenues in the existing policy **(Appendix C/22 pages 97-101)** as under:

1 (i)Recommendations regarding promotional avenues for ex-cadre posts having no promotional channel.

Sr. No.	Name of the post & pay scale	No. of sanctioned post	No. of posts filled	Proposed line of promotion/Criteria	Remarks
4	Section Officer/ Accounts Officer (Pay Level-6)	1 1	1 1	Section Officer/Accounts Officer having 8 years experience may be considered for promotion as Senior Accounts Officer.	
5	Senior Accounts Officer (Pay Level-11)	1	-	Senior Accounts Officer having 8 years of experience may be considered for promotion to the post of Finance Officer.	Presently, this post is meant for direct recruitment the same may be converted to the promotional post
6	Superintendent, UIET (SFS) (Pay Level-7)	1	1	Superintendent having: (i) 5 years experience as Superintendent OR (ii) 15 years experience as Assistant/Superintendent may be considered for promotion to the post of Assistant Registrar (UIET under SFS).	

7	Assistant UIET (SFS) (Pay Level-6)	1	-	Assistant (UIET under SFS) having (i) 10 years experience as Assistant OR (ii) 15 years experience as Clerk/Steno-Typist/Assistant may be considered for promotion to the Superintendent. (iii)	
8	Assistant, CPAS (SFS) (Pay Level-6)	1	-	Assistant (CPAS under SFS) having (i) 10 years experience as Assistant OR (ii) 15 years experience as Clerk/Steno-Typist/Assistant may be considered for promotion to the Superintendent.	
12	Lab Assistant (SFS) (Pay Level-2)	12	4	3 years experience as Lab Assistant with Diploma in relevant subject/ 5 years experience for ITI may be considered for promotion to the post of Lab Technician.	Two posts of Lab Technician be created each in budgeted (CIL) as well as under SFS (UIET).
13	Lab Technician (Pay Level - 6)	6	2	The Lab Technician possessing three year Diploma in engineering/B.Tech./B. Sc. with 6 years experience as Lab Technician may be considered for	Two posts of Assistant Technical Officer, be created each in Budgeted as well under

				promotion to the post Assistant Technical Officer.	SFS.
14	Library Attendant (SFS) (Pay Level – 2)	3	3	A person matriculation passed having 5 years experience as Library Attendant and knowledge of ICT applications in libraries (to be certified by the University Librarian) may be considered for promotion to the post of Junior Library Assistant to be created under SFS.	One post of Junior Library Assistant be created under SFS.
15	Technical Assistant (Network/Dat abase/Softwa re Support) (Pay Level-6)	5	1	A person having eight years experience on the post of Technical Assistant may be considered for promotion to the post of Programmer. (L-9)	
16	Programmer (Pay Level-9)	3	-	A person having five years experience as Programmer may be considered for promotion to the post of System Analyst.(L-11)	
17	System Analyst (Pay Level-11)	2	-	A person having five years experience as System Analyst may be considered for promotion to the post of Senior System Analyst.(L-12)	
19	Legal Assistant/ Statistical Assistant (Pay Level-6)	03 01	2 -	The existing incumbent working as Legal Assistant/Statistical Assistant having 20 years experience on this post may be considered for	

				promotion to the post of Assistant Administrative Officer.	

NOTE:
THE RECOMMENDATIONS OF THE COMMITTEE AS ABOVE BE SUBJECT TO APPROVAL OF THE STATE GOVERNMENT.

FURTHER THAT THE POST OF FOREMAN WHICH WAS KEPT IN ABEYANCE VIDE EC RESO. NO. 27 DATED 10.07.2010 BE RESTORED WITH IMMEDIATE EFFECT.

[E.C. Reso. No. 72 of 29.09.2022]

26. Qualifications of Clerk-cum-JDEO, Peon and Security Guards for engagement through Haryana Kaushal Rozgar Nigam Limited (HKRNL).

Qualifications of Clerk-cum-JDEO, Peon and Security Guards for engagement through Haryana Kaushal Rozgar Nigam Limited (HKRNL) as under:

Name of the Post	University Qualification	HKRN Qualification
Clerk-cum-JDEO	Graduate with 50% marks	10+2 pass with SETC
Peon	Middle pass with Hindi	Matric
Security Guard	Middle pass with Hindi	Matric

NOTE:
FOR RECRUITMENT OF REGULAR POSTS, THE QUALIFICATIONS WHICH HAVE ALREADY BEEN APPROVED BY THE EXECUTIVE COUNCIL SHALL BE APPLICABLE. HOWEVER, THE QUALIFICATIONS AS PRESCRIBED BY THE HKRN BE ADOPTED FOR THE PURPOSE OF ENGAGING PERSONNEL THROUGH HKRN ONLY.

[E.C. Reso. No. 74 of 29.09.2022]

27. **To devise a student centric skill based incentive scheme to encourage the skill development of students for better employability in their requisite domains and to provide avenues for effective participation in corporate life of the University.**

   Devised a student centric skill based incentive scheme to encourage the skill development of students for better employability in their requisite domains and to provide avenues for effective participation in corporate life of the University **(Appendix C/23 pages 102-107)**. The scheme offers suitable incentive to the students in lieu of the assigned work. The general guidelines of the scheme, incentive levels and job responsibilities with their eligibility conditions **(Appendix C/24 pages 108-116)**.

   NOTE:
   THE VICE-CHANCELLOR BE AUTHORISED TO INCLUDE MORE SERVICES/ ACTIVITIES FOR THE MENTIONED LEVELS UNDER THE SCHEME, IF HE DEEMS FIT.

   [E.C. Reso. No. 77 of 29.09.2022]

28. **Rules for Award of 'Tuteja Award' for the topper (Passout) student of M.Sc Mathematics with Computer Science Programme.**

   Rules for Award of 'Tuteja Award' for the topper (Passout) student of M.Sc Mathematics with Computer Science Programme **(Appendix C/25 pages 117-119)**.

   [E.C. Reso. No. 15 of 19.12.2022]

29. **Rules for Award of 'Subedar Major Har Narayan Award' for the topper (Passout) student of 5-Yrs Integrated M.Sc (Hons) Mathematics Programme.**

   Rules for Award of 'Subedar Major Har Narayan Award' for the topper (Passout) student of 5-Yrs Integrated M.Sc (Hons) Mathematics Programme **(Appendix C/26 pages 120-121)**.

   [E.C. Reso. No. 16 of 19.12.2022]

30. Revised Qualifications for Selection for the post of Assistant Professor in Physical Education, Visual Arts & Performing Arts, Librarian in SFS Colleges of B.Ed. Programs only.

Revised Qualifications for Selection for the post of Assistant Professor in Physical Education, Visual Arts & Performing Arts, Librarian in SFS Colleges of B.Ed. Programs only shall be as under:

Existing Qualification	Revised Qualification
1. *Physical Education* *i) Master of Physical Education (M.P.Ed./M.A. Physical Education) with minimum 55% marks : and* *ii) NET is Physical Education* 2. *Visual Arts* *i) Post Graduate Degree in Fine Arts (MFA) with minimum 55% marks; and* *ii) NET in Fine Arts* 3. *Performing Arts* *i) Post Graduate Degree in Music/Dance/Theatre Arts with Minimum 55% marks; and* *ii) NET in concerned subject* 4. *Librarian* *i) As prescribed by UGC*	1. *Physical Education* *i) Master of Physical Education (M.P.Ed.) with minimum 55% marks. (Training/qualification in yoga education shall be desirable)* 2. *Visual Arts* *i) Post Graduate Degree in Fine Arts (MFA) with minimum 55% marks.* 3. *Performing Arts* i) *Post Graduate Degree in Music/Dance/Theatre Arts with Minimum 55% marks.* 4. Librarian i) B.Lib. with 55% marks

Further, provision of API score in existing selection criteria for the post of Principal in SFS Colleges of B.Ed. programs only shall be as under:

Existing Qualification	Proposed Qualification
1. Principal i) Postgraduate degree in Arts/Sciences/Social Sciences/Humanities/Commerce with minimum 55% marks. ii) M.Ed. with minimum 55% marks	1. Principal i) Postgraduate degree in Arts/Sciences/Social Sciences/Humanities/Commerce with minimum 55% marks. ii) M.Ed. with minimum 55% marks

OR	OR
iii) M.A. in Education and B.Ed. with 55% marks in each iv) Ph.D. in Education or in any pedagogic subject offered in the institution; And v) Eight years of teaching experience in a secondary Teacher Education Institution. In addition to the above qualification for the post of Principal, the minimum API score is 400 is also mandatory.	iii) M.A. in Education and B.Ed. with 55% marks in each iv) Ph.D. in Education or in any pedagogic subject offered in the institution; And v) Eight years of teaching experience in a secondary Teacher Education Institution. Desirable: Diploma/Degree in Educational Administration or Educational Leadership.

[E.C. Reso. No. 19 of 19.12.2022]

31. **Qualifications for the post of Assistant Professor in Institute of Hotel & Tourism Management (under SFS).**

Qualifications for the post of Assistant Professor in Institute of Hotel & Tourism Management (under SFS) **(Appendix C/27 pages 122-124) as under.**

Post	Qualifications
Assistant Professor in Hotel Management	First class Master's degree in Hotel Management /Hospitality Management OR any other allied area from a recognized University/ Institution
Assistant Professor Tourism Management	First class Master's degree in Tourism Management OR any other allied area from a recognized University/ Institution

[E.C. Reso. No.24 of 19.12.2022]

32. Establishment of Centre for Curriculum Design and Development and Organizational Structure thereof.

Establishment of Centre for Curriculum Design and Development and Organizational Structure thereof **(Appendix C/28 pages 125-132).**

[E.C. Reso. No. 30 of 19.12.2022]

33. (i) implementation of amended qualifications for the selection of Assistant Professor in Physical Education, Visual Arts & Performing Arts, Librarian and Principal in SFS Colleges offering B.Ed. only, **(Appendix C/29 pages 133-135)**

(ii) to devise the Selection Criteria for the post of Principal and Librarian in SFS Colleges of Education offering B.Ed. only, **(Appendix C/30 pages 136-140)**

(iii) to devise the qualifications and Selection Criteria for the post of Principal in SFS Colleges of Education offering M.Ed. programs **(Appendix C/31 pages 141-145); and**

(iv) to devise the qualifications and selection criteria for the post of Office Manager in SFS Colleges offering M.Ed. programs **(Appendix C/32 page 146)**

NOTE:

'YRC MERIT CERTIFICATE' BE ALSO INCLUDED FOR GIVING BENEFIT TO THE CANDIDATES LIKE NSS/NCC CULTURAL ACTIVITIES IN THE 10TH COLUMN OF THE TABLE APPEARING AT ANNEXURE PAGE 413.

[E.C. Reso. No.37 of 19.12.2022]

34. Amendments in Clause 4(e), 4(f) and 9(ii)(2) of House Allotment Rules.

Amendments in Clause 4(e), 4(f) and 9(ii)(2) of House Allotment Rules as under:

Existing	Amended
4 (e) - Willingness of employees for allotment of houses will be sought twice in a year in the month of January and July. The office will prepare the category-wise seniority lists of applicants as per Clause 4 above and get it vetted by the Estt. Br and also it is to be determined on the last date of submission of applications in respective months. The House Allotment Committee	4 (e) - Willingness of employees for allotment of houses will be sought twice in a year in the month of January and July. The office will prepare the category-wise seniority lists of applicants as per Clause 4 above and get it vetted by the Estt. Br and also it is to be determined on the last date of submission of

shall consider allotment of houses on the basis of seniority and willingness. In case an employee, who had earlier submitted willingness, declines to accept the house, the same shall be allotted to the next employee in the waiting list. The office shall issue allotment letters to the employee next in the Waiting list after obtaining the approval of the Registrar. The HAC will prepare waiting list of 3 employees in each category, which will remain valid till the next meeting of HAC.

Willingness of employees for allotment of houses will be sought twice in a year in the month of January and July. There is no need to apply a fresh by applicants for 2nd cycle for a year who had applied for allotment of house during 1st cycle of the year. This office will prepare category-wise seniority list of applicants as per Clause 4 above above and get vetted by Estt. Branch and also it is to be determined on the last date of submission of applicants in respective months. The House Allotment Committee shall consider allotment of houses on the basis of seniority and willingness. In case an employee, who had earlier submitted willingness, declines to accept the house, the same shall be allotted to the next employee in the waiting list. The office shall issue allotment letters to the employee next in the Seniority list after obtaining the approval of the Registrar.

applications in respective months. The House Allotment Committee shall consider allotment of houses on the basis of seniority and willingness. In case an employee, who had earlier submitted willingness, declines to accept the house, the same shall be allotted to the next employee in the waiting list. The office shall issue allotment letters to the employee next in the Waiting list after obtaining the approval of the Registrar. The HAC will prepare waiting list of 3 employees in each category, which will remain valid till the next meeting of HAC.

Willingness of employees for allotment of houses will be sought twice in a year in the month of January and July. There is no need to apply a fresh by applicants for 2nd cycle for a year who had applied for allotment of house during 1st cycle of the year. This office will prepare category-wise seniority list of applicants as per Clause 4 above above and get vetted by Estt. Branch and also it is to be determined on the last date of submission of applicants in respective months. The House Allotment Committee shall consider allotment of houses on the basis of seniority and willingness. In case an employee, who had earlier submitted willingness, declines to accept the house, the same shall be allotted to the next employee in the waiting list. The office shall issue allotment letters to the employee next in the Seniority list after obtaining the approval of the Registrar.

Preference for allotment of house on the ground floor may be considered on medical grounds supported by a certificate issued by the CMO only.	Preference for allotment of house on the ground floor may be considered on medical grounds supported by a certificate issued by the CMO only. Allottee may not be allowed for allotment in the same category, if he/she applies for the same before expiry of one year.
4 (f) - In allocation of vacant houses, requests for shifting and fresh allotment shall be clubbed together and allotment shall be done on the basis of seniority. However, request for Ground floor accommodation supported by adequate medical ground/ physically challenged and certificate issued by CMO/other competent authority recommending ground floor living/avoidance of stairs climbing may be given due consideration.	4 (f) - In allocation of vacant houses, requests for shifting and fresh allotment shall be clubbed together and allotment shall be done on the basis of seniority. However, request for Ground floor accommodation supported by adequate medical ground/ physically challenged and certificate issued by CMO/other competent authority recommending ground floor living/avoidance of stairs climbing may be given due consideration. *Available house on ground floor may be allotted as per entitlement to the employees who are suffering from chronic diseases (i.e. heart diseases/bye pass surgery/knee problem/cancer and back bone, medical certificate issued by CMO) by the Vice-Chancellor, irrespective of their seniority. However, if there are more than one requests of the same category than seniority amongst themselves may be considered while making such allotment.*
9(ii)(2) Retrenchment or retirement Three months. Such employee will pay the normal rent (excluding HRA) being paid by them before their retirement. Visually impaired employees can retain the accommodation for six months after Superannuation.	Three months. Such employee will pay the normal rent (excluding HRA) being paid by them before their retirement. Visually impaired employees can retain the accommodation for six months after Superannuation.

	Normal rent be charged from those employees who are engaged on full time basis after superannuation and till they remain engaged if they are already residing on the University Campus. This facility will be applicable to the Professor Emeritus also. NOTE: THIS FACILITY, SUBJECT TO THE AVAILABILITY OF THE ACCOMODATION, WILL BE APPLICABLE TO CONSULTANTS/ ADVISORS AND ADJUNCT FACULTY AS WELL WHO ARE ENGAGED ON FULL TIME BASIS AFTER SUPERANNUATION FROM MDU. THIS FACILITY WILL BE INITIALLY FOR ONE YEAR I.E. WITH EFFECT FROM THE DATE OF THEIR ENGAGEMENT AND MAY BE EXTENDED FOR SUSEQUENT YEARS

[E.C. Reso. No.49 of 19.12.2022 and 1(49) of 17.01.2023]

35. Adoption of UGC fee refund policy guidelines 2022-23 issued vide D.O. letter No. 2-71/2002 (CPP-II) dated 02.08.2022.

Adoption of UGC fee refund policy guidelines 2022-23 issued vide D.O. letter No. 2-71/2002 (CPP-II) dated 02.08.2022 **(Appendix C/33 page 147).**

[E.C. Reso. No.61 of 19.12.2022]

36. Prescription of 'Green Volunteer Scheme'.

Prescription of 'Green Volunteer Scheme' **(Appendix C/34 pages 148-151).**

[E.C. Reso. No.65 of 19.12.2022]

37. Amendment in the Constitution of Advisory Committee.

Amendment in the Constitution of Advisory Committee as under:

Existing	Proposed
1. Vice-Chancellor - Chairman	No change
2.Director, University Outreach Programme - Secretary	
3. Dean Academic Affairs - Chief Advisor	
4. Dean Students' Welfare - Advisor	
5. Coordinator Youth Red Cross - Advisor	
6. Coordinator NSS - Advisor	
7. Director UCCE - Advisor	
8. Director University Career Counselling Cell - Advisor	
9. Director Community Radio Station - Member	
10. Director Community TV Centre - Member	
11. Five Surpanches - Member (to be nominated by the Vice-Chancellor)	
12. Five Students - Member (to be nominated by the Vice-Chancellor)	

13.Two representatives of NGOs engaged in outreach programmes (to be nominated by the Vice-Chancellor) - Member	
14.Five Principals of the Affiliated Colleges (to be nominated by the Vice-Chancellor) - Member	
	15.Registrar - Advisor
	16.Two Philanthropists/Industrialists (to be nominated by the Vice-Chancellor) - Advisor
	17.Coordinator, University Outreach Programme (UTD) - Member

NOTE:
THE COORDINATOR, UNNAT-BHARAT-ABHIYAN OF THE UNIVERSITY BE ALSO ASSOCIATED AS MEMBER.

FURTHER THE CHAIRMAN OF THE COMMITTEE BE AUTHORIZED TO CO-OPT ANY OTHER TWO MEMBERS.

[E.C. Reso. No.69 of 19.12.2022]

38. **Amendment in the Guidelines approved by Executive Council vide Reso. No. 29 dated 31.03.2022 and Reso. No. 1(29) dated 06.05.2022 regarding Free Boarding and Lodging Facility.**

Amendment in the Guidelines approved by Executive Council vide Reso. No. 29 dated 31.03.2022 and Reso. No. 1(29) dated 06.05.2022 regarding Free Boarding and Lodging Facility as under:

"FREE BOARDING AND LODGING DOES NOT INCLUDE FREE FOOD FACILITY I.E. FOOD CHARGES WOULD BE PAID BY THE PERSONS SO ENGAGED"

[E.C. Reso. No.4 of 17.01.2023]

39. MDU-Innovation and Startup Policy.

MDU-Innovation and Startup Policy (Appendix C/35 pages 152-170).

[E.C. Reso. No.12 of 17.01.2023]

40. University Sustainability Framework.

University Sustainability Framework (Appendix C/36 pages 171-181).

[E.C. Reso. No.13 of 17.01.2023]

41. Amendments to NOTE accompanying the Inspection Proformas of various programs.

Amendments to NOTE accompanying the Inspection Proformas of various programs (Appendix C/37 pages 182-183).

[E.C. Reso. No.35 of 17.01.2023]

42. Maharshi Dayanand University–Corporate Connect Framework for CSR Funding and Organizational Structure thereof.

Maharshi Dayanand University–Corporate Connect Framework for CSR Funding and Organizational Structure thereof (Appendix C/38 pages 184-192).

[E.C. Reso. No.3 of 13.02.2023]

43. Amendment in Clause-2, Chapter-28 'Re-employment of Non-Teaching Employees and fixation of their pay" of University Calendar Vol.-III in terms of Chapter-IV "Service Qualifying for Pension" Section-23 under Clause-2 of Haryana Civil Service Rules, 2016.

Amendment in Clause-2, Chapter-28 'Re-employment of Non-Teaching Employees and fixation of their pay" of University Calendar Vol.-III in terms of Chapter-IV "Service Qualifying for Pension" Section-23 under Clause-2 of Haryana Civil Service Rules, 2016 (**Appendix C/39 pages 193-194**) as under:

Existing	Amended
1. All whole time paid non-teaching employees shall retire on completing the age of sixty years, provided that the Executive Council may, on the recommendation of the Vice-Chancellor, extend the service of any member for a period not exceeding three years, if it is satisfied that such extension is in the interest of the University and provided further he shall not be granted more than one extension.	1. No Change
2. The Executive Council may, on the recommendation of the Vice-Chancellor, also appoint any superannuated person in the service of the University upto the age of sixty three years on contract basis. Provided that such an employee shall not be granted more than one extension, during his re-employment, till the age of sixty three years.	2. The Executive Council may, on the recommendation of the Vice-Chancellor, also appoint any superannuated person in the service of the University up to the age of sixty-five years on contract basis.
3. In the case of payment of salary to such re-employed persons, whereas the person covered in (1) above shall continue to get what he had been drawing on the date of his retirement; in the	3. No Change

| case of category (2) above, the Executive Council shall prescribe while making his appointment. | |

NOTE:
SUCH RE-EMPLOYED PERSONNEL SHALL BE GIVEN NOMENCLATURE AS PER NEEDS, WHICH WILL AUTOMATICALLY BECOME REDUNDANT UPON COMPLETION/TERMINATION OF RE-EMPLOYMENT. IRRESPECTIVE OF NOMENCLATURE OF SUCH RE-EMPLOYED PERSONNEL, THEIR SALARIES MAY BE DRAWN AGAINST OTHER VACANT BUDGETED/SFS POSTS AND THIS ARRANGEMENT WILL NOT AMOUNT TO CREATION OF ANY NEW POST.

[E.C. Reso. No.4 of 13.02.2023]

44. **Amendment in the Educational Qualification for Promotion to the Post of Manager Hospitality as under in tune with the Educational Qualification of the State Govt. for Promotion to the Equivalent Post "Assistant Director" in the same Pay-Scale.**

Amendment in the Educational Qualification for Promotion to the Post of Manager Hospitality as under in tune with the Educational Qualification of the State Govt. for Promotion to the Equivalent Post "Assistant Director" in the same Pay-Scale:

(i) Graduate of a recognized University
(ii) (a) has at least five years experience in catering in a Supervisory capacity in Govt. Dept. or hotel or a restaurant of repute or 5 years Supervisory experience in management of tourist bungalow, guesthouse or a hotel of repute;

OR

(b) a diploma in hotel management and catering from any recognized catering institute in India or abroad and 3 years administrative experience in a Govt. Dept.

[E.C. Reso. No.12 of 29.03.2023]

45. Amendment in the Guidelines approved by the Executive Council vide Resolution No. 29 dated 31.03.2022 and Resolution No. 1(29) dated 06.05.2022.

Amendment in the Guidelines approved by the Executive Council vide Resolution No. 29 dated 31.03.2022 and Resolution No. 1(29) dated 06.05.2022 as under:

VII. Chair Professor	
EXISTING	**AMENDED**
1. xx xx xx 2. Prominent Professionals who have worked in well-recognised teaching/ research Institutions in India. An existing regular faculty/Honorary Faculty/Emeritus Professor/Adjunct Faculty at MDU may be appointed/ engaged as an Chair Professor. 3-4 xx xx xx	1. xx xx xx 2. Prominent Professionals who have worked in well-recognised teaching/ research Institutions in India. An existing regular faculty/Honorary Faculty/Emeritus Professor/Adjunct Faculty/**Floating Faculty** at MDU may be appointed/engaged as a Chair Professor. 3-4 xx xx xx

[E.C. Reso. No. 14 of 29.03.2023]

46. Adoption of revised Selection Criteria for the recruitment of the Principal(s) and Assistant Professor (s) in the Govt. Aided Private Colleges on basis of State Govt. letter No. KW 8/36-2009 C-IV (3) dated 12.12.2022.

Adoption of revised Selection Criteria for the recruitment of the Principal(s) and Assistant Professor (s) in the Govt. Aided Private Colleges on basis of State Govt. letter No. KW 8/36-2009 C-IV (3) dated 12.12.2022 (**Appendix C/40 pages 195-199**).

[E.C. Reso. No. 20 of 29.03.2023]

47. MDU Consortium for Students Capacity Building for Centre for Soft Skills and Life Skills, Centre for Youth Skill & Development, University Centre for Competitive Examinations and Career Counselling & Placement Cell.
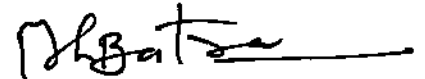
MDU Consortium for Student Capacity Building (**Appendix C/41 pages 200-204**) for Centre for Soft Skills and Life Skills, Centre for Youth Skill & Development, University Centre for Competitive Examinations and Career Counselling & Placement Cell.

[E.C. Reso. No. 26 of 29.03.2023]

48. Change of Nomenclature of Director Chair be changed to that of Chair Professor for various Chairs Established by the University.

Change of Nomenclature of Director Chair be changed to that of Chair Professor for various Chairs Established by the University.

[E.C. Reso. No.30 of 29.03.2023]

Officer on Special Duty (Academic)
for Registrar

Appendix-C/1

OFFICE OF THE SECRETARY TO GOVERNOR, HARYANA

Tel. : 0172-2740581, 2740583
Fax : 0172-2740557

CD 2399
18/5/22

A C- 1362
23/5/22

No. HRB-UA-29(2)-02/

RAJ BHAVAN 3642
CHANDIGARH

Dated   5 May, 2022

Registered Post

. To

The Registrar,
Maharshi Dayanand University,
Rohtak - 124001, Haryana.

Subject:-   Amendment in Statute - 21 of MDU Act.
    ....

Sir,
        I am directed to refer to your letter No.4876, dated 16.3.2022, on the subject cited above and to inform you that Hon'ble Governor-Chancellor has accorded his approval on 04.05.2022 to the amendment in the Statute 21 of MDU Act with regard to "Rotation of Headship", as resolved by the Executive Council vide its Resolution No.47 of its meeting held on 31.12.2021, as requested by you vide letter under reference.

Yours sincerely,

(Anita)
Under Secretary,
for Secretary to Governor, Haryana

OFFIC   SECRETARY TO GOVERNOR, HARYANA

Tel. 0172-2740581, 2740583
Fax. 0172-2740557

No. HRB-UA-29(2)-02/2841

RAJ BHAVAN
CHANDIGARH

Dated 31st March, 2022

Registered Post

To

The Registrar,
Maharshi Dayanand University,
Rohtak - 124001, Haryana.

Subject:- Amendment in Statute-18(i) "Constitution of Faculties", Statute-26 "Departments" and Statute-27 "Assignment of Departments of Studies to Faculties" of MDU Act.

....

Sir,
I am directed to refer to your letter No.4942 and 4940, dated 17.3.2022, on the subject cited above and to inform you that Hon'ble Governor-Chancellor has accorded his approval on 30.03.2022 to the amendment in Statute-18(i) "Constitution of Faculties", Statute-26 "Departments" and Statute-27 "Assignment of Departments of Studies to Faculties" of MDU Act, as resolved by the Executive Council vide its Resolution No.34 and Resolution No.20 respectively in its meeting held on 31.12.2021, as requested by you vide letters under reference.

Yours sincerely,

(Anita)
Under Secretary,
for Secretary to Governor, Haryana

Appendix-C/3

Tel. : 0172-2740581, 2740583
Fax : 0172-2740557

No. HRB-UA-29(2)-02/880

CD-1751
05/04/22

AC-996
8/4/22

RAJ BHAVAN
CHANDIGARH

Dated 31st March, 2022

Registered Post

To

The Registrar,
Maharshi Dayanand University,
Rohtak - 124001, Haryana.

Subject:- Amendment in Statute-18(i) "Constitution of Faculties",
Statute-26 "Departments" and Statute-27 "Assignment of
Departments of Studies to Faculties" of MDU Act.

....

Sir,

I am directed to refer to your letter No.4942 and 4940, dated
17.3.2022, on the subject cited above and to inform you that Hon'ble
Governor-Chancellor has accorded his approval on 30.03.2022 to the
amendment in Statute-18(i) "Constitution of Faculties", Statute-26
"Departments" and Statute-27 "Assignment of Departments of Studies to
Faculties" of MDU Act, as resolved by the Executive Council vide its
Resolution No.34 and Resolution No.20 respectively in its meeting held on
31.12.2021, as requested by you vide letters under reference.

Yours sincerely,

(Anita)
Under Secretary,
for Secretary to Governor, Haryana

OFFICE OF THE SECRETARY TO GOVERNOR, HARYANA

Tel. : 0172-2740581, 2740583
Fax : 0172-2740557

No. SAC/I ....) 20 HRB-UA-29(2)-02/
RAJ BHAVAN 4925-
CHANDIGARH

Dated 22 June, 2022

AC-1798
1/7/22
Registered Post

To

The Registrar,
Maharshi Dayanand University,
Rohtak - 124001, Haryana.

Subject:-   Amendment in Statute – 26 "Departments" and Statute-27
"Assignment of Departments of Studies to Faculties".

....

Sir,

I am directed to refer to your letter No.10685, dated 8.6.2022, on the subject cited above and to inform you that Hon'ble Governor Chancellor has accorded his approval on 21.06.2022 to the amendments in the Statute-26 "Departments" and Statute-27 "Assignment of Departments of Studies to Faculties", as resolved by the Executive Council in its meeting held on 31.3.2022 and 6.5.2022, as requested by you vide letter under reference.

Yours sincerely,

(Anita)
Under Secretary,
for Secretary to Governor, Haryana

OFFICE OF THE SECRETARY TO GOVERNOR, HARYANA

Tel. 0172-2740581, 2740583
Fax : 0172-2740557

No.   HRB-UA-29(2)-02/

RAJ BHAVAN   714
CHANDIGARH

Dated   25 Jan., 2023

Registered Post

To

The Registrar,
Maharshi Dayanand University,
Rohtak - 124001, Haryana.

Subject:-   Amendment in Statute – 26A of M.D. University Act.

Sir,

I am directed to refer to your letter No.AC-VI/22/26581, dated 30.11.2022, on the subject cited above and to inform you that Hon'ble Governor-Chancellor has accorded his approval on 24.01.2023, for the amendments in the Statute-26A "Distance and Online Education", as resolved by the Executive Council vide Reso. No.31 in its meeting held on 29.9.2022, on the recommendations of the Academic Council made vide its Resolution No.18 of its meeting held on 11.7.2022, as requested by you vide letter under reference.

Yours sincerely,

(Anita)
Under Secretary,
for Secretary to Governor, Haryana

MAHARSHI DAYANAND UNIVERSITY ROHTAK

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

NOTIFICATION

As conveyed by the Secretary to Governor, Haryana (Chancellor, M.D.University, Rohtak) vide letter No. HRB-UA-29(2)-02/714 dated 25.01.2023, the Hon'ble Governor-Chancellor has accorded his approval for the amendment to the Statute-26A "Distance and Online Education", as resolved by the Executive Council vide Resolution No. 31 in its meeting held on 29.09.2022 (copy enclosed). Accordingly, the name of Centre of Distance and Online Education has been changed as Centre for Distance and Online Education as per DEB-UGC regulations.

REGISTRAR

Endst.No.AC-VI/22/F-3/B/5375-5725   Dated: 21/3/2023

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

1. All the Deans of Faculties, M.D.University, Rohtak.
2. All the Heads/Directors of the University Teaching Departments/Institutes, M.D.University, Rohtak.
3. The Director, Centre for Distance and Online Education (CDOE), M.D.University, Rohtak.
4. The Controller of Examination, M.D.University, Rohtak.
5. The Director (UCC), M.D.University, Rohtak.
6. The Director, Public Relations, M.D.University, Rohtak.
7. The Finance Officer, M.D.University, Rohtak.
8. The Incharge (MDU-CPAS), Gurugram.
9. All the Directors/Principals of the affiliated Colleges/Institutes, M.D.University, Rohtak.
10. All the Branch Officers of the M.D.University, Rohtak.
11. The O.S.D/P.A. to Vice-Chancellor/DAA/Registrar for information of the Vice-Chancellor/DAA / Registrar, M.D.Univeristy, Rohtak.

Officer on Special Duty (Academic)
21/3/23

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 31 of the Executive Academic Council's meeting

held on 29/9/2022

31. Consideration of the recommendations. of the Committee regarding Amendment in the Statute – 26A of MDU Act relating to Change in Name of Centre of Distance and Online Education to Centre for Distance and Online Education as per DEB –UGC Regulations

The Executive Council vide its Resolution No. 33 in its meeting held on 31.12.2021 resolved to propose amendments to the Statute-26A of the M.D. University Act relating to Advisory Committee, Faculty and Board of Studies in Directorate of Distance Education and inclusion of other committees as per DEB – UGC regulations notified on 04.09.2020. Further, the Executive Council resolved that the assent of the Chancellor be obtained.

In view of this, the Secretary to the Hon'ble Chancellor-Governor, Haryana was requested to convey the assent of the Hon'ble Chancellor. The Secretary to Chancellor-Governor, Haryana conveyed the assent accorded by the Hon'ble Chancellor vide letter No. HRB-UA-29(2)-02/2042 dated 07.03.2022. Accordingly, the University issued a notification dated 01.04.2022 notifying the assent accorded by the Hon'ble Chancellor with regard to amendments to Statute-26A of M.D.University Act.

Thereafter, the Director (Centre of Distance and Online Education) observed that the name of the erstwhile Distance Education may be changed as Centre for Distance and Online Education in view of the UGC-DEB Regulations notified on 04.09.2020. The matter was placed before the Vice-Chancellor, who constituted a Committee under the Chairmanship of Dean, Academic Affairs.

The Committee in its meeting held on 13.06.2022 resolved that the name of the Centre of Distance and Online Education may be amended in Statute-26A of the M.D.University, Act as Centre for Distance and Online Education as per minutes dated 13.06.2022 (Annexure A/53 pages 210-211, already circulated).

The minutes of the meeting of the Committee were placed before the Vice-Chancellor who has ordered to refer the proposed amendment to the Academic Council for consideration. The Academic Council vide Reso. No. 18 of its meeting held on 11.07.2022 has considered the proposed amendment and resolved as under:

Existing	Proposed
Distance and Online Education [26A]	**Distance and Online Education [26A]**
Notwithstanding anything contained in any other Statute(s), there will be a Centre of Distance and Online Education (CDOE) for providing education to those needy students who by one reason or the other are unable to seek admission in regular courses.	Notwithstanding anything contained in any other Statute(s), there will be a Centre for Distance and Online Education (CDOE) for providing education to those needy students who by one reason or the other are unable to seek admission in regular courses.
The **Centre of Distance and Online Education (CDOE)** shall have an Advisory Committee and independent Faculty, and a Board of Studies in Distance and Online Education, the constitution of which shall be as follows:	The **Centre for Distance and Online Education (CDOE)** shall have an Advisory Committee and independent Faculty, and a Board of Studies in Distance and Online Education, the constitution of which shall be as follows:
I. Advisory Committee: a) The Advisory Committee shall consist of: i) Vice-Chancellor Chairman ii) Dean, Academic Affairs iii) Two Deans of Faculty **(to be nominate by the Vice-Chancellor** iv)Two outside experts, in Distance and Online Education to be nominated by the Vice-Chancellor out of a panel of six persons recommended by the Director, CDOE v) Registrar vi) Controller of Examinations vii) Director, CDOE viii) Director, CIQA	I. Advisory Committee: a) The Advisory Committee shall consist of: i) Vice-Chancellor Chairman ii) Dean, Academic Affairs iii) Two Deans of Faculty **(to be nominated by the Vice-Chancellor)** iv)Two outside experts, in Distance and Online Education to be nominated by the Vice-Chancellor out of a panel of six persons recommended by the Director, CDOE v) Registrar vi) Controller of Examinations vii) Director, CDOE viii) Director, CIQA

b) The Chairman of the Advisory Committee may co-opt any other person(s) as member(s) of the Committee to attend a particular meeting whenever considered necessary. c) The term of the Advisory Committee shall be of two years. d) Two-fifths of the members shall Constitute the quorum. e) The Advisory Committee shall consider all important matters relating to Distance and Online Education and shall make recommendations to the Academic Council/Executive Council (as the case may be) for consideration and approval.	b) The Chairman of the Advisory Committee may co-opt any other person(s) as member(s) of the Committee to attend a particular meeting whenever considered necessary. c) The term of the Advisory Committee shall be of two years. d) Two-fifth of the members shall form the quorum. e) The Advisory Committee shall consider all important matters relating to Distance and Online Education and shall make recommendations to the Academic Council/Executive Council (as the case may be) for consideration and approval.
II. Faculty of Distance and Online Education a) The Faculty of Distance and Online Education shall consist of i) Dean Academic Affairs (Chairman) ii) Director, Centre of Distance and Online Education (Vice-Chairman) iii) Director, CIQA iv) All Deans of Faculties concerning which programs in CDOE are being offered. v) Two outside experts (to be nominated by the Academic Council) vi) Registrar who shall be Member Secretary of the faculty. b) Two-fifth of the members shall form the quorum. c) If a member ceases to hold the Qualification by virtue of which he/she was appointed to the faculty, he will cease to be a, member of the faculty, he will cease to be the member of the faculty. d) The term of the members shall be two years. e) The Faculty of Distance Education, subject to the control of the Academic Council, shall have the following powers: i) to coordinate the teaching and research of the Centre of Distance and Online Education (CDOE)	II. Faculty of Distance and Online Education a) The Faculty of Distance and Online Education shall consist of i) Dean Academic Affairs (Chairman) ii) Director, Centre for Distance and Online Education (Vice-Chairman) iii) Director, CIQA iv) All Deans of Faculties concerning which programs in CDOE are being offered. v) Two outside experts (to be nominated by the Academic Council) vi) Registrar who shall be Member Secretary of the faculty. b) Two-fifth of the members shall form the quorum. c) If a member ceases to hold the Qualification by virtue of which he/she was appointed to the faculty, he/she will cease to be a member of the faculty. d) The term of the members shall be two years. e) The Faculty of Distance Education, subject to the control of the Academic Council, shall have the following powers: i) to coordinate the teaching and research of the Centre for Distance and Online Education (CDOE)
The Faculty shall adopt the syllabi of studies for various UG/PG Programs with amendments, if any, as recommended by the Board of Studies. ii) to recommend to the Academic Council courses of studies and syllabi for the different examinations of the Centre of Distance and Online Education iii) to discuss and suggest to the Academic Council schemes for the advancement in standards of teaching and examinations in Open and Distance and Online Learning courses. iv) to deal with any other matter that may be referred to it by the Academic Council.	The Faculty shall adopt the syllabi of studies for various UG/PG Programs with amendments, if any, as recommended by the Board of Studies. ii) to recommend to the Academic Council courses of studies and syllabi for the different examinations of the Centre for Distance and Online Education iii) to discuss and suggest to the Academic Council schemes for the advancement in standards of teaching and examinations in Open and Distance and Online Learning courses. iv) to deal with any other matter that may be referred to it by the Academic Council.

III. Board of Studies of Distance and Online Education

a) There will be a Common Board of Studies for Undergraduate/ Postgraduate Courses in Distance Education which shall consist of

i) Director, CDOE (Chairman)
ii) Director, CIQA
iii) All concerned HoDs of the disciplines of which Distance and Online Education Programs are being offered.
iv) One member from the Advisory Committee (To be nominated by the Vice-Chancellor)
v) Three outside experts (to be nominated by the Vice- Chancellor on the recommendations of the Director, CDOE)

b) Chairman of the Board of Studies may, however, co-opt any other person(s) as member(s) of the Board, whenever considered necessary with the permission of the Vice-Chancellor.
Chairperson Board of Studies may invite two Programs Coordinators as special invitee to attend a particular meeting, whenever considered necessary with the permission of the Vice-Chancellor.

c) The members of the Board of Studies for Distance Learning, other than ex-officio members, shall hold the office for a term of two years, provided that any member who ceases to hold the qualifications by virtue of which he appointed as member to the Board of Studies shall cease to be a member thereof.

d) Two fifths of the members shall form the quorum.
i) The Board of Studies shall recommend to the Academic Council through the Faculty, the courses and syllabi of studies and text-books for the various subjects for under graduate and post-graduate Programs.
ii) The Board of Studies shall also make recommendation to the Academic Council regarding the appointment of paper/setters examiners for under graduate or the post-graduate courses, as the case may be;
iii) The board of studies shall deal with any other matter that may be referred to it by the Faculty;

RECOMMENDATIONS AS PROPOSED ABOVE IS RECOMMENDED TO THE EXECUTIVE COUNCIL FOR CONSIDERATION AND APPROVAL.

RESOLVED FURTHER THAT NECESSARY AMENDMENTS, WHEREVER REQUIRED, IN OTHER RELEVANT STATUTES DUE TO THIS AMENDMENT MAY ALSO BE MADE.

The Executive Council considered the recommendations of the Academic Council, and

RESOLVED THAT THE RECOMMENDATIONS OF THE ACADEMIC COUNCIL AS ABOVE BE APPROVED AND THE ASSENT OF THE HON'BLE CHANCELLOR WITH REGARD TO AMENDMENTS IN RELEVANT STATUTE(S) BE OBTAINED.

[ACTION BY OSD (ACAD.)]

Appendix-C/6

See Res. No. 24
of E.C. 29/9/22

ORDINANCE FOR AWARD OF GOLD MEDALS
(w.e.f. the session July, 2022 onwards)

The University shall award annually, Gold Medals to the students who obtain first class first position in order of merit in the various University examinations held at the end of each Program. The name of the candidate(s) to whom the medals is/are to be awarded will be mentioned on each medal. Provided that if more than one candidate has obtained equal number of marks in the examination on the basis of which a Gold Medal is to be awarded, the medal shall be awarded to each of them.

The Gold Medal shall be awarded only to such candidates who pass all the examinations, qualifying, subsidiary etc. in the first attempt. This condition shall apply separately to all part-semester examinations of the Program, on the basis of which the final result is prepared.

Provided further that in case of inter-University migration, if a candidate has appeared in the deficient paper(s) and passed the same in first attempt, such papers will not be considered as re-appear paper(s) while considering the case for Award of Gold Medal. However, such students must have passed all the examinations of the previous semester(s) before migration in first attempt.

The deificient paper(s) in respect of students of the Colleges which have been transferred from other Universities to MDU, Rohtak will not be treated as re-appear paper(s). However, such students must have passed all the previous semesters in first attempt from the concerned University before the transfer of the College to this University. Such students will also be considered for award of Gold Medal.

Wherever the University is running the Integrated Programs of 4 Year/5 Year/6 Year Programs and there is exit option available in the relevant Ordinance, the Gold Medal will be awarded at two stages:

(i) Gold Medal at Exit level.
(ii) Gold Medal for students who have not opted for Exit Option. Here, marks in those semester examinations shall only be considered which are held after exit option provided in the Ordinance.

Note:
The following categories will not be considered for Award of Gold Medal:

(a) The students who have passed a Program from this University with Gap Year between the Course.
(b) The students who have passed a Program with Grace Marks in any of the semester examination from this University.
(c) The students who have passed a Program with Lateral Entry such as MCA, B.Tech., B.Pharma etc.
(d) The students who have submitted Project Work/Project Report/Dissertation etc. with late fee in the courses such as LL.B., LL.M., B. Pharmacy., M. Pharmacy, BBA, BCA, MCA etc. wherever prescribed in the Scheme of Examinations/ Ordinances.
(e) The students who have submitted the Ph.D. thesis by taking extension from the University.
(f) The students of Certificate/Diploma/PG Diploma etc. shall not be considered for Award of Gold Medal

See Res. No 24
of EC 29/9/22

CHAPTER-IV

REGULATIONS GOVERNING DISTANCE EDUCATION PROGRAMMES

1. Admissions

A. Admission to the programmes offered by the Centre for Distance and Online Education of the University are made twice a year normally in July and January (the admissions in January Cycle will not be allowed in the programme(s) where the number of applicants remains less than 30, in such cases the applicant will be considered for next Academic Session July Cycle or the fee shall be refunded to the applicant, if he/she requests in writing).

B. The Centre for Distance and Online Education has not authorized any Agency/Institution/Study Centre/Off-Campus Centre/any agent to deal with any matter relating to admissions, examinations or other related matters. For any query, the candidate may contact the office of CDOE, MDU Rohtak directly.

C. The admissions are to be made only on the basis of certificates issued by the recognized Board/University. No admission even provisional shall be made on the basis of the certificates issued by the Principal of a School/College.

D. The candidate is advised to go through the Information Brochure of CDOE/website of the University (www.mdu.ac.in) before filling up the Online Admission form and follow instructions. No change will be allowed in the candidate's name, father's name, mother's name and date of birth after submission of online admission form and fee. Candidate is further advised to remain in touch with the CDOE/University website for various information/instructions.

E. While making correspondence with the CDOE relating to the admission/remission of fees etc. candidate must mention his/her name, father's name, CDOE Student ID/Registration Number, Session, Class, subject, complete address etc. failing which the CDOE will not be able to reply to such communication/redress the grievance.

F. In case of non-payment of dues/fee or part thereof or any required document(s) to determine the eligibility, the candidature of an applicant is liable to be cancelled. However, it can be restored during the session on payment of balance dues with late fee and the required documents along with restoration fee, as the case may be, as prescribed by the University from time to time.

G. The date of receipt of fee/document from the candidate will be treated on which it is actually received in the CDOE. The CDOE will not be responsible for any delay.

H. The acceptance of admission form/fee, allotment of Registration No., permission to attend Students Support Services Camps etc. will be provisional and subject to the confirmation of eligibility.

I. The Degree of foreign Universities shall be considered provisionally subject to issuance of Equivalency Certificate by the Association of Indian Universities, New Delhi within one month of admission. If AIU does not issue Equivalence Certificate for specific

programme the Equivalence Committee of MDU shall consider such cases and decide the equivalency.

J. Admission fees shall be accepted only through Online Admission portal.

K. Admission to the programme offered by the CDOE will be allowed to such candidate who is eligible as per provisions of the Ordinance/Information Brochure and submitted:

a) Complete online Admission Form and fee.
b) Uploaded scanned copies of original required certificates/document(s)

    i) UG Programme: DMC of Matriculation & 10+2 (Result Copy of concerned Board)*.
    ii) PG Programme: DMC of Matriculation, 10+2 and Graduation (Result Copy of concerned University)*.
    iii) Fee Concession Certificate, if any.
    iv) Aadhar Card/Voter ID Card/PAN Card.
    v) Passport (in case of Foreign Student).

* The candidate who has uploaded the Result Copy of the concerned Board/University are required to submit copy of DMC within 30 days from the last date of admission failing which late fee will be charged.

L. The candidate is required to seek online admission/re-registration to odd semesters i.e. First, Third and Fifth (as the case may be) of the concerned programme alongwith annual fees and the students are not required to pay fee for even semesters i.e. Second, Fourth, Sixth.

M. Late admission of a candidate is not a right for postponement of examination/fresh examination/holding of SSSCs etc.

N. The candidate should ensure timely submission of all required documents and fees, failing which it will be the sole responsibility of the student for any consequences.

O. No migration certificate is required to be submitted by the candidate, including candidate who has passed his/her examinations from any foreign Board/University. However, foreign candidate shall be admitted only on issuance of equivalency certificate by the Association of Indian Universities/ the Equivalence Committee of MDU and No Objection Certificate issued by the Dean, Centre for International Academic Affairs, M.D. University, Rohtak and deposit of prescribed fee for the purpose.

P. The candidate must fill his/her correct email-ID and mobile number in the online admission form and change of address, mobile number and email ID, if any must be communicated immediately by mentioning his/her name, father's name, class, session, CDOE Regn. No. etc. to the Centre for Distance and Online Education failing which the CDOE will not be able to communicate.

Q. A student of first Semester of any programme may be permitted to change subject(s) or Course upto the last date of admission by depositing the prescribed fee for change of subject/course/option.

R. The admission may be rejected under the following circumstances:

a) The qualifying examination is not recognized by the M.D. University, Rohtak;
b) Original Certificate of qualifying examination is not produced in the Centre for Distance and Online Education on demand;

c) The admission form is incomplete or the required documents/photographs are not uploaded at the time of submission of online form/fee;

d) Required fee is not remitted in full;

e) Names of papers/Correct options are not opted in the Admission Form at the time of submission of Online Admission Form/Fee.

f) If a candidate gives false statement or submits fake document(s), the fee/dues already paid by him/her shall be forfeited and such candidate shall have no claim for admission or refund of fee.

Note: In case the admission of any candidate is rejected, the candidature of such candidate can however, be revived on submission of the requisite document(s)/fee with payment of revival fee before the commencement of examination of theory papers.

S. The student is advised to bring his/her Identity Card issued by the CDOE whenever he/she visits the CDOE.

T. **ALL LEGAL DISPUTES ARE SUBJECT TO JURISDICTION OF ROHTAK COURTS.**

2. Fee Structure, Refund of Fee and Fee Concessions

(I) Fee Structure for newly enrolled students during Academic Session 2022-23
(figures in Rupees)

Name of Programme	Tuition/ Student Support Services Fee	Self Learning Material	Other Charges	Total Fee Per Annum	Annual Fee for i) SC/ST Category of Haryana Only ii) Working Defence Personnel upto the level of JCO (having no financial aid) iii) University employees/ Wards/Spouse
For Open and Distance Learning Programmes					
Bachelor of Arts (B.A.)	3000	1500	4000	8500	6250
Bachelor of Commerce (B.Com.)	3000	1500	4650	9150	6900
Master of Arts (Hindi)	3500	2000	3650	9150	6400
Master of Arts (Sanskrit)	3500	2000	3650	9150	6400
Master of Arts (English)	3500	2000	3650	9150	6400
Master of Arts (Political Science)	3500	2000	3650	9150	6400
Master of Arts (Public Admn.)	3500	2000	3650	9150	6400
Master of Arts (Economics)	3500	2000	3650	9150	6400
Master of Arts (History)	3500	2000	3650	9150	6400
Master of Arts (Journalism and Mass Communication)	3500	2000	3650	9150	6400
Master of Library and Information Sciences	4000	2500	8750	15250	12000
Master of Commerce (M.Com.)	4500	2000	3900	10400	7150
Master of Science (Mathematics)	4500	2000	3900	10400	7150

For Online Programmes		
Name of Programme	Total Fee per Annum (For Indian Students)	Total Fee per Annum (For Foreign Students)
Master of Commerce (M.Com.)	22000/-	1,32,000/-
Master of Science (Mathematics)	22000/-	1,32,000/-

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Fee Structure for old students (figures in Rupees)

Name of Programme	Tuition/ Students Support Services Fee	Self Learning Material	Other charges*	Total Fee per Annum	Annual Fee for (i) SC/ST category of Haryana only (ii) Working defence personnel upto the level of JCO (having no financial aid) (iii) University employees/wards/ spouse
Bachelor of Arts (B.A.) - Second Year	3000	1500	3600	8100	5850
Bachelor of Arts (B.A.) - Third Year	3000	1500	3200	7700	5450
Bachelor of Commerce (B.Com.) - Second Year	3000	1500	4200	8700	6450
Bachelor of Commerce (B.Com.) - Third Year	3000	1500	3800	8300	6050 —
Master of Arts (Hindi)	3500	2000	3200	8700	5950
Master of Arts (Sanskrit)	3500	2000	3200	8700	5950
Master of Arts (English)	3500	2000	3200	8700	5950
Master of Arts (Political Science)	3500	2000	3200	8700	5950
Master of Arts (Public Admn.)	3500	2000	3200	8700	5950
Master of Arts (Economics)	3500	2000	3200	8700	5950
Master of Commerce (M.Com.)	4500	2000	3400	9900	6650
Master of Science (Mathematics)	4500	2000	3400	9900	6650
Master of Arts (History)	3500	2000	3200	8700	5950
Master of Arts (Journalism & Mass Communication)	3500	2000	3200	8700	5950
Master of Library and Information Sciences	4000	2500	8000	14500	11250

For Online Programmes

Name of Programme	Total Fee per Annum (For Indian Students)	Total Fee per Annum (For Foreign Students)
Master of Commerce (M.Com.)	20000/-	1,20,000/-
Master of Science (Mathematics)	20000/-	1,20,000/-

* **Other charges includes Administrative/Legal/Lab./Development/Examination Fee etc.**

a) The fee for the UG/PG programmes (for the concerned academic session) will be deposited through Online Admission Portal of CDOE only and no separate intimation will be sent for payment of fee.

b) In case of revision of various fees, etc. during the academic session, the students will have to pay the difference in fee structure, etc.

II. REFUND OF FEE

a) The Refund of Fee is permissible only:

  i) In case applicant submits admission form duly complete in all respects but is declared NOT ELIGIBLE for not fulfilling the eligibility conditions;

  ii) In case an amount deposited in excess of prescribed fee;

  iii) In case of demise of a candidate before the commencement of examinations without having appeared in any paper;

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iv) In case a candidate deposits/remits fee with the CDOE which is not related to his/her admission or the admission form of a candidate is not entertained being time-barred;

v) In case a candidate submits two admission forms along with fee for admission to two different courses and his/her candidature for one of the courses is cancelled, the fee paid by him/her for that course will be refunded as per university rules.

Note:- Fee of the candidate covered in any of the above ('i' to 'v') provisions will be refunded after a deduction of 20% at the earliest. No fee will be refunded if the candidate has supplied fake documents or stated wrong facts in the admission form or failed to supply the required documents/ information in time.

In case the request of a candidate for change of subject/course/option/revival of candidature is not acceded to, for any reason whatsoever, the fee paid by him/her for change of subject/course/option/revival of candidature will be refunded after deducting 20% of the amount in question on receipts of written request from the candidate.

b) The fee remitted by the applicant shall not be refunded if:
   i) the admission of an applicant is not finalised due to non-payment of fee/dues and other charges or a part thereof by the prescribed date;
   ii) the applicant fails to submit the required certificate(s)/document(s) or the certificate(s)/ document(s) submitted by him/her are found bogus or forged;
   iii) after being admitted to the course, the candidate does not want to continue his/her studies on any personal grounds;
   iv) the candidature of a student is cancelled as fee defaulter or for non-submission of document(s).
   v) a student who does not appear in the examination after the issue of Roll No. and the fee paid by him/her will not be adjusted, even if he/she seeks admission to that/other course.

III. FEE CONCESSIONS

Fifty (50) Percent concession in total fee payable (except other charges) will be admissible to the following categories of students seeking admission in Open and Distance Learning Programmes only:
a) Maharshi Dayanand University employee or his/her Ward/Spouse;
b) Working defence personnel up to the level of JCO who do not get any scholarship or fee concession and/or any financial assistance from his/her employer.
c) Scheduled Castes/Tribes of Haryana only on production of required certificate

3. REGISTRATION OF STUDENTS

The Centre for Distance and Online Education, consequent upon the admission of students to the courses offered by the University, through distance mode will validate the online submitted details and finally allot the Registration Number to each student, and detailed record will be maintained for the registered students. The student whenever makes any correspondence with the CDOE is required to indicate his/her Registration Number.

4. **SELF LEARNING MATERIAL**

Each student admitted to a course offered by the CDOE will be provided self learning material. The students may also consult books prescribed/recommended at the end of the relevant syllabi to enlarge scope of learning. The self learning material will be supplied in soft/hard copy in Hindi or English medium as available with the Centre for Distance and Online Education, M.D. University, Rohtak.

5. **GRIEVANCE REDRESSAL CELL**

The CDOE believes in providing full support and services to its students by ensuring the removal of difficulties, so that the programmes offered by the CDOE becomes really effective and meaningful. In case a student faces any difficulty with regard to the concerned programme, he/she may contact the concerned Official/Officer during working hours or through email/letter etc. If the problem/grievance is not redressed, he/she may bring the matter to the notice of the Director, CDOE. If the student still feels unsatisfied, he/she may submit his/her grievance to the Grievance Redressal Cell of the CDOE in writing mentioning his/her details i.e. Name/Father's name, Registration No. (Allotted by the CDOE), name of course (with year/semester), failing which the CDOE will not be able to redress the grievance. The members of the Grievance Redressal Cell are:

1. Director, CDOE, MDU Rohtak.
2. Coordinator, CDOE
3. Concerned Programme Coordinator, CDOE.
4. D.R. (CDOE)/A.R. (CDOE)
5. Superintendent concerned

CHAPTER-VI
STUDENTS SUPPORT SERVICES CAMPS

Student Support Services in open and distance learning system are quite different from other services. These services are not confined only to interactive counselling or solving the learners problems but also include the personality development, soft-skills, career counselling, community education, promoting open and distance learning as per the National Education Policy i.e. Education for All. The Centre for Distance and Online Education has devised the concept of Student Support Services Camps. The Centre for Distance and Online Education organizes Student Support Services Camps for solving the problems of Distance and Online learners with the help of well qualified counsellors for the programmes being offered by it. The SSSCs facilitate learning, counselling and to solve the problems of the distance and online learners which they face during their self-study from the self learning material supplied by the Centre for Distance and Online Education. Through SSSCs, learners get an opportunity to interact with the counsellors and their peer group. The learner will be allowed to appear in the examination only if he/she has attended not less than 75% of Student Support Services Camps of all the subject(s)/paper(s) opted by him/her.

INSTRUCTIONS FOR DISTANCE AND ONLINE LEARNERS:

1. The Student Support Services Camps are arranged for the benefit of students and it is mandatory for students to attend at least 75% of Student Support Services Camps of all the subject(s)/paper(s) opted by him/her failing which he/she will not be allowed to appear in the examination.

2. The soft copy of Self Learning Material of the concerned course is available on the University website and its hard copy, if available shall be provided to the students by the Centre for Distance and Online Education and/or during the SSSCs. The self learning material shall be provided only on production of fee deposit receipt.

3. The student may visit the website of the University (www.mdu.ac.in) regularly for Schedule of SSSCs and other related information.

4. According to the schedule notified, the students are advised to contact the concerned SSSC Coordinator and get themselves registered.

5. The students are advised to make his/her own arrangement for boarding, lodging, notebooks, pen-pencil and other supporting equipments/connectivity etc. during the SSSCs.

6. Detailed programme/timetable shall be made available by the concerned Programme Coordinator/Local Facilitator on the first day of SSSC.

7. Change in the venue of the SSSCs, if any, shall be notified on the University's website.

8. The concerned Programme Coordinator/Local Facilitator/Clerk/Contact person may be consulted for any clarification regarding the SSSCs.

2. The fee prescribed by the University for the following matters is as under :

Sr. No.	Particulars	Fee (In Rupees)
A) Fee Pertaining to Centre for Distance and Online Education		
1	Restoration/Revival of Admission.	1000/-
2	Fee for Change of Subject(s)/ Course/ Option upto Last Date of Admission.	500/- (per Subject/option). 1000/- (Course).
3	Fee for Late submission of Documents:	a. 500/- per document (Before commencement of Examination) b. 1000/- per document (After commencement of Examination)
4	Migration Certificate in respect of distance students only.	600/- (By hand) 500/- (By post) 1000/- (Duplicate Migration Certificate)
5	Issuance of Correction Slip by CDOE	200/-
B) Fee Pertaining to Examination Wing		
1	Correction in the DMC/Degree	200/- per Certificate/Degree/Diploma
2	Duplicate Mark Sheet	400 /-
3	Duplicate Degree	700/-
4	Result Verification	500/-
5	Confidential Result	600/-
6	Change of Examination Centre	6000/-
7	Transcript Copy	500/- per Semester
C) Foreign Student Admission Processing Fee		4000/-

3. **Misconduct by Distance/Online Learners**
    The following shall amount to disciplinary misconduct:

(I)   Physical assault or threat to use physical force against any staff member of the Centre for Distance and Online Education/University.

(II)   Possession or using any kind of weapons including sticks, rods, guns, swords, knifes etc. and any kind of fireworks, crackers or any other explosives or anything which are barred by the University and/or any other law.

(III)   Any violation of the provisions of the Civil Rights Protection Act, 1976 or any other law for the time being in force.

(IV)   Practicing casteism and untouchability in any form or inciting any other person to do so.

(V) .   Drinking or smoking in the premises of the Centre for Distance and Online Education/ University.

(VI)   Any practice whether verbal or otherwise derogatory to any staff member of the CDOE.

(VII)   Behaving in a rowdy, intemperate or disorderly manner in the premises of the CDOE/University.

(VIII) Indulging in or pursuing or propagating or publishing in print/electronic/internet media any sort of activity which is detrimental to the CDOE or University or staff or faculty or other students or local community or organization or any other individual.

(IX)   Any attempt to bribe staff member of CDOE/University in any manner.

ORDINANCE
OPEN AND DISTANCE LEARNING
UNDERGRADUATE PROGRAMMES

A) This ordinance will be effective for the academic session 2020-21 onwards. This Ordinance and Regulations for distance education will govern the undergraduate programmes/courses offered by Centre for Distance and Online Education, M.D. University, Rohtak. The following programmes will be offered subject to the approval of DEB (UGC):

Sr. No.	Name of the Programme	Minimum Duration	Maximum Duration	Mode
1.	Bachelor of Arts (B.A)	3 years/ 6 Semesters	6 years	Semester
2.	Bachelor of Commerce (B.Com.)	3 years/ 6 Semesters	6 years	Semester

B) Admission:

The admission to the programmes shall be made twice a year normally in July and January (the admissions in January Cycle will not be allowed in the programme(s) where the number of applicants remains less than 30, in such cases the applicant will be considered for next Academic Session July Cycle or the fee shall be refunded to the applicant, if he/she requests in writing).

C) Eligibility for admission to Bachelor of Arts/ Bachelor of Commerce: A person who has passed the Senior Secondary Examination (10+2) from Board of School Education Haryana, Bhiwani 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 examination subject(s) combination etc. shall be notified in the prospectus as approved by the Academic Council from time to time.

D) Examination and Minimum Pass Marks:-

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 candidate will also appear in the examination as per latest syllabus applicable to the students of distance mode of that semester.

2. The semester examination will be held on such dates as may be notified by the Controller of Examinations. The tentative months for examination are as under:

Academic Session beginning	Semester	Ordinarily month of Examination
July	$1^{st}, 3^{rd}, 5^{th}$	December/ January
	$2^{nd}, 4^{th}, 6^{th}$	May/June
January	$1^{st}, 3^{rd}, 5^{th}$	May/June
	$2^{nd}, 4^{th}, 6^{th}$	December/ January

Examinations of Online Mode Programmes shall be held online.

3. The medium of instructions, paper setting by the examiner and their answers by the candidates will be as under:

Name of the Programme	Medium of Instructions and Question Paper Setting	Medium of Answers by the Candidate
i) B.A./ B.Com	Hindi and/or English	Hindi/English

4.
   i) 20% marks as specified in the scheme of examination shall be assigned for assignments. The Centre for Distance and Online Education shall be giving one assignment to the students for each paper covering entire syllabus and the students have to submit the completed assignments at respective Students Support Services Camps (SSSCs)/Learning Support Centres (LSCs) as per prescribed schedule.

   ii) The evaluation of assignment may be got done from the persons who are eligible for appointment as Assistant Professor as per UGC/University norms through Students Support Service Camps (SSSCs)/Learning Support Centres (LSCs).

   iii) If any awards/marks of assignment are not supplied by the SSSCs/LSCs within the stipulated period then the result of the candidate(s) shall be declared by proportionating the marks of concerned Theory papers in which he/she has been declared as pass. Marks of candidates having re-appear shall not be proportionate in this case.

   iv) The awards of assignments of a candidate who fails in any semester/paper(s) shall be carry forwarded to the next examination(s).

5. The candidate will be allowed to appear in the examination only if he/she has attended not less than 75% of Students Support Services Camps (SSSCs)/Programme Specific Personal Contact Programme of all the subject(s)/paper(s) opted by him/her.

6. The minimum percentage of marks to pass the examination in each semester will be
   i. 40% in each theory paper.
   ii. 40% in each Practical Examination or Viva-Voce/Project/Training Report/Dissertation where ever prescribed.
   iii. 40% in the aggregate of each theory paper and Assignment (and Practical where Practical is a component of a theory paper)

7. The assignment awards of a candidate who fails in any semester examination shall be carried forward to the next examination.

8. Soon after the termination of the examination, the Controller of Examinations shall declare the result as early as possible. The list of successful candidates after the sixth semester examination shall be arranged as under in three divisions on the basis of the aggregate marks obtained in the 1st, 2nd, 3rd, 4th, 5th and 6th semester examinations taken together and the division obtained by the candidate will be stated in his/her 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.
   c) Those who obtain less than 50% marks --Third Division

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

9. 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(s) and also for improvement of result after passing a semester examination within maximum duration of the programme as indicated in Clause A. While reappearing in to pass a semester examination, the candidate will be exempted from reappearing in the paper(s)/ practical (s) in which he/she has secured 40% pass marks.

10. 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 maximum duration of the programme prescribed in Clause A. Only improved marks (higher score) will be taken into account. The candidate will have to appear according to the current syllabus.

11. A candidate who has passed Bachelor of Art (Three Year Degree) of this University may appear in additional subject(s) prescribed for the programme, offered by the CDOE, in the subsequent examination except in the subject(s) with which he/she has already passed the programme.

12. A candidate who has passed Bachelor of Commerce may appear in additional subject(s) of B.A. Pass Programme in the subsequent examination.

13. The provision relating to grace marks, improvement and re-evaluation will be applicable on distance mode students as prescribed for the regular mode students.

14. The training report/ project report etc. where ever prescribed in the syllabus/ scheme of examinations and required to be submitted to the University must reach in the office of Controller of Examinations within 20 days after the commencement of the theory examination.

E) Promotion to Higher Semester: The candidate shall be treated as promoted to the next semester/class automatically subject to fulfilment of condition as laid down in clause D (5).

F) Miscellaneous Provisions

1. The students who are pursuing any of the programmes in M.D. University, Rohtak as a regular student and unable to continue as such on account of employment or any justified reason shall be allowed admission in same programme in 2nd, 3rd, 4th, 5th and 6th semesters of B.A./B.Com being run by the CDOE provided that the Scheme of Examinations & Syllabus is same in Regular mode programme.

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

3. The provision made for the students of the regular mode programmes will be applicable to distance mode programmes in case any of the provisions is/are not covered or provisions of CDOE are in conflict with in the above ordinance.

ORDINANCE
OPEN AND DISTANCE LEARNING & ONLINE POST-GRADUATE PROGRAMMES
Choice Based Credit System

A) This ordinance will be effective from academic session 2021-22. This Ordinance and Regulations will govern the Open and Distance Learning and Online mode post-graduate programmes/courses offered by Centre for Distance and Online Education, M.D. University, Rohtak. The following programmes will be offered:

OPEN AND DISTANCE LEARNING PROGRAMMES:

Sr. No.	Name of the Programme	Minimum Duration	Maximum Duration	Mode
1.	Master of Arts (Hindi)	2 years/4 Semesters	4 years	Semester
2.	Master of Arts (Sanskrit)	2 years/4 Semesters	4 years	Semester
3.	Master of Arts (English)	2 years/4 Semesters	4 years	Semester
4.	Master of Arts (Political Science)	2 years/4 Semesters	4 years	Semester
5.	Master of Arts (Public Administration)	2 years/4 Semesters	4 years	Semester
6.	Master of Arts (History)	2 years/4 Semesters	4 years	Semester
7.	Master of Arts (Journalism and Mass Communication)	2 years/4 Semesters	4 years	Semester
8.	Master of Arts (Economics)	2 years/4 Semesters	4 years	Semester
9.	Master of Commerce	2 years/4 Semesters	4 years	Semester
10.	Master of Science (Mathematics)	2 years/4 Semesters	4 years	Semester
11.	Master of Library and Information Sciences	2 years/4 Semesters	4 years	Semester

ONLINE PROGRAMMES:

Sr.No.	Name of the Programme	Minimum Duration	Maximum Duration	Mode
1.	Master of Science (Mathematics)	2 years/4 Semesters	4 years	Semester
2.	Master of Commerce	2 years/4 Semesters	4 years	Semester

B) Admission:

The admission to the programmes shall be made twice a year normally in July and January (the admissions in January Cycle will not be allowed in the programme(s) where the number of applicants remains less than 30, in such cases the applicant will be considered for next Academic Session July Cycle or the fee shall be refunded to the applicant, if he/she requests in writing).

C) Eligibility:

A person who has passed the Bachelor's Degree examination 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, entrance test, etc. shall be notified in the Prospectus.

Candidates placed under compartment in the qualifying examination shall not be eligible for admission.

D) Examination and Minimum Pass Marks:-

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 candidate will also appear in the examination as per latest syllabus applicable to the students of Open and Distance Learning mode/Online mode Programmes of that semester.

2. The semester examination will be held on such dates as may be notified by the Controller of Examinations. The tentative months for examination are as under:

Academic Session beginning	Semester	Ordinarily month of Examination
July	1st, 3rd	December/ January
	2nd, 4th	May/June
January	1st, 3rd	May/June
	2nd, 4th	December/ January

Examinations of Online Mode Programmes shall be held online.

3. The medium of instructions, paper setting by the examiner and their answers by the candidates will be as under:

Name of the Programme	Medium of Instructions	Question Paper Setting	Medium of Answers by the Candidate
i. Master of Arts (Hindi)	Hindi	Hindi	Hindi
ii. Master of Arts (Sanskrit)	Hindi/Sanskrit/ English	Hindi	Hindi
iii. Master of Arts (English)	English	English	English
iv. Master of Arts (Political Science)	Hindi/English	Hindi/English	Hindi/English
v. Master of Arts (Public Administration)	Hindi/English	Hindi/English	Hindi/English
vi. Master of Arts (Economics)	Hindi/English	Hindi/English	Hindi/English
vii. Master of Arts (History)	Hindi/English	Hindi/English	Hindi/English
viii. Master of Arts (Journalism and Mass Communication)	Hindi/English	Hindi/English	Hindi/English
ix. Master of Library and Information Sciences	Hindi/English	Hindi/English	Hindi/English
x. Master of Commerce	Hindi/English	Hindi/English	Hindi/English
xi. Master of Science (Mathematics)	English	English	English

ONLINE PROGRAMMES

Name of the Programme	Medium of Instructions	Question Paper Setting	Medium of Answers by the Candidate
i. Master of Science (Mathematics)	English	English	English
ii. Master of Commerce	Hindi/English	Hindi/English	Hindi/English

4.

(i) 20% marks as specified in the Scheme of Examination shall be assigned for assignments. The Centre for Distance and Online Education shall be giving one assignment to the students for each paper covering entire syllabus and the students have to submit the completed assignments at respective Students Support Services Camps (SSSCs)/Learning Support Centres (LSCs) as per prescribed schedule.

(ii) The evaluation of assignment may be got done from the persons who are eligible for appointment as Assistant Professor as per UGC/University norms through Students Support Service Camps (SSSCs)/Learning Support Centres (LSCs).

(iii) If any awards/marks of assignment are not supplied by the SSSCs/LSCs within the stipulated period then the result of candidate(s) shall be declared by proportionating the marks of concerned Theory Paper in which he/she has been declared as pass. Marks of candidates having re-appear shall not be proportionate in this case.

(iv) The awards of assignments of a candidate who fails in any semester/paper(s) shall be carry forwarded to the next examination(s).

5. The candidate will be allowed to appear in the examination only if he/she has attended not less than 75% of Students Support Services Camps (SSSCs)/Programme Specific Personal Contact Programme of all the subject(s)/paper(s) opted by him/her.

E) Promotion to Higher Semester: The candidate shall be treated as promoted to the next semester/class automatically subject to fulfilment of condition as laid down in clause D (5).

F) Miscellaneous Provisions

1. The students who are pursuing any of the programmes in M.D. University, Rohtak as a regular student and unable to continue as such on account of employment or any justified reason shall be allowed admission in same programme in 2nd, 3rd and 4th semester of post-graduate programme being run by the CDOE provided that the Scheme of Examinations & Syllabus is same in Regular mode programme.

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

3. The provision made for the students of the regular mode programmes will be applicable to Open and Distance Learning mode/Online mode programmes in case any of the provisions is/are not covered or provisions of CDOE are in conflict with in the above ordinance.

4. The intake capacity for a programme under science discipline to be offered by the Centre for Distance and Online Education shall be three times of the approved intake in conventional mode.

Appendix-C/11

Association of NCTE Approved Colleges Trust
(Regd.no. 9689/2015/SRHSR)
Registered Address: Dherian, Post: Muklan, Dist. Hisar 9354323752
nctecolleges@gmail.com, website: www.nctecolleges.com

Ref. No.....................   Dated..6/7/2022......

Honourable Vice-Chancellor,
MDU Rohtak

Sub: Problems of Education Colleges, Affiliated to MDU Rohtak.

Sir,

In continuation to our earlier representation the matter has been discussed with the special committee constituted by your goodself on 1-7-2022 at 3-00 p.m. in the committee room adjacent to Vice-Chancellor's Office. The issues were deliberated in detail and the following points needs to be addressed:

1. In some cases the experts for the Selection of various posts in College of Educations are between 9 to 40 which makes it very difficult for the institutions to arrange experts and conduct the interview in a time frame. It is requested that the selection committee may be constituted in light of the DGHE letter dated 2-7-2020.

2. That on the basis of approval of minutes of selection by the university of the teaching staff in the college, the college concerned is given one year time to complete its individual/academic approval but it is not possible to complete this process in one year, therefore, kindly extend time for completion of academic approval from one year to three years and number of facultyshould be awarded during this period.

3. That M.D.University, Rohtak has prescribed higher qualifications in a Selection of Assistant Professor in Physical Education and Visual Arts and Performing Arts and Librarian than NCTE requirements and it is very difficult for the colleges to get the qualified persons for this posts . So it is requested to adopt the NCTE qualifications for these posts.

4. It is very difficult to get   non teaching staff approved from M.D.University, Rohtak as there is a frequent movement of non-teaching staff from one college to another college. Hence it is requested the SFS Education colleges be allowed to fill the non-

teaching posts at their own as per the qualifications prescribed by the M.D.University, Rohtak.

5. There is no requirement of API Score for Principal for a B.Ed. college as per NCTE requirements the same may be allowed so that suitable person may be selected.

6. That as per MDU Rohtak EC Resolution No.39 dated 31-12-2021 of for recruitment of Teaching and Non-teaching (Administrative) Staff the bank guarantee of 2.5 lacks to 5 lacks has been imposed on the affiliated teacher Education Colleges. Thus it is requested that the time period for recruitment of teaching and non teaching staff be increased for one year and till the penalty clause be kept in abeyance.

7. That the process of staff selection for teaching and non-teaching staff has been completed when the colleges were under CRSU Jind. But after some time these colleges were re-affiliated to MDU Rohtak and the process of approval of proceedings is pending so it is requested that the cases where selection committee had met and gave its recommendations be considered by MDU Rohtak.

8. The University is requested to give the selection committee within 7 days of submission of synopses to the colleges branch.

Yours faithfully,

President

Vice-President

Committee Member 1.   2.

Copy to : Dean College Development Council, MDU Rohtak

A·R/(cc)   May forwarded the PUC to the Committee for Conductioning
filed

P·C/D C   Discussed with V.C. 06.07.22
for n/a |d|.

Prof. B. Narashimhan

REPORT OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR TO STREAMLINE THE SYSTEM OF RE-EVALUATION:

Different meetings of the Committee were held on 9.1*.2021, 3.3.2022 & 06.09.2022. The Committee after perusal of record and going through the relevant provisions of the Ordinance - Re-evaluation of Answer Scripts resolved as under:

1. The draft of the revised Ordinance - Re-evaluation of Answer Scripts is annexed as Annexure 'A'.

2. In addition, as per terms & reference of the Committee, following is recommended:

   A. Regarding framing rules for handing / receiving of answer script(s), it is proposed that:

      i) The answer scripts be handed over to the Teachers at their Departments / Colleges through a messanger after getting their signatures on office copy of forwarding letter attached with the packet of answer scripts.

      ii) The maximum period to be allowed to a teacher for re-evaluation may be reduced from existing one week.

   B. Regarding the way of preparing panel of examiners for re-evaluation alongwith modalities of updating and modifying the panels and to frame the rules for allotment of copies prescribing the limit for numbers of copies to be given to one person for re-evaluation case, it is proposed that:

      i) All regular Teachers (Budgeted /SFS) with at least three years' teaching experience may be considered as re-evaluator.

      ii) A Teacher should be restricted to re-evaluate maximum. one hundred answer scripts for PG Course and one hundred fifty other courses per session.

   C. Any other recommendations:

      i) After the re-evaluation by an examiner, if the variation of marks is more than 30% of the maximum marks, then the matter shall be referred to the concerned Head of the

Department / Director. The Head of the Department / Director shall constitute a Committee comprising three senior Faculty Members, in case where 3 senior members are not available, the same may be co-opted from other Universities / nearby colleges to examine which evaluator is at fault and give recommendations including the action to be taken against such erring evaluator(s). The action may comprise the following :-

a). Warning and debar from examinations related work for a period of one year in first instance.

b). Warning and debar from examinations related work for a period of two years in second instance.

c). Recorded warning in the 3rd instance and permanent debar from examinations related work.

ii) To ensure the time management / meeting the deadline of the re-evaluation process, effective coordination between the Re-evaluation Branch and the Secrecy Branch is of utmost importance. The supply of answer scripts from the Secrecy Branch to Re-evaluation Branch must be completed within 05 days from the date of requisition and any lapse / delay in this regard must be properly justified and recorded.

(Dr. A.S. Maan)

(Dr. Randeep Rana)

(Dr. Dalip Singh)

(Dr. Bhagwan Singh)

(Dr. Mahabir Singh Dhankar)

(Dr. Kavita Dhull)

(Dr. B.S. Sindhu)

'A'

ORDINANCE : RE-EVALAUTION OF ANSWER SCRIPTS

		Existing	Proposed
1 (a)		A candidate who wishes to seek re-evaluation of his/her answer book(s) may apply for re-evaluation to the Controller of Examinations on the prescribed application form as prescribed by the University alongwith Detailed Marks Card/Certificate in original. The students whose result is fail or reappear/ compartment shall not be required to enclose original DMC with re-evaluation form.	i) A candidate who wishes to seek re-evaluation of his/her answer script(s) may apply for online re-evaluation to the Controller of Examinations on the prescribed application form as prescribed by the University ii) The students whose result is fail or reappear/ compartment shall not be required to submit original DMC in the University. iii) If a student has obtained less than 15% marks in a particular theory course/ paper (excluding sessional/ internal marks) shall not be eligible for re-evaluation of his/ her answer script(s).
(b)		Re-evaluation is permissible in case of annual/supplementary and semester (if any) examinations conducted by this University except in the column following:	Re-evaluation is permissible in all the courses/papers conducted by this University except in the following:
	i)	All Certificates and Diploma courses except Prabhakar, Madhyama, Vishard, Vyakaranacharya, Vedacharya Sahityacharya.	i) Deleted
	ii)	Practical Examinations in different subject(s) or paper(s) sessional marks, Internal assessment, Project Report dissertations, thesis	ii) No Change

	and Viva-voce etc.	
	iii) Courses in which evaluation is done both by external and internal examiners and courses being run in the Medical Colleges.	iii) Courses in which evaluation is done both by external and internal examiners.
	iv) In case the result of any student is delayed in the process of re-evaluation he/she will not be allowed consequential benefit on the account.	iv) Deleted
	v) B. Sc. (Nursing/ Bachelor of Physiotherapy): Re-totaling of marks can only be allowed.	v) Deleted
c)	An application on the prescribed form alongwith requisite fee must reach the University office either under registered cover or be submitted personally within 30 days after the date of declaration of the result of the particular examination (for this purpose the date printed on the result/ gazette / notification shall be taken as the date of declaration) or within 30 days of the despatch of Detailed Marks Card by the University whichever is later.	i). An application form alongwith requisite fee must be submitted within 30 days after the date of issuance of DMC after declaration of result of the concerned examination failing which the case of re-evaluation shall not be processed. ii). Re-evaluation / re-checking is not allowed till the declaration of result. iii). The result of re-evaluation shall be declared within 45 working days after the last date of submission of application / re-evaluation form. iv). The result of re-evaluation will be communicated to the candidate soon after it is declared. No interim communication on the subject will be entertained.

(d)	A candidate will not be entitled to apply for re-evaluation after the expiry of the normal date mentioned in rule above, if his/her result has been delayed, D.M.C. detained on account of his / her fault, or any fault on the part of the College as determined by the C.O.E. or an officer authorised by him in this regard.	Deleted
(e)	All entries in the application form for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/ rejection of the case, if the form is not complete in all respects or not accompanied by full fee and/or Detailed Marks Card/Certificates. No change in the entries once made by the candidate shall be allowed after the receipt of the application by the University office. Ignorance of the title of any paper/subject shall not be accepted as a plea for wrong entry in the application. In case a subject consists of more than one paper and the candidate has not indicated the paper, he/she wishes to be re-evaluated or has paid a fee of Rs. 300.00 /Rs. 500.00 (For courses suchas B.A., B.Sc., B.Com. / Professional) or more but less than the fee prescribed for all the papers indicated by him, the paper(s) in which the candidate secured the minimum marks will be got re-evaluated to the extent of multiples of Rs. 300.00/Rs. 500.00 (For course such as B.A., B.Sc., B.Com. /	All entries in the application form for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/ rejection of the case, if the form is not complete in all respects and/or non-submission of Detailed Marks Card/ Certificates. No change in the entries once made by the candidate shall be allowed after the receipt of the application by the University office. Ignorance of the title of any paper/subject shall not be accepted as a plea for wrong entry in the application. Incomplete / un-filled applications shall summarily be rejected and fee paid will not be refunded.

	Professional courses respectively as the case may be).	
2.	Where the original evaluation of paper was done by the examiner concerned on the basis of the instructions issued by his Head Examiner, a copy of such instructions will be sent to re-evaluator(s). In other cases five answer books will be supplied to the re-evaluator(s) as models. While sending the answer books for re-evaluation, the title of A/book may be folded and strips of black or brown will be pasted over the marks inside, so as to hide the same from the re-evaluator(s), who will send their own awards in separate form question-wise.	2(i)All regular Teachers (Budgted /SFS) with at least three years teaching experience may be considered as re-evaluator (ii)A Teacher should be restricted to re-evaluate maximum two hundred answer scripts in PG Course and three hundred for other courses per session (iii)While preparing answer scripts for re-evaluation, adequate care be taken by concealing the marks awarded by the original evaluator.
3 (i)	If the difference between re-evaluated score and the original marks in a paper does not exceed 15% of the maximum marks of that paper, the average of the two scores will be taken as final awards. If the difference is more than 15%, the answer-book will be referred to 2nd re-evaluator and the average of best of two scores will be taken as final awards. (amended as per Resolution No.40 dated 22.12.2014).	i). If the difference between re-evaluation score and the original marks in a theory paper / course does not exceed 15% of maximum marks of concerned paper, average of two scores shall be taken as final awards. ii) After re-evaluation by the first examiner, if the difference is more than 15%, but less than or equal to 30%, the answer script shall be sent to the second re-evaluator and after evaluation of three evaluators, average of two scores which are nearer out of three scores shall be taken as final awards / score. In case, the three scores being equi-distant, average of the best two shall

			be awarded.
			(iii) After the re-evaluation by an examiner, if the variation of marks is more than 30% of the maximum marks, then the matter shall be referred to the concerned Head of the Department/Director. The Head of the Department /Director shall constitute a Committee comprising three senior Faculty Members, in case where 3 senior members are not available, the same may be co-opted from other Universities/nearby colleges to examine which evaluator is at fault and give recommendations including the action to be taken against such erring evaluator(s).The action may comprise the following: a). Warning and debar from examinations related work for a period of one year in first instance, b). Warning and debar from examinations related work for a period of two years in second instance, c). Recorded warning in the 3rd instance and permanent debar from examinations related work
(ii)	The students whose result is 'Fail' or 'Re- appear/ Compartment 'shall not be required to enclose original DMC with the Re-evaluation form. Provided that no increase or decrease will be made in the marks of those failed	Deleted	

		candidates whose result remains unchanged even after re-evaluation.	
4. (i)		The re-evaluation will be done under the rule framed by the Academic Council / Executive Council from time to time and the result of re-evaluation will be communicated to the candidate soon after it is declared. No interim communication on this subject will be entertained.	The re-evaluation will be done under the rule framed by the Academic Council / Executive Council from time to time and the result of re-evaluation will be communicated to the candidate soon after it is declared. No interim communication on this subject will be entertained.
	(ii)	The marks obtained as a result of re-evaluation of the paper(s) of the last exam. of the course concerned shall not count towards determining the position in the order of merit, distinction and award of Gold Medal.	The marks obtained as a result of re-evaluation of the paper(s) of the last exam. of the course concerned shall count towards determining the position in the order of merit, distinction and award of Gold Medal.
5.		A candidate will be permitted to see his/her answer books for identification only on payment of an additional fee of Rs. 100/- per answer-book during working hours on a written request within 15 days from the date of declaration of the result of re-evaluation.	A candidate will be permitted to see his/her answer scripts for identification only on payment of fee prescribed by the University from time to time per answer script during working hours on a written request within 15 days from the date of declaration of the result of re-evaluation.
6.		If as a result of re-evaluation, a candidate passes the examination or is placed under compartment may be allowed admission to the next higher class only if he/she is able to complete at least 50% of the total lectures/practicals delivered in the class. In addition, such a student will also be required to attend 75% lectures to be counted from the date of actual admission.	Deleted

	Such admission may be granted within 10 working days from the date of dispatch of Detailed Marks Certificate after re-evaluation, provided seats are available. However, admissions already made would not be disturbed because of the revision of result as a result of re-evaluation. No extra chance will be allowed to a candidate for clearing compartments/re-appear in lieu of any chance which he/she might have missed before declaration of the result of re-evaluation. *Note:- The Controller of Examinations will ordinarily declare the results of re-evaluation within 45 days of the beginning of the session.*	
7.	The remuneration of re-evaluation shall be as prescribed for the examination concerned, subject to a minimum of Rs. 100/- w.e.f. Oct. of 2008 for Undergraduate / Post-graduate/Professional exams. plus Postal expenses.	Deleted
8.	If the answer-book(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason the candidate concerned will be offered re-examination in that paper at next examination provided he has already obtained pass marks in that paper. If, however, the candidate does not want re-examination his previous result may stand unchanged.	8(i)To ensure the time management/meeting the deadline of the re-evaluation process, effective coordination between the Re-evaluation Branch and the Secrecy Branch is of utmost importance. The supply of answer scripts from the Secrecy Branch to Re-evaluation Branch must be completed within 05 days from the date of requisition

		No re-examination fee shall be charged from a candidate who opts for re-examination under this clause.	and any lapse / delay in this regard must be properly justified and recorded
			8(ii)The answer scripts be handed over to the Teachers at their Departments / Colleges through a messanger after getting their signatures on office copy of forwarding letter attached with the packet of answer scripts.
			8(iii)The maximum period to be allowed to a teacher for re-evaluation may be reduced from existing one week to 4 days.
			8(iv)In case, the answer-script(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at the next examination. No re-examination fee shall be charged from a candidate who opts for re-examination under this clause. However, if the candidate does not want re-examination, his / her previous result will be unchanged.
			All such lost answer scripts be reported to the Vice-Chancellor for appropriate action.
9.		If a candidate who has failed or earns compartment/re-appear in a paper(s) and has applied for re-evaluation but his result of re-evaluation is	If a candidate who has failed or earns compartment/re-appear in a paper(s) and has applied for re-evaluation but his/her result of re-evaluation is not declared

	not declared before the next examination and he appear in next examination in the paper(s) in which he had failed, the better of the two scores 'Re-appear Score' or 'Re-evaluation Score' would be taken into account.	before the next examination and he/she appears in next examination in the paper(s) in which he/she had earlier failed, the better of the two scores 'Re-appear Score' or 'Re-evaluation Score' would be taken into account.	
	INSTRUCTION: ONLY ONE FORM BE USED FOR ONE OR MORE SUBJECT(S) / PAPER(S) AND IT SHOULD BE SPECIFICALLY MENTIONED WHETHER THE CANDIDATE HAS ALSO APPLIED FOR RE-EVALUATION IN THE LOWER/HIGHER EXAMINATION IN ADDITION TO THIS APPLICATION.	Deleted	

ORDINANCE FOR DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)
w.e.f. 2022-23 Session

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

1.1 Regulations for Ph.D. Program are based on University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees Regulations, 2016) and amendments.

1.2 The ordinance shall be applicable from 2022-23. Therefore, this ordinance will not be applicable to the research scholars already registered under preceding ordinances.

1.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods.

1.4 The degree of Doctor of Philosophy (Ph.D.) may be awarded in any Faculty of the University.

1.5 Subject to the general guidance of the Academic Council, research studies in the University leading to the Degree of Doctor of Philosophy shall be regulated by the various Post Graduate Boards of Studies/relevant Board of Studies.

2. ACADEMIC ELIGIBILITY

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

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

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

OR

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

OR

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

OR

(v) For Engineering and Technology:
Master's Degree in Appropriate/Relevant Branch of Engineering & Technology (Except Bio-Tech Engineering) as per AICTE norms with atleast 55% marks in aggregate or its equivalent "B" Grade in UGC approved in subject concerned.

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

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3. APPLICATION FOR ADMISSION

3.1 The candidate shall apply for admission to Ph.D. program in a manner stipulated by the University from time to time.

3.2 Separate application form(s) shall be filled up for each subject.

4. ADMISSION PROCEDURE

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

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

4.3 Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same. In case of SC/ST of Haryana State/ Differently-abled candidates, a relaxation of 5% of 50 i.e. 2.5% will be allowed. There will be no negative marking.

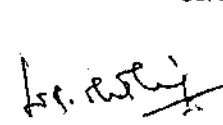4.4 **The following categories of candidates are exempted from entrance test for Ph.D. Program:**

(i) The candidates who have qualified UGC/CSIR/JRF/NET/GATE (for Engineering only)/ GPAT (for Pharmaceutical Sciences only) or any other similar examination/ SLET (Haryana State) as the case may be.

(ii) Candidates who are teacher fellowship holders/awardee of the fellowship by the DST (INSPIRE), ICMR, ICSSR or any other equivalent national level fellowship.

(iii) Candidates who have passed Ph.D. course work/M.Phil. from Maharshi Dayanand University, Rohtak.

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

5. SUPERNUMERARY SEATS

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

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

(ii) One supernumerary seat in each Department for foreign/NRI students (see Annexure 1 for NRI seat). The merit for foreign/NRI students will be prepared on the basis of marks obtained by the candidate in Post Graduate Program i.e. M.A./M.Sc./M.Com./ M.B.A./M.C.A. etc. The foreign/NRI students may complete the Ph.D. course work in regular/30 days modular capsule course work mode.

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

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(iv) One supernumerary seat in each Department for the officers working on senior Administrative posts i.e. All India Services (IFS/IAS//IPS/IRS/ and Indian Forest Service), having minimum experience of ten years on the post. If such seat(s) remain vacant in a Department, then it will go to Haryana Civil Services (HCS/HPS).

(v) One supernumerary seat in each Department for the Scientists working in Centre/State Government funded Research Labs/Institutions at the level of Scientist (E) or equivalent scale with experience of atleast 10 years.

(vi) One supernumerary seat in each Department for the Corporate Professionals working atleast at Deputy General Manager (DGM)/General Manager level (or equivalent thereof) or Deputy Director/Director (or equivalent thereof) for minimum ten years at Corporate level.

(vii) One supernumerary seat in each Department for Corporate Executive having atleast 10 years' experience in company/organization with annual turnover of atleast 300 crores and presently running their own enterprise/start-up with a minimum annual turnover of 25 lacs.

(viii) Two supernumerary seats in Department of Defence & Strategic Studies and one each in other Departments of the University for Commissioned Officers of ten years' experience in Defence Services.

(ix) One supernumerary seat each in the Department of Law (UTD and MDU-CPAS) is earmarked for admission to the candidates who are Judges of High Court/Supreme Court. There shall be no requirement of service length for Judges of Supreme Court/High Court.

(x) One supernumerary seat each in the Department of Law (UTD and MDU-CPAS) is earmarked for admission to the candidates who are in the Haryana State Superior Judicial Services i.e. ADJ and DJ.

(xi) One supernumerary seat each in the Department of Law (UTD and MDU-CPAS) is earmarked for admission to the candidates who are State Govt. Judicial officers. The judicial officers are required to have minimum seven years' experience in their service. There shall be no requirement of service length for Superior Judicial Services.

(xii) One supernumerary seat in each Department for Single Girl Child of State of Haryana.

(xiii) One Supernumerary seat in the Department of Journalism and Mass Communication for a senior level journalist who has been continuously working under the latest wage-boards of the Govt. of India as a regular permanent employee of reputed media organisations for a minimum of 15 years, with State/PIB accreditation.

Note:
If a seat in any of the categories (ix) to (xi) above remains vacant, the same will be allocated to the other such categories in the order of preference from (ix) to (xi).

The following conditions apply with regard to supernumerary seats:
a) Applicants (except foreign candidates/NRIs) are required to appear in the entrance examination except the candidates who are exempted from entrance test under clause 4.4 of this Ordinance.
b) The admission will be subject to the availability and consent of Supervisor. Number of seats under a supervisor should remain within limit as per Clause 12 of the Ordinance.
c) The HOD's/Directors will ensure that Ph.D. student admitted under supernumerary category must complete any one of the following teaching-learning plan (at least 6 hours of teaching per day) which may be a blend of online-offline mode with prior approval of the Vice-Chancellor:
d) The HOD/Director will also ensure that the required number of total teaching and

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learning hours as per credit scheme of Ph.D. program are completed by candidates under supernumerary category

A 30 days' modular Ph.D. Course work, which may be a weekend program, spread over the whole semester with teaching-learning and evaluative arrangements to be made by the concerned Head of the Department. (OR) A 30 days' modular Ph.D. Course work customized for the proposed researcher by the Head of the Department in consultation with course-in charge. The above 30 days' modular Ph.D. course work is also applicable on Assistant Professor(s) on Contract/Resource Person(s) working in MDU, Rohtak.

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

Admission to Ph.D. program will be offered to candidates who have qualified as JRF (entitled for scholarship)/teacher fellowship holders/ awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship with the validity period. The candidates of above category may join Ph.D. program in the University on the recommendations of the concerned Supervisor (provided he/she does not exceed the limit as mentioned at Clause12) and the Head of the Department concerned any time during the academic session and will complete the Ph.D. course work in the subsequent session. He or She will apply through prescribed application form given in the prospectus. The JRF candidates will complete their Ph.D. Course Work as per University cycle for Ph.D. Course Work.

7. **CRITERIA FOR PREPARING MERIT LIST (including Supernumerary Category)**

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

a).   70% marks of the percentage of marks obtained in the entrance test.

OR

Weightage of 50 marks to those candidates who have passed JRF.

OR

Weightage of 45 marks to those candidates who have passed NET/GATE (for Engineering only)/GPAT (for Pharmaceutical Sciences only)/SLET (Haryana State only).

OR

Weightage of 40 marks to those candidates who have passed M.Phil./Ph.D. course work examination of Maharshi Dayanand University, Rohtak.

b)   5% Marks of the percentage of marks in the Under Graduate Examination.

c)   2.5 Marks to the candidates having passed UG examination with Honors in the concerned subject

c)   10% Marks of the percentage of marks in the Post Graduate Examination.

d)   2.5 Marks for University Gold Medal in the qualifying examination of concerned subject.

e)   10 Marks for Interview (5 marks for domain knowledge and 5 marks for research aptitude)

Note:

i) The merit of the candidates who are availing weightage of JRF/NET/GATE/GPAT will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.

ii) If two or more candidates secure identical marks in the merit, the candidate senior in age will be given preference.

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

7.3 **Admission Committee: -**

Admission Committee will consist of Head of the Department/Director (Chairman) and two Professors, one Associate Professor and one Assistant Professor by seniority and rotation. The Admission Committee shall also include two external experts nominated by the Vice-Chancellor. The interview shall be held only in the presence of atleast one external expert. All members must satisfy eligibility conditions to be Ph.D. supervisor. If a Department/Centre/Institute does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department /Centre/Institute does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members, which shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department/Director from amongst the teachers of the concerned/relevant Faculty. One faculty member belonging to SC Category shall be included by all the Departments in the Admission Committee. In case, where there is no faculty member from SC Category in the department, then one faculty member belonging to SC Category from other department preferably from the same faculty will be co-opted as a Special Invitee.

8. COURSE WORK

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

8.2 Each theory paper shall have an internal assessment of 20 % marks. It shall comprise of two written assignments and two presentations of 05% marks each. The concerned teacher/Head of the Department shall maintain the record on the basis of which internal assessment has been awarded for atleast three months after the declaration of results.

8.3 The candidates who have obtained M. Phil degree through regular mode from UGC approved university as per UGC norms shall be exempted from the Ph. D course work.

8.4 Every candidate shall be examined in the courses(s) as per criteria laid down in the scheme of examination approved by the Academic Council from time to time except the candidates who are exempted from the Ph.D. course work.

8.5 The amount of the examination fee to be paid shall be governed by the rules as applicable from time to time.

8.6 The candidate will be allowed to appear in course work examination, if he/she meets the following requirements:

(i) Bears a good moral character.

(ii) Has been on the rolls of Department/Institute during the concerned semester.

(iii) Has attended not less than 65% of lectures delivered in theory course and 75% in practicals.

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- Self-illness;
- Illness/death of parents, brother, sister or any other close family member;
- Any other reason beyond the control of the student to the satisfaction of the Head/Director of the Department/Institute/Centre.

8.7 The minimum pass marks shall be:
  (a) 50 % marks in each course of Ph. D course work.
  (b) 55 % marks in overall aggregate.

8.8 A candidate who fails to pass or having been eligible fails to appearing the examination will be allowed to clear the re-appear paper(s) in consecutive two chances in December/May on such dates notified by the University. In reappear cases, the student will be exempted to appear in such papers in which he/she has obtained 55 per cent marks.

8.9 The internal assessment awards of a candidate who fails in examination shall be carried forward to the next examination.

8.10 If a candidate fails to pass Ph.D. course work examination within the time stipulated in Clause 8.8 above, his/her admission to Ph.D. program shall be cancelled.

8.11 The Controller of examination shall publish a list of candidates who have passed the Ph.D. course work examination.

9. PROCEDURE FOR REGISTRATION

9.1 The following categories of candidates from among those admitted to Ph.D. program are eligible to apply for registration to Ph.D.:
  (a) who are exempted from Ph.D. course work in terms of Clause 8.3
  (b) who have passed Ph.D. coursework of the University in terms of Clause 8.7

9.2 **The Departmental Committee and its Functions**
The Departmental Committee shall be constituted as per Ph.D. Ordinance Clause 9.6 (i & ii). The proposed supervisor (if the Supervisor is from affiliated College/Institutes) 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. It shall have the following functions:
  (i) To allocate Supervisor to a student eligible for Ph.D. registration keeping into consideration the research interest of the student and consent of the supervisor.
  (ii) To constitute the Research Advisory Committee (RAC) for each candidate on the recommendation of the Research supervisor.
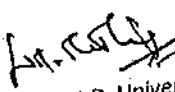
9.3 **Research Advisory Committee and its Functions**
A Research Advisory Committee (RAC) shall consist of the following:
  i) Concerned Supervisor (Convener).
  ii) One Professor (Member). In case of non-availability, a Professor from related/allied discipline may be co-opted.
  iii) One Professor/Associate Professor/Assistant Professor from the faculty members of the concerned or related Department, preferably in the related research area (Member).

9.4 The Research Advisory Committee shall have the following functions:
  i) To review the research proposal and suggest the topic of research

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

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

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

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

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

    a.   Director, UIET

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

    c.   All Professors, Associate Professors and Assistant Professors of Applied Sciences working in UIET.

(iii)The registration to Ph.D. Program for non-science subjects in UIET, shall be handled by the concerned University Teaching Department and the Degree shall be awarded by the concerned Faculty.

9.7 (i) A copy of the synopsis/research proposal of each applicant shall be sent to all the members of the RAC by its Convener, under intimation to the Head of the Department/Director, at least seven days before the meeting. The candidates will be invited to defend their synopsis/research proposal before the RAC.

(ii) The RAC may:
Recommend the research proposal in its original form to Departmental Research Committee (DRC) for its consideration.

OR

Recommend the research proposal with amendments to Departmental Research Committee (DRC) for its consideration.

9.8 (i) Head of the Department/Director of the Institute shall place the application(s) along with the recommendations of the RAC before the Departmental Research Committee

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(DRC). The candidate(s) will also be invited to defend their synopsis/research proposal(s) before the DRC which shall consist of the following:

(a) Head of the Department concerned/Director of the Institute/Centre - Chairperson

(b) All Professors and Associate Professors of the concerned Department/ Institute

(c) One Assistant Professor (eligible to be appointed as Ph.D. Supervisor) from the Department/ Institute to be nominated by the HOD/ Director by rotation for a period of two years.

(d) Two outside experts to be nominated by the Vice-Chancellor for a period of two years out of the panel of six experts recommended by the Departmental Committee.

(e) Dean of the Faculty.

(f) Supervisor of a candidate if he/she is not a member of DRC (Special Invitee)

(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.

(f) Supervisor of a candidate if he/she is not a member of DRC (Special Invitee)

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

Note:

a) In no case, there shall be more than one Co-supervisor.

b) The qualifications for a Co-supervisor will be the same as prescribed for the Supervisor.

c) The whole process of holding the meetings of the Research Advisory Committee, Departmental Research Committee and the PGBOS/BOS

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shall normally be completed within 3 months of the last date of receipt of application for Ph.D. registration in each cycle. In case the department is not able to meet the deadline the HOD would seek extension with valid reasons for not completing the registration process within a stipulated time from Vice Chancellor.

9.10 (i) The recommendations of the DRC for Ph.D. registration shall be placed before the PGBOS/BOS for its consideration and recommendation.

(ii) The recommendations of PGBOS/BOS shall be placed before the Academic Council for its consideration and approval.

(iii) DRC and PGBOS can be held on all days except gazetted holidays and Sundays.

9.11 After the approval of the Academic Council, the candidate shall pay the registration fee etc. within a month of the date he/she is directed to deposit fee failing which his/her registration may stand cancelled automatically. However, the Vice-Chancellor may extend this period in special circumstances with late fee as prescribed by the University from time to time.

9.12 The date of registration of the research scholar shall be the date on which the PGBOS/BOS recommends the registration of the candidate.

In case of Research Scholar(s) with JRF from any funding agency such as UGC/ DST/DBT/CSIR etc., the date of joining/provisional admission in the Department/ Institute for Ph.D. Program shall be considered as date of registration only for the purpose of uploading/communicating the Master Data in the concerned funding agency for grant of fellowship.

9.13 The list of Ph.D. registered students will be uploaded on the University website by the Registration and Scholarship (R&S) branch of the University. The list shall include the name of the registered candidate; topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

10. TOPIC MODIFICATION

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

11. QUALIFICATIONS OF THE SUPERVISORS

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

OR

A regular teacher appointed through duly constituted selection committee and approved by the University possessing a doctoral degree and at least three years of PG teaching experience in the concerned subject after acquiring Ph.D. in a PG College /Institute* affiliated to MD University and having published at least two research papers indexed in Scopus/Web of Science/UGC-CARE listed journals. Before allotting Supervisors/Co-Supervisors from PG Colleges/Institutes, the concerned Head of the

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Department/Director must get a certificate from the Principal of the College concerned with an undertaking that the College has requisite research facilities and same will be provided to the research scholars.

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

(i) In case of Science and Technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar alongwith computer facilities and essential software, and uninterrupted power and water supply;

(ii) Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;

(iii) Colleges may also access the required facilities of the neighbouring institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/ Organizations which have the required facilities.

(iv) A three-member committee from the concerned Department to be constituted by the Vice-Chancellor will verify the facilities available in the college/Institute. The report of the committee will be considered by the Departmental Committee comprising faculty eligible to guide Ph.D.

NOTE:

a) The eligibility of the supervisor will be ascertained by the Departmental Committee.

b) Three years teaching experience may be relaxed in case of those teachers who have been allotted research projects by National/International funding agencies where there is a provision for appointment of project fellow(s), so as to allow him/her to register that project fellow.

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

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12. NUMBER OF RESEARCH SCHOLARS

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

Designation	University appointed teachers		Teachers of Affiliated Colleges/ institutions
	Maximum number of seats	Number of seats for admitting Supernumerary/JRF candidates*	
Professor	8	2	5
Associate Professor	6	2	4
Assistant Professor	4	2	3

*The university teacher can take the candidates again under this category only after completion of Ph.D. of registered candidates against Supernumerary/JRF category.

In case of University appointed teachers, atleast 50% Research scholars should be registered under a supervisor at a given point of time except under exceptional circumstances beyond control. The Vice-Chancellor may allow an additional seat beyond the sanctioned intake to a Supervisor on the recommendations of P.G. Board of Studies/Board of Studies on genuine grounds in exceptional circumstances. However, this additional seat will be adjusted as and when any of his/her candidates submits thesis.
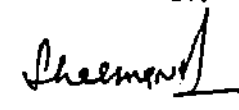
NOTE:

i) In case where a Supervisor is working as Co-supervisor of a Research Scholar for the purpose of the limit as referred to in the above Clause, the number in each such case shall count as half (1/2) both for Supervisor/ Co-Supervisor.

ii) The supervisor who offered the Ph.D. seats for a particular session must register the candidates as per his/her offer.

iv) If 0.5 vacant seat is available under a supervisor, then the seat will be counted as one seat for the purpose of advertising the same for admission to Ph.D. Program.

v) The Faculty members of the M.D. University who want to become co-supervisor for Ph.D. Program in other University should fulfil the following conditions:
a) Should get NOC from M.D. University, Rohtak.
b) The half seat will be counted for each supervision.
c) The number of seats including the seat offered as co-supervisor should not exceed the total permissible intake as prescribed in the Ordinance.

13. CHANGE OF SUPERVISOR

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

A)

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

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Website: www.mdu.ac.in

ii) By mutual consent of both the Supervisor and the Research Scholar.

OR

iii) In case of extreme hardship where it becomes almost impossible for a candidate to work/continue his/her research work with the Supervisor or in case the Supervisor or the candidate requests for the change of Supervisor on valid/genuine grounds. Such requests will be submitted to the Head of the Department/Director/Chairperson, Board of Studies, who will put the matter before the Departmental Committee as well as the concerned PG BOS/BOS. However, the change in such cases will be allowed after the approval of the Academic Council

B) The Co-supervisor can be added within two years of Registration of a candidate to Ph.D. Program as per the need and recommendations by RAC/PGBOS/BOS.

14. PERIOD OF WORK

14.1 Every candidate admitted for Ph.D. program shall be required to pursue his/her research work atleast for two years from the date of registration.

14.2 Every Research Scholar will be required to remain in interaction with his/her Supervisor/Co-Supervisor for a minimum period of 120 days after Ph.D. registration. However, in case science/technology subjects where laboratory work is involved the research scholar will be required to stay at Rohtak or at place where his Supervisor/Co-supervisor is working for a minimum period of 120 days after Ph.D. registration. The concerned Supervisor/Co-Supervisor shall issue a certificate to this effect.

14.3 No research scholar shall join any other course of study or appear in any other examination conducted by any University leading to the award of Degree during the period of his/her study, otherwise his/her registration for Ph.D. will be cancelled by the Vice-Chancellor on the recommendations of the P.G. Board of Studies/Board of Studies. The action of the Vice-Chancellor in such cases will be placed before the Academic Council for information.

14.4 A research Scholar can join part time/evening course in a Foreign Language or any knowledge/skill enhancement/ value-added Diploma/Certificate course along with Ph.D. program.
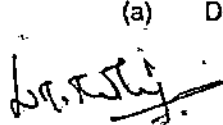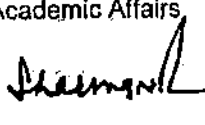
15. MEDIUM

The medium of instructions and examination shall Hindi/English/Sanskrit as prescribed by the concerned Faculty.

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 alongwith required annual fee.

16.3 The Research Supervisor shall place the report before the Research Advisory Committee in its meeting to be held preferably in the month of August/February. The research scholar shall also be invited to make a presentation before RAC of the

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

16.4 In case the progress report/presentation of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures and will communicate the same to the student concerned. After giving proper opportunity to the scholar if the student fails to implement suggestive/corrective measures, the RAC will send the recommendations to the P.G. Board of Studies/Board of Studies for cancellation of the registration. The recommendations of the PGBOS/BOS will be forwarded to R & S branch through concerned Dean of the Faculty.

16.5 Ph.D. student shall publish minimum two research papers (at least one should be published and other may be in press/accepted) from his/her research work of which atleast one should be in Scopus/Web of Science indexed journals. The publication in UGC-CARE listed journals is permissible only if the number of journals available in Scopus/Web of Science in a particular subject is less than one hundred. The research scholar shall invariably, be first author and supervisor/co-supervisor/research guide shall be the author in atleast two research papers. In addition, a research scholar will make two paper presentations in conferences/seminars before the submission of the thesis.

The proof of publications and paper presentation must be appended with the thesis.

16.6 Ph.D. scholars shall be required to attend at least one workshop of one-week duration on research methodology/academic writing/ data or statistical analysis and research related issues. Participation certificate will have to be submitted as proof of having attended it.

16.7 Prior to the submission of the thesis, the scholar shall give a pre-submission seminar in the Department before the Departmental Committee which shall also be open to all faculty members and research scholars. The feedback and comments obtained from them may be suitably incorporated into the thesis.

16.8(i) Every candidate shall submit his/her thesis within a period of four years from the date of his/her registration to Ph.D. program, failing which his/her registration to Ph.D. program shall stand cancelled unless this period is extended by a maximum of two years by the Vice-Chancellor but not for more than one-year at a time, on the recommendations of the Supervisor, the Head of the Department and Dean of the Faculty for valid reasons to be recorded.

(ii) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two additional years. The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

(iii) The researcher will have to apply for extension well before the expiry of permissible period including extension. If the researcher still fails to complete his/her research work within the extended period and requires more extension, his/her request can be forwarded on the prescribed form duly recommended by the Supervisor, Head of the Department and Dean of the Faculty concerned requesting the Vice-Chancellor to grant extension after six years. It will be the prerogative of the Vice-Chancellor that he/she may refer the matter to a Committee comprising the following for consideration of the request of the candidate:

(a) Dean Academic Affairs,

(b)   Dean of the Faculty concerned

(c)   HOD/Director Concerned

(d)   Supervisor of the candidate

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

17. CANCELLATION OF REGISTRATION

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

18. APPOINTMENT OF EXAMINERS

18.1 (i) After giving pre-submission seminar, the research scholar may make a request for the appointment of examiners along with an abstract of the thesis duly certified by the Supervisor that his/her research work is complete and ready for submission. The P.G Board of Studies/Board of Studies shall recommend a panel of eight external examiners who shall not be below the rank of Professor to evaluate the thesis. The chairperson will certify that no external examiner in the panel is below the rank of Professor. Ph.D. pre-submission seminar can be held during vacations/ summer, winter breaks on all days except gazetted holidays and Sundays.

(ii) However, the Board of Studies while recommending the panel of examiners may ensure that the proposed examiners are from the area of specialization of the Ph.D. thesis. The Board of Studies may ensure that 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**

Note: The Research scholar along with his/her Supervisor may reproduce the material extracted verbatim from the thesis for publication or author's personal use provided that the source and the university's copyright notice are indicated.

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 except theory and methodology. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library which will perform the final check.

20.5 The final Plagiarism check from the University library is essential so that the correct report is submitted at the time of thesis submission.

20.6 The University Library will issue the Plagiarism Verification Certificate duly countersigned by the Supervisor that the similarity index is acceptable as per UGC guidelines applicable from time to time and adopted by the University. This certificate has to be included in the thesis.

21. FEE FOR Ph.D. Course Work

The fee for Ph.D. Coursework shall be applicable as mentioned in the Prospectus for admission to Ph.D. Program

22. CHECKLIST OF DOCUMENTS

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

i) Declaration from the candidate, as specified in Clause 19.7

ii) Research publications, as specified in Clause 16.5

iii) Research paper presentation certificate in an International/ 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.

23. EVALUATION OF THESIS

23.1 The thesis shall be evaluated by two external examiners appointed by the Vice-Chancellor out of the panel of external examiners already approved by PG

M.D. University, Rohtak (Haryana) - 124001

Website: www.mdu..

BOS/BOS. At least one external examiner shall be from outside the State or Country. The examiners shall be requested to send their reports within one month.

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

a) The thesis be accepted.

OR

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

OR

c) The thesis be rejected

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

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

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

23.5 The examiners shall send a set of questions along with the report that they would like the research scholar to answer in the viva-voce examination.
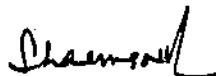
23.6 A research scholar whose thesis is rejected shall not be registered again for Ph.D. with the same topic.

24. VIVA-VOCE EXAMINATION AND AWARD OF DEGREE

24.1 The viva-voce examination shall be held by a Board of Examiners consisting of Supervisor and one of the external examiners who evaluated the thesis, to be nominated by the Vice-Chancellor, within a period of one month of the receipt of reports of evaluation of the thesis. In the event of non-availability of Supervisor with cogent reasons, in conducting viva–voce, the concerned Head of the Department shall act as supervisor.

In case, both the external examiners who evaluated the thesis are unable to conduct the viva-voce, the Vice-Chancellor shall appoint another external examiner out of the panel to conduct the viva-voce. The viva-voce shall, unless ordered otherwise by the Vice-Chancellor, be held at Rohtak in the Department concerned. The date, time and the subject of the thesis shall be notified by the Head of the Department among the teachers and the research scholars of the concerned Faculty, who may be permitted to be present at the time of the viva-voce, but they shall have no right to put any question to the examinee. Viva-voce can be conducted through skype/video conferencing in normal course/circumstances or if the scholar and/or the external examiner are abroad and unable to come for viva-voce, upon their request, with the permission of Vice-Chancellor.

24.2 The reports of the examiners on the thesis as well as on the viva-voce shall be placed before Research Degree Committee (RDC) consisting of the Vice-Chancellor, Dean Academic Affairs, the Dean of the Faculty, the Head of the Department concerned and

Controller of Examinations within one month of the viva-voce. In the absence of the Vice-Chancellor, the Dean Academic Affairs shall Chair the meeting. Either of the Vice-Chancellor or the Dean Academic Affairs should be there to form the quorum. At least three out of five members will form the quorum of the meeting. If the RDC desires, the Supervisor and the Research Scholar may be asked to appear before the Committee. The Controller of Examinations shall issue the notification of the award of Ph.D. Degree after clearance of the case by RDC.

24.3 If the Dean of the Faculty or Head of the Department somehow is not able to participate in the meeting, the Vice-Chancellor will co-opt any other senior member of the Faculty, in their place.

24.4 Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy (pdf file) of Ph.D. thesis to UGC within a period of thirty days for hosting the same on INFLIBNET which shall be accessible to all Institutions/ Universities.

24.5 Along with the Degree, the University shall issue a certificate certifying that the degree has been awarded in accordance with the provisions of the Ph.D. regulations of the UGC.

25. PUBLICATION OF THESIS

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

(a)	Dean of the Faculty -	Chairperson
(b)	Head of the concerned department -	Member
(c)	Supervisor of the Research Scholar -	Member

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

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

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

Following will be covered under this category:

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

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

MAHARSHI DAYANAND UNIVERSITY ROHTAK

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

Appendix-C/4

No.AC-VI/22/ 17378-17418
Dated: 31|08|2022

To

1. All the HoDs/Directors,
   of the UTDs/Institutes,
   M.D.University, Rohtak.
2. The Incharge (MDU-CPAS),
   Gurugram.

Sub: Ordinance for Value Added Courses and request for syllabus of Value Added Courses to be introduced w.e.f. 2022-23 session.

Dear Sir/Madam,

I am directed to enclose herewith a copy of the Ordinance for the Value Added Courses (for the introduction of value added courses w.e.f. 2022-23) duly approved by the Vice-Chancellor in anticipation approval of the Academic Council/Executive Council. A Reference list of Courses is also enclosed.

You are requested kindly to identify at least 01 value added course each for even and odd semester from the attached list or any other value added course and send the name of the value added course(s) along with their syllabus on or before 15/09/2022 to this office as well as in soft copy, so that it can be introduced w.e.f. 2022-23 session.

Kindly treat this as **Most Urgent**.

Encl:- As above

Superintendent (Academic)
31|08|2022

Endst. No.AC-VI/22/ 17419 – 17422   Dated: 31|08|2022

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

1. Director (IQAC), M.D.University, Rohtak
2. OSD/PA to Vice-Chancellor/Dean Academic Affairs/Registrar (for kind information of Vice-Chancellor/Dean Academic Affairs/Registrar), M.D.University, Rohtak.

Superintendent (Academic)
31|08|2022

MINUTES OF THE MEETING OF COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR TO FRAME THE ORDINANCE OF VALUE ADDED COURSES HELD IN THE OFFICE OF DEAN ACADEMIC AFFAIRS, M.D. UNIVERSITY, ROHTAK ON 12-08-2022 AT 2.30 PM
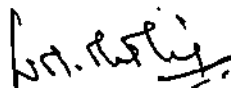
The following members were present

1.	Prof. Nov Rattan Sharma, Dean Academic Affairs	Convener
2.	Prof. A.S. Maan, Dean Faculty of Physical Sciences	Member
3.	Prof. Narasimhan B, Director IQAC	Member
4.	Prof. Harish Dureja, Dept. of Pharm. Sciences	Member

The committee deliberated over the issue in light of the fact that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self-employment sectors i.e. Value added courses help students to equip the students with essential skills for employability and to succeed in life. The committee prepared the ordinance for Value Added Courses (Annexure A).

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

(Nov Rattan Sharma)   (A S Mann)   (Narasimhan B)   (Harish Dureja)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
ORDINANCE FOR VALUE ADDED COURSES

Globalisation of education and economy has led to reorient and reshape its policies to make the current Indian Higher Education System more relevant and career-oriented with focus on quality and excellence. It is envisaged that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self-employment sectors. Many a times, the defined skill sets that are being imparted to students today with Program Specific Objectives in educational institutions become redundant sooner than later due to rapid technological advancements. No university curriculum can adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes. Value added courses help students to equip the students with essential skills for employability and to succeed in life i.e. these courses ensure the development of soft skills of the individual.

Teaching departments of the university shall offer value added courses (VAC) which stand independent to the normal credit courses offered for a program of the department. These courses may be conducted by experts within and outside the university and may be conducted on holidays or after class hours or week ends. The courses will enable students stand apart from the rest in the job market by adding further value to their resume and improve their employability quotient considering their areas of interest and aptitude.

OBJECTIVES OF VALUE ADDED COURSES (VACS)

* To provide students an understanding of the expectations of industry.
* To improve employability skills of students.
* To bridge the skill gaps and make students industry ready.
* To provide an opportunity to students to develop inter-disciplinary skills.
* To mould students as job providers rather than job seekers.
* To enable the students to face the formidable challenges of the future.

1

COURSE DESIGNING

The department interested in designing a Value Added Course should undertake Training Need Analysis, discuss with the generic employers, alumni and industrial experts to identify the gaps and emerging trends before designing the syllabus. Teaching departments of the university shall offer value added courses (VAC) which stand Independent to the normal credit courses offered for a program of the department. Appropriate pedagogical methods would be adopted depending upon the nature and content of the course. It is to be noted that the Value added course offered should not be a course listed in the regular curriculum of any program.

Duration: The duration of value added course is of minimum 30 hours with a proposed combination of 60% theory and 40% practical/Experiential learning or as desired by the concerned course co-ordinator to encourage the experiential learning. However, the combination of theory and practical shall be decided by the course coordinator(s).

Coding of value added courses

A unique course code is to be given for each course. The coding to be done in consultation with the IQAC.

Coding of value added courses should be made as below.

For Example the nomenclature of 22VACEDC1
22 (2022-23)- VAC - (Value Added Course)-ED-(Education)-C1 (Course Number 1)

The template for syllabus for value added course is given as Annexure B.

SCREENING OF PROPOSAL OF VALUE ADDED COURSES

The Course Coordinator(s) should submit the proposal to the Director IQAC in the prescribed template. The Director IQAC shall place the proposal before the following screening committee and also invite the course- coordinator for the presentation of the proposal before the committee.

- Dean Academic Affairs (Chair)
- Dean of the concerned faculty (if applicable)
- Head/Director of concerned UTD/Centre/Institute.
- Director, IQAC – (Member Secretary)

Final recommendation of the committee shall be forwarded to the Vice-Chancellor for consideration and approval.
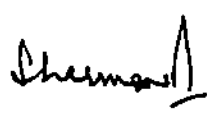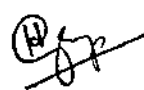
2

GUIDELINES FOR CONDUCTING VALUE ADDED COURSES:

Value Added Course is not mandatory to qualify for any programme and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. It is a teacher assisted learning course open to all students without any additional fee.

- The Head of the department/Director will appoint a course coordinator for the smooth conduct of the value-added courses (VAC).

- Classes for a VAC shall be conducted during the RESERVED Time Slot in a week or beyond the regular class hours. The value added courses may be also conducted during weekends / vacation period. The value added course may be conducted offline/online or hybrid mode.

- A student shall be permitted to register only one Value Added Course in a Semester.

- The course can be offered only if there are at least 10 students opting for the course and the maximum intake of 40/VAC.

- The students may be allowed to take value added courses offered by other departments after obtaining permission from the concerned course coordinator.

- The students may also allowed to select the courses of value addition in nature with the permission of concerned HOD/Director from SWAYAM or any other UGC recognized portal which shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree.

ADMISSION AND ATTENDANCE

1. The list of Value-Added Courses along with the syllabus shall be displayed in the University Website.

2. A student shall register for a Value-Added Course offered during the semester by submitting the duly filled in registration form.

3. The HOD/Director shall segregate according to the choice opted and the final list be submitted to the university

4. The course coordinator in the respective departments shall be responsible for the maintenance of attendance and assessment record for candidates who have registered for the course.

3

5. The Record shall contain details of the students' attendance, marks obtained in the Internal Assessment Tests, Assignments and Seminars.

6. At the end of the semester, the record shall be duly signed by the Course coordinator and the Head of the Department and placed in safe custody for any future verification.

7. Each student shall have a minimum of 65% attendance failing which he or she will not be permitted to write the terminal examination. Relaxation in shortage of lectures upto 20% will be allowed by the concerned coordinator on the grounds detailed in the common CBCS Ordinance of the University.

EVALUATION

The value added course shall carry 50 marks with 40% Continuous Internal Assessment and 60% End Semester assessment or as recommended by the screening committee to encourage the experiential learning. The evaluation is to be done by the internal examiner only.

Continuous Internal Assessment (CIA)

The CIA shall be a combination of a variety of tools such as class test, assignment, seminars, and viva-voce that would be suitable to the course. The internal assessment shall be done based on the performance in the two Continuous Internal Assessment Tests of 10 marks each (Test I and Test II = 10 x 2 = 20 marks). Two CIA Tests shall be conducted preferably one in the middle and the other at the end of the course by the Department concerned. CIA Test-I will cover the syllabus of the first unit while CIA Test-II will cover the second unit. The duration of assessment is one hour each. The pattern of question paper will be decided by the respective faculty. For the CIA Tests, the assessment will be done by the Course Teacher. A student cannot repeat the CIA Test-I and CIA Test-II. However, if for any valid reason the student could not attend the test, the prerogative of arranging a special test lies with the teacher in consultation with the Head of the Department.

Final Examination

The final examination will be conducted as per the schedule notified by the concerned course coordinator in coordination with the controller of examination. A candidate who does not pass the examination shall be permitted to reappear in such course(s) that will be held in the subsequent semester/year. The final Examination will be of two hours duration and will cover the remaining three units syllabus of the course. The Question Papers will be

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framed to test different levels of learning based on Bloom's taxonomy viz. Knowledge, Comprehension, Application, Analysis, Synthesis and Evaluation/ Creativity. The total marks for the end semester examination is of 30 marks.

Passing Requirement and Awarding Certificate:

- The passing requirement for value added courses shall be 40% of the marks prescribed for the course (separately for both continuous assessment and terminal assessment)

- The grades obtained in VACs will not be included for calculating the CGPA of the regular course the student is undergoing

- On successful completion of the VAC, the student will be issued certificate duly signed by the HOD/Director, Course Coordinator and Controller of Examination (Annexure B).
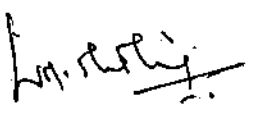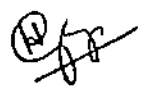
Grading system:

The grading system with the following letter grades is to be implemented in awarding the grades.

Interval of Percentage of Marks	Grade
>or=85 but <or=100	O (Outstanding)
>or=75 but <85	A+ (Excellent)
>or=65 but <75	A (Very Good)
>or=55 but <65	B+ (Good)
>or=50 but <55	B (Above Average)
>or=41 but <50	C (Average)
40	P (Pass)
Less than 40	F (Fail)
	Ab (Absent)

HONORARIUM:

An honorarium of Rs.7,500 per VAC shall be admissible to the course coordinator. If there is more than one course coordinator, it shall be shared proportionally. The fund required to meet honorarium, shall be met from Salary to Contract/Guest Faculty in the budget allocated.

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TEMPLATE FOR SYLLABUS - VALUE ADDED COURSE

Name of the Department/Centre/Institute		Name of course Coordinator(s)	
Name of the Value Added Course		Course Code	22VAC--------
Duration of Course	30 h	Credits	2
Max. Marks.	50	Time of end term examination	2 Hours

Note: The questions from Unit-I and Unit-II have to be covered in Continuous Internal Assessment (CIA) – I and CIA-II respectively. The examiner has to set a total of six questions (two from unit III, IV and V) and the candidate has to attempt one question each from each unit (3 x 10 = 30 marks)

Course Objectives:
1.
2.
3.
4.
5.

Course Outcomes:
1.
2.
3.
4.
5.

Unit – I (6 h)

Unit – II(6 h)

Unit – III(6 h)

Unit – IV(6 h)

Unit –V(6 h)

References:
1.
2.
3.
4.
5.

6

Sr. No............................

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. 25 of 1975)
NAAC Accredited 'A⁺' Grade

Photograph
of student

This certificate is awarded to

Mr./Ms. --- of

---------------------Semester for successfully completing the Value

Added Course on-- with

----------Grade   in   the   Department/Centre/Institute

(Course Coordinator)   (HOD/Director)   (Controller of Examination)
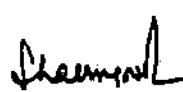
LIST OF SUGGESTED VALUE ADDED COURSES

Sr. No.	Faculty	Dept/Centre/Institute	Name of the Value Added Course	Course Code
1	Education	Physical Education	Development of Concentration and Memory – Application of 'Raja Yoga'	
2			Self Defence for Girls	
4			Health and Lifestyle	
5			Life Skills and Moral Value Education	
6		Education	Intensive English Training	
7			Creative Crafts	
8			Web 3.0 Tools for Prospective Teachers	
9			E-content Development	
10			Technical Writing	
11	Interdisciplinary Studies	Centre for Yogic Studies	Yoga and Meditation	
12	Law	Law	Conflict Resolution	
13			Gender in Contemporary times	
14	Management Sciences & Commerce	IMSAR	Digital Marketing	
15			Leadership in Organizations	
16			Introduction to Qualitative ResearchMethodology	
17			Knowledge Management	
18			Diploma in International Business	
19			Corporate Skills for Executives	
20			Strong Work Ethics	
21			Innovation Management	
22			Group discussions and personal interview sessions	
23			Stress and Anger Management	
24			Sales Force Management	
25			Business Ethics and Corporate governance	
26			Business Sustainability Management	
27		Commerce	Financial Literacy	
28			B. Com. With US CMA	
29			Tally with GST	
30			Income Tax Return Filling	

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Sr. No.	Faculty	Dept/Centre/Institute	Name of the Value Added Course	Course Code
31	Life Sciences	Environmental Sciences	Solid Waste Management	
32			Smart Agriculture	
33			Renewable Energy	
34			Organic Farming	
35			Urban gardens using Hydroponics	
36			Organic Farming	
37			Natural Resource Management	
38			Waste to Wealth	
39		Food Technology	Food & Nutrition	
40			Food Processing and Preservation	
41			Nutrition for Healthy Life	
42		Chemistry	Chemistry of Food: Analysis and Estimation through Latex	
43			Chemistry in Everyday Life	
44			Instrumentation Techniques in Chemistry	
45			Chemistry for healthcare	
46			Industrial catalysis	
47		Botany	Water Quality Monitoring	
48			Floriculture and Landscaping	
49			Ethanobotany	
50			Mushroom Cultivation	
51		Biotechnology	DNA Bar-Coding- From Sequences to Species	
52			Nano biotechnology	
53			Paramedical Science	
54			Plant Tissue Culture	
55		Biochemistry	Clinical Practice	
56	Physical Sciences	Computer Science	Red Hat Certified System Administrator	
57			DOEACC 'O' Level Software Course	
58			Movie making, Editing and Animation	
59			Adobe Tools	
60			Video Making for Youtubers	
61			Data science & ML	
62			Ethical Hacking	
63			Introduction to Python	
64			Web Development	
65			MS Excel Basics	
66		Mathematics	Basics of MATLAB	
67		Physics	Physics Through Mathematica	
68			Experimentation through Virtual Lab (Exp Eyes)	

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69			Material Characterization Techniques	
70		Political Science	Right to Information & Filing RTI	
71			Human Rights	
72			Legislative Practices & Procedures	
73		Library and Information Sciences	Advance Library Software Training	
74			Career Opportunities in LIS	
75		History	Indian Culture and History	
76			Historical Tourism Destination Management	
77			History Chronology from Ancient India to Medieval India	
78		Public Administration	Rural Livelihood and Promotion	
79			Public Management and Governance in a Changing World	
80	Social Sciences	Psychology	Critical Thinking	
81			Disability, Diversity and Development	
82			Design Thinking	
83			Emotional Intelligence	
84			Home remedies for healthy living	
85			Self-Management: Insights from Srimad Bhagavad Gita	
86			The Mind-Its mysteries and conquest	
87			Understanding Personality-The	
88			Understanding Leadership - The	
89			Professional Etiquette	
90			Behavioural Economics	
91		Geography	Disaster Management	
92			Introduction of GIS Mapping	
93		Economics	Research Methodology and Application of SPSS for Data Analysis	
94			Economics of Human Resource Management	
95		Zoology	Innovative Zoological Practice	
96			Microtomy	
97		Defence and Strategic Studies	Legal aspects of international security	
98			International terrorism	
99	Pharmaceutical Sciences	Pharm. Sciences	Introduction to Nutraceuticals	
100			Pharmaceutical Dry-Lab Techniques	
101	Humanities & Arts	Hindi	Karyalya Evam Jansanchar Karyavidhi	
102		English	Honing Communicative LSRW	

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			Skills in English	
103		Music	Introduction to Tabla	
104		Journalism and Mass Communication	Basics of Photography	
105		Electrical Engineering	Robotics	
106			Basic Electronics and PCB	
107			PLC and Automation	
108		Electronics & Communication Engineering	Embedded Systems Design using Arduino & MSP 430	
109			Robotics & Automation	
110			NI Labview	
112			Computer Networking (CCNA)	
113		Mechanical Engineering	Industrial Automation	
114			Energy audit and management	
115	Engineering & Technology		Application of Intelligent Techniques for Design Optimization	
116		Civil Engineering	Value Added course on Industrial Web Development Practices	
117			Value Added course on Corel Draw X8	
118			Introduction to Civil Engineering softwares	
119			Introduction to Revit architecture	
120		Computer Science & Engineering	Machine Learning Using Python	
121			Python Programming	
122			Cyber Security-Essentials Security Skills	
123			Cloud Infrastructures and Services	
124		Biotechnology Engineering	Advance Bio-molecular technique	
125			Hands on practices on HPLC	
126			Application of Nanobiotechnology	
127			Somatic embryogenesis technique	
128		Centre for Life Skills and Soft Skills	Steps for Career Plan	
129			Stress Management	
130		Centre for IPR Studies	Intellectual Property Rights	
131			Research Methodology and IPR	
132		Women Studies Centre	Feminist Research Methodology	

(Forwarding letter substituted bearing same number and date)

No.16/71/2021-3GS-II
Haryana Government
General Administration Department
(General Services-II Branch)

Dated: Chandigarh, the 19th January, 2022.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments, Haryana. .
3. All the Divisional Commissioners in Haryana.
4. All the Managing Directors of Boards/Corporations/Public Undertakings in Haryana.
5. The Registrar, Punjab and Haryana High Court, Chandigarh.
6. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Subject: Haryana Kaushal Rozgar Nigam: prescription of Nigam Wage Rates for supply of manpower - thereof

Sir/Madam,

I am directed to invite your attention to erstwhile Punjab Government, Finance Department instructions No. 7004-F-41/60571 (FIN-GEN), dated 21.11.1941 which has governed the matter of D.C. Rates. Deputy Commissioners had been prescribing wage rates for various categories of manpower in the districts on the basis of above instructions.

2. It has been observed that various discrepancies have arisen over time involving differences in the rates of the rural labour and urban rates, increase in rates not proportional to the increase in the minimum wages, different prescriptions for "experience" etc.

3. Government of Haryana has set up the Haryana Kaushal Rozgar Nigam (HKRN) with the mandate of deploying contractual manpower in Government Departments/ Boards/Corporations etc.

4. Government has decided to prescribe "*Wage Rates*" for various categories/levels of job roles (copy enclosed) which shall be charged by the Haryana Kaushal Rozgar Nigam (HKRN) from the indenting departments. These rates shall be titled as "Nigam Wage Rates". The Government shall revise the Nigam Wage Rates from time to time.

5. These instructions will supersede all the instructions on the subject of DC Rate issued by Government from time to time including the instructions dated 21.11.1941 and also the instructions issued by the Deputy Commissioners in Haryana State. All the D.C rates prescribed vide above said instructions shall stand withdrawn and the Deputy Commissioners shall henceforth not prescribe any DC rates.

6. Approval of Finance Department has been obtained vide their UO No. 12/33/2021-1FG-I/27177 & 30423, dated 21.12.2021.

7. These instructions may please be brought to the notice of all concerned for strict compliance in letter and in spirit.

Superintendent General Services-II
for Chief Secretary to Govt. Haryana.

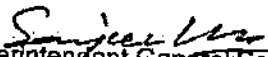**Endst. No.16/71/2021-3GS-II** Dated: Chandigarh, the 19th January, 2022

A copy is forwarded to the Principal Accountant General, Haryana (Audit/A&E) for information.

Superintendent General Services-II
for Chief Secretary to Govt. Haryana.

Endst. No.16/71/2021-3GS-II Dated: Chandigarh, the 19th January, 2022

A copy is forwarded to the Controller Printing & Stationery, Haryana for printing in the extraordinary e-gazette Haryana.

Superintendent General Services-II
for Chief Secretary to Govt. Haryana.

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Servies-II Branch)

NOTIFICATION

Dated: the 19th January, 2022

SUBJECT : Rationalization of Nigam Wage Rates (DC Rates) in the State.

No. 16/71/2021-3GS-II.— In supersession of all the D.C. Rates fixed/revised from time to time by the Deputy Commissioners in Haryana State under Finance Department instructions bearing No. 7004-F-41/60571(FIN-GEN), dated 21.11.1941, the Governor of Haryana is pleased to create/fix the Nigam Wage Rates in lieu thereof applicable w.e.f. 01.01.2022 as under :-

I. **OBJECTIVE:**

(a) State Government has set up the Haryana Kaushal Rozgar Nigam (HKRN) with the mandate of deploying contractual manpower and manpower for outsource services in Government Departments/Boards/Corporations etc.

(b) With a view to prescribe wage rates to be charged by the HKRN for manpower supplied to various Departments/Boards/Corporations & other entities, Government has decided to withdraw the erstwhile 'DC Rate' concept and prescribe new rates for various job roles. The new rates shall be termed as *'Nigam Wage Rates'*.

II. **CATEGORIZATION OF DISTRICTS:**

For the purpose of Nigam Wage Rates, all the Districts including Chandigarh and Delhi have been grouped into three categories I, II and III as indicated below:-

Districts Category	Name of the District
Category I	Gurugram, Faridabad, Panchkula and Sonipat
	Delhi and Chandigarh- in the offices under the control of State Government which are situated in Delhi or Chandigarh.
Category II	Panipat, Jhajjar, Palwal, Karnal, Ambala, Hisar, Rohtak, Rewari, Kurukshetra, Kaithal, Yamunanagar, Bhiwani & Jind
Category III	Mahendergarh, Fatehabad, Sirsa, Nuh and Charkhi Dadri

The Rationale for this classification is urban development i.e., **Category I** comprises those districts which have proximity to capitals (Delhi, Chandigarh) or they are metropolitan cities (10 lakh+ population) or the cities are approaching metropolitan status; **Category III**

comprises those districts which have low cost of living; **Category-II** comprises those districts which fall neither in Category-I nor in III.

III. CLASSIFICATION OF JOB ROLES:

Various kinds of job roles have been classified into four levels, i.e. Level-I, Level-II, Level-III, Level-IV. The Level-I includes job roles (listed in Annexure-A) where educational qualification is upto Matric. Level-II includes job roles (listed in Annexure-B) of ministerial nature and non-technical. Level-III includes job roles (listed in Annexure-C) which are of technical nature and required ITI or other technical qualifications. Level-IV refers to job roles (listed in Annexure-D) where essential qualification is Graduation and above. Whenever an Organization wishes to engage a person to perform a particular job role, reference can be made to the Annexures to identify the Level in which the job role shall fall.

IV. TABLE OF BASE WAGE RATES AND NIGAM WAGE RATES:

Based on the above principles, the base wage rates for various groups of Districts have been indicated in the Table A below:

Table A - Base Wage Rates				
	Level-I	Level-II	Level-III	Level-IV
In Category I - Districts	17,520	20,590	21,200	22,420
In Category II - Districts	15,450	18,510	19,120	20,350
In Category III - Districts	14,330	17,390	18,000	19,230

The new Nigam Wage Rates based upon methodology described above for various classifications of job roles in levels I to IV (listed in Annexure A to D) in three categories of districts including weightage for experience have been indicated in Table B below:-

Table B – New Nigam Wage Rates

Levels	In Districts of Category-I			In Districts of Category-II			In Districts of Category-III		
	Exp. 0 - 5 years	Exp. >5 - 10 years	Exp. > 10 years	Exp. 0 - 5 years	Exp. >5 - 10 years	Exp. > 10 years	Exp. 0 - 5 years	Exp. >5 - 10 years	Exp. > 10 years
	Base rate	Base rate + 10%	Base rate + 20%	Base rate	Base rate + 10%	Base rate + 20%	Base rate	Base rate + 10%	Base rate + 20%
Level-I	17,520	19,272	21,024	15,450	16,995	18,540	14,330	15,763	17,196
Level-II	20,590	22,649	24,708	18,510	20,361	22,212	17,390	19,129	20,868
Level-III	21,200	23,320	25,440	19,120	21,032	22,944	18,000	19,800	21,600
Level-IV	22,420	24,662	26,904	20,350	22,385	24,420	19,230	21,153	23,076

V.   ANNUAL REVISION OF NIGAM WAGE RATES:

These Nigam Wage Rates will be revised annually, based upon changes in minimum wages and CPI values.

VI.   SUPERSESSION OF EXISTING DC RATES:

The existing rates prescribed by Deputy Commissioners in the districts shall be superseded by these Nigam Wage Rates.

VII.   TREATMENT OF DISCREPANCY – NEW NIGAM WAGE RATES PRESCRIBED BY GOVERNMENT OFFICE VS EXISTING DISTRICT DC RATES:

It may happen that upon application of the new Nigam Wage Rates prescribed by Government, the remuneration for certain job roles in the districts could turn out to be lower or higher vis-a-vis the new rates. The principle to be applied in resolving such situations shall be as follows:

(i)   Where new rate is higher, the deployed person shall be paid the new rate only.

(ii)   Where new rate is lesser, the deployed person shall be paid the existing wages as per the district DC rate which shall be considered the Nigam (old) Wage Rate.

VIII.   CLARIFICATIONS, IF ANY:

In case there is any doubt/issue in classification of job roles in Level I to IV or any issue of wages, then the Organization through Administrative Department concerned can approach the office of Chief Secretary to Government, Haryana (in General Administration Department) for clarification.

<div align="right">

Sanjeev Kaushal
Chief Secretary to Government, Haryana.

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ANNEXURE-A

LIST OF JOB ROLES OF LEVEL-I
(It includes the Job Roles for which essential qualification is upto Matric)

Sr. No.	Job Title	Sr. No.	Types of Job Roles covered	Qualification
1	Animal Care Worker	1	Animal Attendant	Matric
		2	Kennel Man (Dog Handler)	Matric
2	Office Associate	3	Attendant	Matric
		4	Attendant photostat machine	Matric
		5	Attendant /Peon	Matric
		6	Bearer	Matric
		7	Class Attendant	Matric
		8	Drama Party Attendant	Matric
		9	Gallery Attendant	Matric
		10	Hostel Attendant	Matric
		11	Lady Attendant	Matric
		12	Library Helper	Matric
		13	Orderly	Matric
		14	Parade Attendant	Matric
		15	Petrol Pump Attendant	Matric
		16	Store Attendant	Matric
		17	Telephone Attendant	Matric
		18	Theatre Attendant	Matric
		19	Dark Room Attendant	Matric
		20	Water Carrier	Matric
		21	Peon	Matric
		22	User	Matric
		23	Camera attendant	Matric
		24	Daftri	Matric
		25	Lady Hostel Attendant	Matric
		26	Store Munshi	Matric
		27	Room Attendant	Matric
3	Bailiff	28	Bailiff	Matric
4	Barber	29	Barber	Matric
5	Cobbler	30	Cobbler	Matric
6	Construction Worker	31	Mason	Matric
		32	T.Mate	Matric
		33	Attendant (Construction)	Matric
		34	Blacksmith	Matric
		35	Blacksmith Helper	Matric
		36	Carpenter	Matric
		37	Carpenter Helper	Matric
		38	Crane Operator-cum-Helper	Matric
		39	Crane Worker	Matric
		40	Painter	Matric
		41	Labourer	Matric
		42	Road Mate	Matric
		43	Welder Helper	Matric

Sr. No.	Job Title	Sr. No.	Types of Job Roles covered	Qualification
7	Dhobi	44	Dhobi	Matric
8	Field Worker	45	Gauge Reader	Matric
		46	Beldar	Matric
		47	Bill distributor	Matric
		48	Boat Keeper	Matric
		49	Chainman	Matric
		50	Cleaner	Matric
		51	Coolie	Matric
		52	Dak Runner	Matric
		53	Ferro Khalasi	Matric
		54	Field Man	Matric
		55	Field Worker	Matric
		56	Fisherman-cum-Watchman	Matric
		57	Frash	Matric
		58	Gang Mate	Matric
		59	Gardner	Matric
		60	Peon-cum-Water Carrier	Matric
		61	Glass Cleaner	Matric
		62	Head Mali	Matric
		63	Hospital Coolie	Matric
		64	Keeper	Matric
		65	Khalasi	Matric
		66	Mali	Matric
		67	Mali-cum-Beldar (Dying cadre)	Matric
		68	Mate	Matric
		69	Mazdoor	Matric
		70	Mechanical Helper	Matric
		71	Messenger	Matric
		72	Packer	Matric
		73	Press Messenger	Matric
		74	Women Coolie	Matric
		75	Dusting Bearer-cum-mender	Matric
		76	Ground Man	Matric
		77	Process Server	Matric
		78	Store Helper	Matric
		79	Field Assistant	Matric
		80	Store Man	Matric
9	Security Guard	81	Mining Guard	Matric
		82	Security man	Matric
10	Hospital Worker	83	Swasthya Sahayak	Matric
		84	Visera Cutter	Matric
		85	Ward Boy/Ward Attendant	Matric
		86	Ward Servant	Matric
		87	Labour Room Attendant	Matric
		88	Dresser	Matric
11	Kitchen Worker	89	Cook	Matric

Sr. No.	Job Title	Sr. No.	Types of Job Roles covered	Qualification
		90	Cook Mate	Matric
		91	Kitchen Bearer	Matric
		92	Mess Helper	Matric
		93	Pantryman	Matric
		94	Waiter	Matric
		95	Water Carrier-cum-Cook	Matric
		96	Cook Helper	Matric
		97	Halwai Helper	Matric
		98	Kitchen Attendant	Matric
		99	Tandooria	Matric
12	Publicity Worker	100	Announcer	Matric
		101	Block Publicity worker	Matric
		102	Leader Bhajan Party	Matric
		103	Member Bhajan Party (Chimta)	Matric
		104	Member Bhajan Party (Dholak)	Matric
13	Tailor	105	Tailor	Matric
14	Technical Worker	106	Cane Worker	Matric
		107	Lab. Assistant	Matric
		108	Oil Man	Matric
		109	Assistant Electrician-cum-Helper	Matric
		110	Assistant Pump Operator	Matric
		111	Battery Attendant Helper	Matric
		112	Helper	Matric
		113	Electrician	Matric
		114	Electrician Helper	Matric
		115	Helper Battery Attendant	Matric
		116	Helper Blacksmith	Matric
		117	Helper Carpenter	Matric
		118	Helper Electrician	Matric
		119	Helper Mechanic	Matric
		120	Helper to Lineman Rax	Matric
		121	Helper to Plumber	Matric
		122	Helper Tyreman	Matric
		123	Helper Welder	Matric
		124	Lab Attendant	Matric
		125	Lab Boy	Matric
		126	Lab. Peon	Matric
		127	Moulder	Matric
		128	Plumber cum pump Operator	Matric
		129	Tyreman Helper	Matric
		130	Workshop Attendant	Matric
15	Sanitation Worker	131	Sanitation Employee	Literate
		132	Sewer man	Literate
		133	Sweeper	Literate
		134	Jamadar	Literate
16	Chowkidar	135	Chowkidar	Literate

Sr. No.	Job Title	Sr. No.	Types of Job Roles covered	Qualification
		136	Chowkidar-cum-Attendant	Literate
		137	Chowkidar-cum-Mali	Literate
		138	Chowkidar-cum-Mali-Cum-Sweeper	Literate
		139	Gate Keeper	Literate
		140	Peon cum Chowkidar	Literate
		141	Provincial Reserve Chowkidar	Literate
		142	Mali-cum-Chowkidar	Literate
		143	Sweeper-cum-Chowkidar	Literate
		144	Cook-cum-Chowkidar	Literate
		145	Water Carrier-cum-Chowkidar	Literate

Note.— Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in higher standard.

LIST OF JOB ROLES OF LEVEL-II
(It includes job roles of ministerial nature or Non-Technical nature for which essential qualification is above Matric)

Sr. No.	Job title	Sr. No.	Job Roles covered	Qualification
1	Office Executive	1	Clerk/ Cashier	10+2 with SETC
		2	Constable	10+2
		3	Data Entry Operator (DEO)	10+2; and (ii) (a) minimum 1 year diploma in Computer Science; or (b) SETC Test qualified from HARTRON
		4	Junior Scale Stenographer	10+2 with Shorthand speed of 100 wpm in English and/or 80 wpm in Hindi
		5	Receptionist	Graduate
		6	Steno-typist	10+2 with Shorthand speed of 80 wpm in English and/or 64 wpm in Hindi
		7	Store-keeper	Graduate
		8	Telephone Operator	10+2
2	Development Associate	9	Gram Sachiv	Graduate
3	Revenue Associate	10	Patwari	Graduate
4	Conductor	11	Conductor	10+2
5	Driver	12	Driver	Matric+ minimum 5 years old driving licence

Note.— Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in higher standard.

LIST OF JOB ROLES OF LEVEL-III

(It includes Job roles which are of technical nature or for which essential qualification is 10+2 or above with skill qualification (ITI Diploma or other technical qualifications) and/or or experience)

Sr. No.	Job title	Sr. No.	Job Roles covered	Qualification
1	Revenue Executive	1	Kanungo	Graduate
2	Office Executive	2	Assistant	10+2 with 5 years' experience of Clerk and SETC
		3	Stenographer (Senior Scale)	10+2 with Shorthand speed of 100 wpm in English and/or 80 wpm in Hindi
		4	Librarian	10+2 with Bachelor of Library and Information Science
		5	Welfare Officer	Graduate with Economics or Sociology as one of the subjects or a Master in Social work.
3	Teaching Professionals	6	JBT Teacher	10+2 with 2 years Diploma in D.Ed.
		7	Drawing Teacher	10+2 with 2 years Diploma in Arts & Craft
		8	PTI Teacher	Matric + Certificate in Physical Education conducted by the Haryana Education Department or an equivalent qualification recognized by the Haryana School Education Board.
		9	Master/TGT	Graduation in relevant subject + B.Ed.
4	Architecture Associate	10	Draftsman	10+2 with 3 years diploma of Draftsman or Architectural Assistantship
5	Medical Technician	11	X-Ray Technician (Radiographer)	10+2 with diploma of X-Ray Technology
6	Medicine Sales Professional	12	Pharmacist	10+2 with Diploma in Pharmacy
7	Technical Professional	13	Supervisor	10+2 with Diploma in relevant field.
		14	Junior Engineer	10+2 with Diploma in Engineering
8	Legal Professional	15	Legal Assistant	B.A. LL.B.
9	Data Professional	16	Statistical Assistant	Masters degree in Math/Economics/ Commerce

Note.— Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in higher standard.

Job Roles of Level-IV

(It includes Job roles for which essential qualification is Graduation or above with or without any other technical qualification and/or experience etc.)

Sr. No.	Job title	Job roles covered	Qualification
1	Teaching Faculty	Lecturer	Master Degree in relevant subject.
2	Project Management Professional	Project Officer	Master Degree in Physics/ Chemistry/Math or Operational Research
3	Accounts Professional	Accounts Officer	M.Com. with an experience of 5 years in accounts or Degree of Chartered Accountant
4	Architecture Professional	Assistant Architect	Degree of B.Arch.
5	Research & Data Professional	Research Officer	Master's Degree in Economics or Mathematics or Commerce with Statistics as one of the subjects
6	Engineering Professional	Sub Divisional Engineer	B.Tech. in the relevant field

Note.— Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in higher standard.

****

Proceedings of the meeting of the Committee constituted by the Vice-Chancellor consisting of the following to relook the selection criteria for appointment of Assistant Librarian held on 13.05.2022 and 10.06.2022 at 12.00 Noon in the Committee Room adjacent to Vice-Chancellor's Office :-

The following members were present:-

1.	Prof. Ajay K. Rajan	Convener
2.	Prof. Nov Rattan Sharma	Member
	(Dean Academic Affairs and Dean, Social Sciences)	
3.	Dean, Physical Sciences	Member
4.	Dean, Humanities & Arts	Member
5.	Director, IQAC	Member
6.	Registrar	Member
7.	University Librarian	Member

The committee discussed the matter at length in its meetings held on 13.5.2022 & 10.06.2022 at 12.00 Noon and considered the selection criteria for the post of Assistant Librarian prevailed in the University and after detailed deliberations at length, the committee resolved the following:

1. The committee proposed the following criteria for shortlisting and selection of candidates for appointment to the post of Assistant Librarian in the University:

A. Criteria for shortlisting the candidates for appointment to the post of Assistant Librarian in the University

S. No.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% =10	45% to less than 55%=05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/BC/OBC (non-creamy layer)/PWD) to less than 60%=20	
3.	M. Phil.	60% & above=07	55% to less than 60% =05	Maximum - 30 marks	
4.	Ph.D.	30			
5.	NET with JRF	07		Maximum – 07 marks	
	NET	05			
	SLET/SET	03			
6.	*Research Publications	10 (Max.)			
	a. SCOPUS/Web of Science	03 marks / publication			
	b. UGC CARE list w.e.f. June 2019/ Publications prior to June, 2019 in peer reviewed or UGC old listed journals	02 marks / publication			
	**Experience				
7.	Teaching / Post Doctoral/ Assistant Librarian in the University or College Librarian (2 marks for one year each)#	10			
8.	Awards	Maximum – 03 marks			
	International / National level (Awards given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

 # If the period of teaching/Post-doctoral/ working experience is less than one year then the marks shall be reduced proportionately.

Note:

1. The number of shortlisted candidates to be called for interview shall be top 20 on the basis of marks awarded as per **Table 'A'** for single vacancy and 10 each for further additional vacant post (category wise), if number of such candidates is 20 or more.

2. *Criteria for Calculation of Marks for Joint Publication(s)(Research Papers/Books): Of the total score for the relevant category of publications by the concerned applicant the First/Principal author/ Corresponding author would share 70% of the total value of publication and remaining 30% of the total value of publication for each of other authors. For example, if the total score for a publication is 02(say), then the first/principal author/corresponding author would get 1.4 marks each and the other authors would get 0.6 marks each. However, the marks for research paper(s) published will be considered only if the candidate will submit authentic proof for the same up to the last day of the receipt of the applications.

3. **Marks of experience shall be admissible only in case of the incumbent appointed through duly constituted Committee.

B. **Criteria for Selection of shortlisted candidates for the post of Assistant Librarian in the University:**

The Selection from amongst the candidates called for interview will be made by the Selection Committee on the basis of the following:-

i) Domain Knowledge — 30 Marks

ii) Library Management/Technical Skills (Presentation) 30 Marks
(This includes ICT applications in Library: 10 marks)

iii) Research Aptitude — 20 Marks

iv) Interview — 20 Marks

(A K Rajan)   (Novrattan Sharma)   (A.S. Maan)   (Harish Kumar)
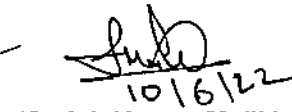
(Narasimhan B.)   (Gulshan Lal Taneja)   (Satish Kumar Malik)

g. The total land required shall be the highest amongst the programs/levels being offered by the Institute. However, Institute should have sufficient built up area to cover all the requirements of ALL the programs/levels conducted as per the provisions of Approval Process Handbook.

h. Although, AICTE does permit sharing of resources, the institute shall provide ample space for play-ground (owned or hired) facilities for indoor and outdoor sports for the students either in the Campus or through arrangements with other adjacent institutions, Corporation grounds, private facilities, etc.

i. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) preferably corresponding to the Programme having the maximum "Approved Intake".

j. The Institution may also seek to change in the Name of the Institution

2.9.2 Procedure

a. The application shall be processed as per **Clause 1.6** of the Approval Process Handbook (Scrutiny/Re-Scrutiny Committee) followed by an Expert Visit Committee as per **Clause 2.25** of the Approval Process Handbook. The date of visit shall be communicated through e-mail.

b. If the application for the new Programme/Level is not approved, EoA of the Institution shall be issued, however, the deficiencies noted by the Scrutiny/ Re-Scrutiny/ Expert Visit Committee shall be fulfilled before the issue of EoA for the next Academic Year.

2.10 Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus or City

In view of National Education Policy 2020, to encourage multidisciplinary approach in Higher Technical Education the earlier limit of 2 km (Aerial Distance) has been extended to City Limits.

• Parent Institution - An Institution where prospective learning takes place after the Merger.

• Child Institution(s) - Institution(s) from which the Courses are to be shifted to the Parent Institution and cease to exist upon approval of merger of the Institutions.

2.10.1 Requirements and Eligibility

a. The existing Institutions of the same Trust/ Society/ Company operating in the same location/ city shall be permitted to merge into a single Institution with all the facilities at the proposed Parent Institution and/ or part/ full facilities of the Child Institution(s), if necessary.

b. If all the required facilities are available exclusively in the Parent Institution (without depending on the facilities of the Child Institution(s)), as the Child Institution(s) shall be considered for Complete Closure. However, the convenience/ approachability of all stakeholders of the Child Institution(s) to the Site/ Location of the Parent Institution shall also be taken care of by the Institutions (including commutation).

NOTE: Intra-Day movement of Students and Faculty NOT Allowed under any circumstances (in case of Infrastructure & other facilities required by Parent Institution after merger are in multiple locations). Institutions going for such merger shall duly inform all the stake-holders regarding schedule of conduct of Programs / Courses prior to admission.

c. The Institution shall also select the Parent Institution's PID and may seek changes in the Name of the Institution.

d. The Built-Up area requirement and other facilities required for the entire duration of all the Programmes /Courses shall be fulfilled in all respects and shall maintain Faculty: Student ratio as specified in the Approval Process Handbook.

e. The total Land after the Merger shall be same as the highest Land required amongst all the Programme(s).

f. The child Institutions shall apply on the AICTE Web-Portal along with their individual application for Extension of Approval as per the norms, with the additional documents

Director

SOLDHA, Bahadurgarh

as per **Appendix 17.4** of the Approval Process Handbook. However, the norms of the concerned Regulatory Authorities shall also be fulfilled.

NOTE: Child Institutions shall be allowed to submit their application ONLY for EoA (No changes will be permitted).

g. All or selected Courses of Child Institution(s) shall be merged with the Parent Institution. However, the rest of the AICTE approved Courses, if any, in the Child Institution(s) shall be considered as closed and due procedure for closure of the same shall be followed.

h. The Parent Institution shall have all infrastructure and other facilities to run ALL the Courses for the entire duration of both Parent and Child Institution(s).

i. If Merger of Institutions is approved, the (Child) Institutions that are merged with the (Parent) Institutions are considered as cease to exist and the liabilities, if any, arise out of this merger for the Child Institution(s), shall solely be that of Trust/ Society/ Company/ Parent Institution ONLY.

j. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) preferably corresponding to the Programme having the maximum "Approved Intake".

k. In case of Merger of Institutions is approved, eligible refund/ additional TER Charges may be refunded/ collected, as applicable.

l. In case, merger of institutions is rejected at Scrutiny/Re-scrutiny level, refund of TER charges shall be applicable as per **Clause 1.4.2(g)**.

2.10.2 Procedure

a. The application shall be processed as per **Clause 1.6** of the Approval Process Handbook with Scrutiny/Re-Scrutiny Committee followed by an Expert Visit Committee. The date of the visit shall be communicated through e-mail/ AICTE Website.

b. The application shall be processed as per **Clause 1.6** of the Approval Process Handbook (Scrutiny/ Re-Scrutiny Committee), If the Parent and Child Institution(s) are located in the same Campus within an aerial distance of 1 km and fulfil the Land (without any relaxation for land as above **Clause 2.10.1 (e)**), Built-Up area requirement and Faculty: Student ratio for the entire duration for all the Programmes as specified in the Approval Process Handbook.

c. **Affidavit 2** shall be submitted to the effect that the Land and Built-up area remain the same before/ after the merger of the Institutions and shall not be utilized for other purposes.

d. If anyone of the Institution is Women's Institution, then the application shall be processed first for the Conversion of Women's Institution into Co-ed Institution by Scrutiny/ Re-Scrutiny Committee, If found in order, then only the application shall be processed further for Merger of Institutions following the respective procedure specified in the Approval Process Handbook.

e. The Intake shall be fixed as that of the "Approved Intake" of the Course. "Approved Intake" for the Courses of the Institution after the merger shall be combined intake of parent and child institutions.

f. If the application for merger of Institution is NOT approved, EoA of the individual Institutions shall be issued.

2.10.3 The Council reserves its right to reject the application for merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, if it finds the reasons given are not justified or Commercial or Business angle is suspected, or to defeat the provisions of any Law.

NOTE: It shall be the responsibility of the Promoter to take approval from the other Regulatory Bodies (if applicable) in view of merger of the Institutions.

Director
School of Engineering & Technology

MAHARSHI DAYANAND UNIVERSITY ROHTAK

MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR TO DECIDING/RECOMMENDING THE FEE TO BE CHARGED FROM GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, KABLANA, JHAJJAR FOR MERGER OF INSTITUTIONS UNDER THE SAME TRUST/SOCIETY/COMPANY OPERATING IN THE SAME CAMPUS OR CITY AS PER AICTE APPROVAL PROCESS HANDBOOK 2022-23 HELD ON 08.09-2022 AT 02:00 P.M. IN THE O/O DEAN COLLEGES DEV. COUNCIL, M.D. UNIVERSITY, ROHTAK.

The following were present:

1.	Prof. Narasimhan B, Deptt. of Pharm Sc.	Convener
2.	Prof. Yudhvir Singh, Director, UIET	Member
3.	Prof. Rajesh Punia, Dept. of Physics	Member

The Committee discussed the matter at length and recommends that following charges at par with AICTE Norms (Annexure-A) may be levied upon/affiliated colleges for issuance of NOC for merger of Institutions including the merger of Institutions, if already approved by AICTE:-

1. No fee may be charged from Government/ Government aided Institutions (even if they are running self-financing courses).

2. A fee of Rs. 2.00 Lakhs may be charged from Minority Institution/Institution setup for Women/PwBD.

3. A fee of Rs. 3.00 Lakhs may be charged from other institutions except Government/Government Aided Institutions.

(Narasimhan B)

(Yudhvir Singh)

(Rajesh Punia)

p. Change in the Minority Status of Institution

q. Change in the Name of Bank

r. Change in the Name/ Address of Trust/ Society/Company

s. Extended EoA

NOTE: ALL Standalone PGDM/PGCM institutions who have NOT uploaded full details of all the students since inception of the program on AICTE web portal despite continuous correspondence over the last three years shall NOT be allowed to apply for any of the categories mentioned above.

2.3.3 Technical Education Regulatory (TER) Charges

a. TER Charges ₹ in Lakh for various applications of (Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree) Institutions are as given below:

| Type of Institution | Extension of Approval based on Self-Disclosure | | | | Break in EoA/ Restoration of Intake | Introduction of OCI / FN / Children of Indian Workers in the Gulf Countries seats | Continuation of OCI/ FN/Children of Indian Workers in the Gulf Countries seats per Course | Introduction of Fellow Programme in Management |
| | Per Division | | | Penalty for Late Submission | | | | |
	All Programmes (except PGDM/ MBA)	PGDM/ MBA	Vocational Courses					
Minority Institution / Institution set up in J&K/ Ladakh/ North Eastern States / Institution set up Exclusively for Women/PwBD	0.10	0.25	Nil	2.0	2.0	4.0	0.25	1.0
Government/ Government Aided Institutions / Central University/State University*	Nil	Nil	Nil	0.10	Nil	Nil	Nil	Nil
All other Institutions	0.15	0.30	Nil	2.0	2.0	5.0	0.25	1.0

Type of Institution	Change of site/Location / Conversion of Diploma Level Into Degree Level /To start New Programme /Level in the existing Institutions/ Change in the Name of the Trust / Society/ Company/Merger of Institutions under the same Trust /Society/ Company operating in the same Campus/City#	Conversion of Degree Level into Diploma Level/Conversion of Women's Institution into Co-ed Institution and vice-versa/ Introduction or Continuation of NRI seats/Increase in Intake/ additional Course(s) including Maximum Intake Allowed#/ Introduction of Integrated/Dual Degree Course(s)	Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/Closure of Programme(s)/Course(s)/Change in the Name of the Institution/ affiliating University/Board* or Type of Institution(Institution(s) converted into a University)/ Change in the Minority Status of the Institution
Minority Institution/ Institution setup in J&K/ Ladakh/North Eastern States/Institution set up Exclusively for Women/PwBD	2.0	0.75	0.40
Government/Government aided Institutions**	Nil	Nil	Nil
All other Institutions	3.0	1.0	0.50

TER charges for EoA based on Self-Disclosure and Continuation of OCI/ FN/ Children of Indian Workers in the Gulf Countries seats are considered for the number of Divisions and Courses respectively of the Applied Intake. No TER Charges shall be levied for Postgraduate Degree Courses other than MCA and Management.

NO TER Charges shall be levied for Postgraduate Degree Courses other than MCA and Management.

In case of affiliated Institutions in Rural areas, a concession of ₹ 5000/- (Rupees Five Thousand only) per Division is granted for EoA based on Self-Disclosure. The concession is not applicable to the Institutions in Rural areas falling under Minority Institution/ Institution set up in J&K/ Ladakh/ North Eastern States/ Institution set up exclusively for Women/ PwBD, where the concession is already given.

* NO TER Charges shall be levied, if the State Government/ UT changes the jurisdiction of the affiliating University.

** NO TER Charges shall be levied for Government Aided Institutions (even if they are running self-financing courses)

\# If the Parent and Child Institution(s) are located in the same Campus within an aerial distance of 1km and fulfil the Land Norms (without any relaxation for land as per Clause 2.10.1.e), TER Charges to be paid is ₹ 1 Lakh (Rupees One Lakh only).

NOTE:

- TER Charges for Change in the Name of the Bank is ₹5000/-(Rupees Five Thousand only).
- Above TER Charges (other than EoA based on Self-Disclosure and Continuation of OCI/ FN/Children of Indian Workers in the Gulf Countries seats)are applicable irrespective of number of Divisions/Courses.
- TER Charges shall NOT be refunded in any case, if the application is processed and rejected as specified in this Approval Process Handbook.

b. In an extraordinary circumstance, if an additional Scrutiny Committee and Standing Hearing Committee/ Standing Appellate Committee has to be conducted (including the Court directions) to any type of Institutions (other than Government/Government Aided), then the Applicant has to remit ₹ 0.5 Lakh through online as an additional TER Charges.

c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted (inclusive of the Court directions) to any type of Institutions (other than Government/Government Aided), the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.

d. The TER Charges shall be paid through AICTE payment gateway on AICTE Web-Portal within the deadline, failing which, the application shall not be considered for processing.

e. Only those applications submitted within the cutoff date shall be considered for processing, subject to realization of the Payment.

f. Applications submitted under Change of Site/ Location/ Conversion of Diploma Level into Degree Level/ To start new Programme/ Level in the existing Institutions/ Merger of Institutions (under the same Trust/ Society/ Company operating in the same Campus or City) if rejected at the Level of Scrutiny/Re-Scrutiny without availing the appeal provision, the TER Charges after a deduction of ₹ 0.5 lakh shall be refunded to the Applicant.

2.3.4 All Applicants shall ensure that the data entered/edited are correct. Facility to edit the data is available until the final submission of the online application.

2.3.5 AICTE Web-Portal permits the generation of Deficiency Report for the online submitted applications.

GITAM≡

GANGA INSTITUTE OF TECHNOLOGY & MANAGEMENT

Approved by AICTE, Ministry of Education, New Delhi, Recognized under section 2(f) of UGC Act, 1956
Affiliated to Maharshi Dayanand University, Rohtak ('A+' Grade University Accredited by NAAC) and HSBTE, Panchkula

Reference No. GITAM/ DK/2022/918

Date.20.08.2022

The Dean College Development Council
Maharshi Dayanand University
Rohtak

Subject: Regarding consideration of merged intake of Ganga Institute of Technology and Management Kablana and School of Engineering and Technology at Ganga Institute of Technology and Management at Kablana as per AICTE Approval Letter for A.Y 2022-23 vide F.No. North-West/1-10981075022/2022/EOA.

Respected Sir

Greetings of the Day!

This has reference to the above cited subject. In this connection we are glad to inform that All India Council for Technical Education has issued the Extension of Approval letter for Merger of both the Institutions (Copy of EOA attached for your kind reference).

We request your kind self to update the merged intake w.e.f. Session 2022-23 for all the AICTE approved courses accordingly as detailed below.

S. No.	Programme	Branch	Total Intake approved by AICTE after Merger
1	B.Tech	Civil Engineering	120
2	B.Tech	Computer Science & Engineering	120
3	B.Tech	Electrical Engineering	90
4	B.Tech	Electronics & Communication Engineering	90
5	B.Tech	Fire Technology & Safety	60
6	B.Tech	Mechanical Engineering	120
7	M.Tech	Computer Science & Engineering	30
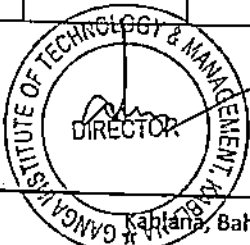
Kablana, Bahadurgarh-Jhajjar Road, Distt. Jhajjar, Delhi NCR, Haryana-124104
Tele Fax - 01251-239488, M.: 8684000891, 892, 893, 9654292946 | Visit us at www.gangainstitute.com, E-mail - gitmkablana@gmail.com

Empowering Minds to Conquer

/8	M.Tech	Cyber Forensics & Information Security	12
9	M.Tech	Electrical Power Systems	30
10	M.Tech	Electronics & Communication Engineering	30
11	M.Tech	Machine Design	12
12	M.Tech	Manufacturing & Automation	18
13	M.Tech	Structural Design	60 /
14	MBA	Management	240
15	MCA	Computer Applications	60

Further we request you to kindly allow the merger of BBA and BCA which are University Programmes running at Ganga Institute of Technology and Management, Kablana and School of Engineering and Technology Soldha at Ganga Institute of Technology and Management, Kablana

Detail of BBA and BCA Programmes is mentioned below.

S. No.	Name of The Programme	Present Intake Ganga Institute Technology and Management(GITAM), Kablana	Present Intake School of Engineering and Technology Soldha(SET)	Total Intake to be Considered by MD University Rohtak after Merger at GITAM, Kablana
1	BBA	120	60	180
2	BCA	120	60	180

AICTE approval letter for A.Y. 2022-23 vide F.No. North-West/1-10981075022/2022/EOA is attached as Annexure 1.

With Regards

Director

Minutes of the Meeting
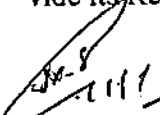
A meeting of the Committee constituted by the Vice-Chancellor comprising the following held on 17.06.2022 at 4:00 P.M. in the O/o Dean, College Development Council to revisit the Clause-3(b)(ii)(of norms /guidelines already approved by Executive Council vide its Resolution No. 42 dated 31.12.2021 for deciding the maximum age for appointment of Assistant Professor in SFS Education Colleges i.e. 50 years, at par as in Engineering, Management, Architecture & Law Colleges running under SFS –

The following were present in the meeting:

1. Prof. Nasib Singh Gill - Convener
2. Prof. A.S. Maan, DCDC - Member
3. Prof. Yudhvir Singh, Director (UIET) - Member
4. Sh. Sunit Mukherjee, Director, PR - Member
5. Dr. Satish Malik, Librarian - Member

The Committee discussed the matter in detail and after discussions on all the aspects recommends that:

- The upper age limit for appointment as Assistant Professor as already approved by the Executive Council vide its Resolution No.42 dated 31-12-2021 to remain the same.
- However, the Committee felt that there is a need to provide age relaxation to all such candidates who have worked on regular basis as Assistant Professor/ Associate Professor/ and Professor (as the case may be). Accordingly, the relaxation in upper age limit may be granted to all such candidates) who have worked on regular basis as Assistant Professor/ Associate Professor/ Professor appointed through duly constituted Selection Committee(s), and their his/her appointment is duly approved by the concerned State/Central University. This relaxation would be equal to the number of years of service put in by the candidate against SFS/Govt. Aided post as on last date of application. This provision in relaxation of age shall be applicable in case of all SFS (Degree, Education, Engineering, Management, Architecture and Law) Colleges/Institutions as well as for programs being conducted under SFS in other Govt. Aided Colleges.
- Further, if approved by the competent authority, this proposed relaxation be inserted/added in the concerned norms/guidelines already approved by Executive Council vide its Resolution No. 42 dated 31.12.2021.

(Nasib Singh Gill)   (A.S. Maan)   (Yudhvir Singh)

(Satish Malik)   (Sunit Mukherjee)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

MINUTES OF THE MEETING OF COMMITTEE CONSTITUTED FOR SCHOLARSHIP FOR HIGHER EDUCATION FOR STUDENTS HAVING 70% OR MORE DISABILITY HELD ON 11. 05. 2022 AT 11.00 A.M IN THE COMMITTEE ROOM OF REGISTRAR'S OFFICE

The following members were present:

1.	Dean, Academic Affairs	Convener
2.	Dean of Colleges	Member
3.	Dean Students Welfare	Member
4.	Prof. Rishi Chaudhary, IMSAR	Member
5.	Principal, Pt. NRS Govt.College, Rohtak	Member
6.	Principal, MKJK College, Rohtak	Member
7.	Dy.Registrar (Academic)	Member

The Committee deliberated upon the following issues and decided as under:-

For UG/PG Programme being run in the University Teaching Departments)

1. Monthly disability maintenance allowance of Rs.1000/- may be sanctioned.

2. 50% relaxation in tuition fee in the relevant regular budgeted programmes subject to maximum of Rs.5000/- for UG/PG Course.

Note: The financial assistance as at Sr.No.1 & 2 will be allowed only in case of candidates whose parental income is below Rs.6,00,000/- per annum.

3. The budget for above welfare scholarships/incentives will be arranged out of annual accrued interest of Samarth Scheme operated under the aegis of Dean Student Welfare.

A lumpsum amount of Rs.35,00,000/- (Rupees: thirty five lacs) may be transferred in corpus maintained for Samarth Scheme out of Youth Welfare Fund where sufficient funds exist for welfare of students.
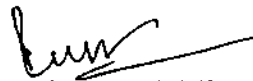
For Ph.D Courses:

On the pattern of URS to SC students, University may also make provision of few URS for Ph.D Disabled students in various Departments / Institutes / Centres who are not getting any scholarship.
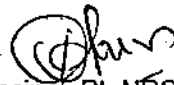
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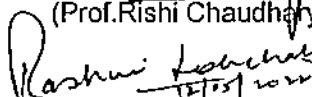
Students can avail one scholarship only either from State Govt./ Central Govt./ State and Central Govt. funded institutional bodies.

(Dean, Academic Affairs)   (Dean, Students Welfare)   (Dean of Colleges)

(Prof.Rishi Chaudhary)   (Principal, Pt. NRS Govt. College)

(Principal, MKJK College)   D.R.(Academic)

PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR TO LOOK INTO THE PROVISION FOR GRANTING T.A./D.A. AND DUTY LEAVE, ETC. TO THE ASSISTANT PROFESSOR ON CONTRACT TO ATEND SEMINARS, CONFERENCE ETC. HELD ON 29.08.2022 AT 03:00 P.M. IN THE OFFICE OF DEAN ACADEMIC AFFAIRS

The following members present:-

1.	Dean Academic Affairs	Convener
2.	Dean, Faculty of Physical Sciences	Member
3.	Dean, Faculty of Humanities & Arts	Member
4.	Director, IQAC	Member
5.	Finance Officer	Member
6.	Financial Advisor	Special Invitee

The committed deliberated over the issue and made following resolutions:-

1. In light of the State Govt. instructions issued vide memo No. KW4/36-2010 CI(5) dated 10.04.2018 there is a provision of two duty leaves which can be taken twice in an academic year and there is no provision for financial assistance.

2. The committee recommends that the Assistant Professor on Contract may be permitted to avail by combining these four (4 = 2+2) duty leaves for attending a Seminar/Conference/Workshop etc. in an academic year without any financial liability subject to the condition that he/she should not be allowed more than four (4) duty leaves in an academic year.
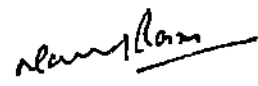
(NOV RATTAN SHARMA)   (A. S. MAAN)   (HARISH KUMAR)

(NARASIMHAN, B.) 24/8/22   (MUKESH BHATT)   (N.R. SHARMA)

From

Director General Higher Education,
Haryana, Panchkula.

To

Principals,
All Govt Colleges in State.

Memo. No. KW 4/36-2010 CI(5)
Dated, Panchkula, the 10-4-18

Duty leave

Subject: - Instructions regarding Extension Lecturers.

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Please refer to the subject cited above.

I am directed to inform you that there were some demands raised by Extension Lecturers' Welfare Association. A meeting was held in this regard on 06.4.2018 wherein the following decisions taken w.r.t. extension lecturers: -

1.   Time and again instructions were issued to adjust displaced eligible extension lecturers but till some displaced eligible extension lecturers, who were not adjusted despite the availability of workload, approaches head office with request to adjust them in one or other college. It is clarified that such incumbents may be adjusted with immediate effect if the workload is available in the relevant subject.

2.   The leave not consumed in any month by an extension lecturer, will be carried forward which can be consumed later on.

3.   Extension lecturers may be provided duty leave to attend seminars, conferences etc. not more than two days (maximum two times in an academic year.)

4.   Proper service record may be maintained individually for extension lecturers such as attendance registers, leave record, time table etc. which are related to their services.

In addition to this, it is also intimated that the members of Extension Lecturers Welfare Association, who attended the meeting on 28.3.2018 and 06.4.2018 in this Directorate, may be allowed duty leave for these two days.

Deputy Director Colleges-I
for Director General Higher Education,
Haryana, Panchkula.

PROCEEDINGS OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR FOR FRAMING PROMOTION POLICY FOR THE POSTS (BUDGETED/SFS) HAVING NO PROMOTION AVENUES IN THE EXISTING POLICY HELD ON 04.09.2021, 07.10.2021, 08.12.2021, 24.12.2021, 10.03.2022, 21.03.2022 AND 19.05.2022 IN THE COMMITTEE ROOM ADJACENT TO THE OFFICE OF THE REGISTRAR, M.D UNIVERSITY, ROHTAK.
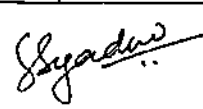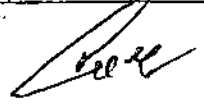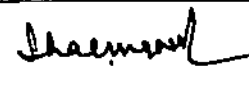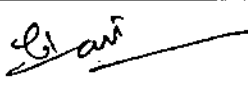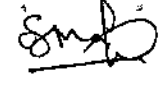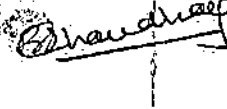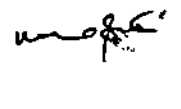
The following were present:

1. Dean Academic Affairs
2. Registrar
3. Prof. Bhagwan Singh, KUK (Former Registrar, CBLU Bhiwani)
4. Dr. Surender Yadav
5. Finance Officer
6. Prof. Nasib Singh Gill   (Special Invitee)
7. Dr. Satish Malik   (Special Invitee)

The Meetings of the Committee held on 04.09.2021, 07.10.2021, 08.12.2021, 24.12.2021, 10.03.2022, 21.03.2022 and 19.05.2022 to deliberate the issue regarding framing promotion policy for posts (Budgeted/SFS) having no promotional avenues in the existing policy. The Committee explored the possibilities/ways of promotional avenues for the incumbents working against various Ex-Cadre Posts for which there is no provision of promotion. After detailed deliberations, the Committee recommended the following:-

1 (i)   **Recommendations regarding promotional avenues for ex-cadre posts having no promotional channel**

Sr. No.	Name of the post & pay scale	No. of sanctioned post	No. of posts filled	Proposed line of promotion/Criteria	Remarks
1	Driver (Pay Level-4)	22	18	Driver having five years of experience may be considered for the post of Library Cleaner based on their seniority by taking their options. They may be considered as Library Cleaner w.e.f. the date the existing list of Library Cleaners is exhausted. Further, he/she will be eligible for promotion to the post of Library Attendant if he/she is graduate in Library Science OR graduate with Diploma in Library Science and as and when such post lies vacant. However, if he/she is graduate and does not possess any Diploma/Degree in Library Science, he/she will be eligible for promotion to the post of Library Attendant after having one year experience as Library Cleaner. "Option once exercised will not be changed"	

2	Telephone Attendant (Pay Level-DL)	2	-	Telephone Attendant having three years experience will be eligible for promotion as Library Cleaner. His/her name will be put on tail in the seniority list of Library Cleaners. "Option once exercised will not be changed".	The seniority of such incumbents on becoming Library Cleaner will be considered as per their pay and their previous seniority. However, they will remain junior to those Drivers who opt for joining the post of Library Cleaner.
3	Inter-com Telephone Mechanic (Pay Level-1)	1	-	Inter-com Telephone Mechanic having two years experience will be eligible for promotion as Library Cleaner. His/her name will be put on tail in the seniority list of Library Cleaner. "Option once exercised will not be changed".	
4	Section Officer/ Accounts Officer (Pay Level-6)	1 1	1 1	Section Officer/Accounts Officer having 8 years experience may be considered for promotion as Senior Accounts Officer.	
5	Senior Accounts Officer (Pay Level-11)	1	-	Senior Accounts Officer having 8 years of experience may be considered for promotion to the post of Finance Officer.	Presently, this post is meant for direct recruitment the same may be converted to the promotional post
6	Superintendent, UIET (SFS) (Pay Level-7)	1	1	Superintendent having: (i) 5 years experience as Superintendent OR (ii) 15 years experience as Assistant/Superintendent may be considered for promotion to the post of Assistant Registrar (UIET under SFS).	
7	Assistant UIET (SFS) (Pay Level-6)	1	-	Assistant (UIET under SFS) having (i) 10 years experience as Assistant OR (ii) 15 years experience as Clerk/Steno-Typist/Assistant may be considered for promotion to the Superintendent.	
8	Assistant, CPAS (SFS) (Pay Level-6)	1	-	Assistant (CPAS under SFS) having (i) 10 years experience as Assistant OR (ii) 15 years experience as Clerk/Steno-Typist/Assistant may be considered for promotion to the Superintendent.	
9.	Offset Machine Operator (Pay Level-6)	6	2	Offset Machine Operator having 08 years experience as Offset Machine Operator possessing graduation may be considered for promotion to the post of Accounts & Store Incharge.	One post of Foreman held in abeyance vide EC Reso.No.27 dated 10.07.2010 be restored.

10.	Jr. Modeller-cum-Carpenter/Level-4 (for existing incumbents)	1	-	Junior Engineer (Civil) L-6 (i) 20% by promotion (ii) 80% by Direct Recruitment On the line of class IV promotion policy to the post of Clerk and Lab. Attendant to bring the uniformity. **For the exiting incumbents, the following may be made applicable as one time exception:** For employees with the certificate course: (a) Two years experience on the post of Road Inspector, Work Inspector, Work Mistry, **Jr. Modeller-cum-Carpenter**, Work Supervisor or Surveyors who have passed three years National Certificate(Theoretical) course in Civil Engg. Conducted by the State Board or has qualified the same from any other recognized Institution or For employees without certificate courses: (a) Matric or its equivalent (b) Eight years experience as Road Inspector, **Jr. Modeller-cum-Carpenter** or 12 years experience as Work Inspector, Work Mistry, Work Supervisor or Surveyors and Hindi upto Matric Standard.	
	Work Supervisor(Pay Level-1)/	8	7		
	Work Inspector (Pay Level-2)	1	1		
11.	Pipe Fitter (Pay Level-2)	1	-	The incumbent possessing matriculation with ITI and having 05 years experience as Pipe Fitter may be considered for promotion to the post of Work Inspector/ Work Supervisor.	
12.	Lab Assistant (SFS) (Pay Level-2)	12	4	3 years experience as Lab Assistant with Diploma in relevant subject/ 5 years experience for ITI may be considered for promotion to the post of Lab Technician.	Two posts of Lab Technician be created each in budgeted (CIL) as well as under SFS (UIET).
13.	Lab Technician (Pay Level -6)	6	2	The Lab Technician possessing three year Diploma in engineering/B.Tech./B.Sc. with 6 years experience as Lab Technician may be considered for promotion to the post Assistant Technical Officer.	Two posts of Assistant Technical Officer, be created each in Budgeted as well under SFS.

14	Library Attendant (SFS) (Pay Level – 2)	3	3	A person matriculation passed having 5 years experience as Library Attendant and knowledge of ICT applications in libraries (to be certified by the University Librarian) may be considered for promotion to the post of Junior Library Assistant to be created under SFS.	One post of Junior Library Assistant be created under SFS.
15.	Technical Assistant (Network/Data base/Software Support) (Pay Level-6)	5	1	A person having eight years experience on the post of Technical Assistant may be considered for promotion to the post of Programmer. (L-9)	
16.	Programmer (Pay Level-9)	3	-	A person having five years experience as Programmer may be considered for promotion to the post of System Analyst.(L-11)	
17.	System Analyst (Pay Level-11)	2	-	A person having five years experience as System Analyst may be considered for promotion to the post of Senior System Analyst.(L-12)	
18.	Ballman (Self Financing Scheme) (Pay Level-)	1		A Ballman having Graduation with 10 years experience and Computer Diploma from the State Government recognized Institute/'O' Level Certificate in Computing may be considered for promotion to the post of Computer Lab Attendant (SFS).	
19.	Legal Assistant/ Statistical Assistant (Pay Level-6)	03 01	2 -	The existing incumbent working as Legal Assistant/Statistical Assistant having 20 years experience on this post may be considered for promotion to the post of Assistant Administrative Officer.	

The consideration for promotion as proposed above will be on the basis of seniority-cum-merit.

(ii) For the case regarding Public Relations Officer for grant of pay scale in level-7 and redesignation of post as Deputy Director as per State Government, State Government may be again requested.

(iii) For the promotion of Superintendent, Botanical Garden, the State Govt. may be requested for approval for which a draft letter be prepared with full justification by the Establishment Branch.

(iv) Nomenclature to the post of Computer Operator may be changed to Technical Assistant (Software Support).

(v) For the promotion of Director, Youth Welfare, State Govt. may be again requested for which a draft letter be prepared with full justification by the Establishment Branch.
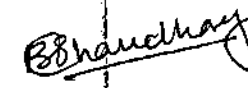
(vi)   The Accounts & Store Incharge may be promoted as Press Manager if having experience of 13 years as Offset Machine Operator/Accounts & Store Incharge or having experience of 8 years as Foreman/Proof Reader G-I/Store & Accounts Incharge.

2.   The Committee also considered the issue regarding preparing the joint seniority list of Lab Attendants. After discussing the matter in detail, the Committee observed that the post of the Lab Attendants are available in various departments, but in some departments promotional avenues are not available, as a result of which a junior person may get promotion due to availability of promotional post in that department whereas a senior person working as Lab Attendant in other department may not have opportunity to get promoted. A Committee may be constituted to look into the whole issue and to give its recommendations.

(Nov Rattan Sharma)   (Gulshan Lal Taneja)   (Bhagwan Singh)

(Surender Yadav)   (Mukesh Bhatt)   (Nasib Singh Gill)   (Satish Malik)

Minutes of the meeting of the committee constituted by the Vice-Chancellor to for Student Centric Skill based Incentive Scheme for the students of UTDs held in the office of the Advisor to the Vice-Chancellor Office, M. D. University, Rohtak on 02-09-2022 at 11:30 AM.

The following members were present:

1. Prof. Ajay K. Rajan, Dean, CIAA		Convener
2. Prof. Raj Kumar, Dean Student Welfare		Member
3. Prof. Harish Dureja Head, Deptt of Pharm Sciences		Member
4. Prof. Surender Kumar, Director, CYS		Member
5. Dr. Sandeep Malik, Director, ITHM		Member
6. Prof. Rahul Rishi, UIET		Member
7. Sh. Mahesh Bhatt, FO		Special Invitee

The committee deliberated over the student centric skill based incentive scheme to encourage the skill development of students for better employability in their requisite domains and to provide avenues for effective participation in corporate life of the University in its meetings held on 05-07-2022, 13-07-2022, 25-07-2022, 31-08-2022 and 02-9-2022. The scheme offers suitable incentive to the students in lieu of the assigned work. The general guidelines of the scheme, incentive levels and job responsibilities with their eligibility conditions were finalized. The meeting ended with thanks to the chair.

Prof. Ajay K. Rajan

Prof. Raj Kumar

Prof. Harish Dureja

Prof. Surender Kumar

Dr. Sandeep-Malik

Prof. Rahul Rishi

Sh. Mahesh Bhatt, FO

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

STUDENT CENTRIC SKILL BASED INCENTIVE SCHEME

Maharshi Dayanand University, Rohtak is a State University established under Haryana Act No. 25 of 1975 with the vision for holistic development of learners and sustainable growth of the society. The University offers 160+ Programs through 10 faculties comprising 41 University Teaching Departments/Centers/Institutes and a satellite campus MDU-CPAS at Gurugram.

As India is going to have the largest working age population in the World by 2030, but gainful employment for students from a general stream is a major challenge. The NEP- 2020 has advocated for the integration of higher education with skill development to enhance the employability.

The University has excellent student support systems having schemes such as "Earn while Learn Scheme", "Scholarship to Topper Students", "Need-cum-Merit Scholarship", "Students Group Insurance Scheme" and "Financial aid to Fatherless/Motherless students" under the aegis of Department of Student's welfare. In addition to these schemes, the Maharshi Dayanand University has initiated the **Student Centric Skill based Incentive Scheme (SCSBIS)** to encourage the skill development of students for better employability in their requisite domains and to provide avenues for effective participation in corporate life of the University.

GUIDELINES FOR STUDENT CENTRIC SKILL BASED INCENTIVE SCHEME

The scheme will provide opportunities to the students for utilizing their skills which they have acquired during their course of studies and incentivize them for demonstrating the professional, technical and domain specific skills. It shall not only imbibe the dignity of work among them but also sharpen their skills for better employability and strengthen their preparedness to find a successful career.

Objectives of the Scheme:

1. To enrich the student support ecosystem with special focus on acknowledging, utilizing and promoting their talent
2. To identity and utilize the potential of the students as a valuable human resource
3. To offer opportunity to the students for gaining hands on experience and equip them for successful career
4. To encourage students learn about dignity of work
5. To engage the students for various academic, technical and office management work of the university

Executive Board:

The scheme will be governed by an Executive Board. The executive board will be constituted by the Vice Chancellor for execution, monitoring and review of for its effective implementation and attainment of desired objective.
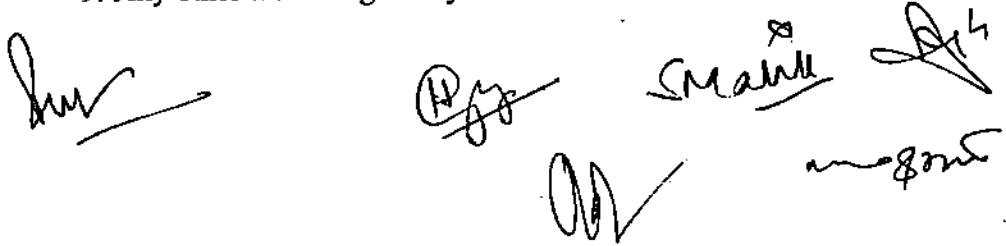
Composition of the Board:

1. Dean Students' Welfare	Convener
2. Director, CCPC	Ex-officio
3. Director, Centre for Innovation, Incubation and Entrepreneurship	Ex-officio
4. One Dean (Nominated by VC)	Member
5. One Senior Professor (Nominated by VC)	Member
6. One Industrialist (nominated by VC)	Member
7. One Alumni (nominated by VC) Member	

Note: The tenure of the nominated members will be two years. The board will meet normally once in a quarter. However, in case of emergent issue, the Convener may call the meeting of the executive board to sort out the issue(s).

Functions of the Executive Board:
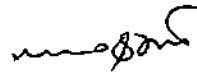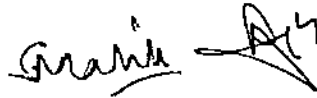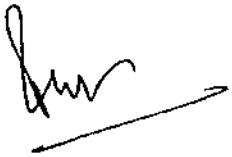
1. To identify the services along with their scope of work and skill required
2. To design the service-wise criteria for short listing the candidates
3. To constitute the selection committee for various services
4. To develop performance audit parameters for different services
5. To constitute sub-committee for the performance audit of the scheme
6. To address the concerns/issues by the stakeholders
7. To monitor the implementation of the scheme and seek feedback
8. To review the scheme from time to time
9. Any other task assigned by the Executive Board

General Guidelines:

1. Information about the scheme will be uploaded on the university website.

2. Application from the bonafide students of the UTDs/Institutes/Centers will be invited through Head/Director by the Office of the Dean Student's Welfare based on the requirements of the Deptt./Centre/Institute/Cell/Branch office/any other office in the each academic session.

3. Applicants will be shortlisted and selected on the basis of specified criteria

4. The list of selected students under the scheme will be displayed on the website of the University.

5. HoD/Director/Branch Officer will maintain the register of students engaged under their scheme by specifying the work allocated, number of hours allowed to work and number of hours actually worked.

6. HoD/Director/Branch Officer will verify the work performed by the students and amount payable as per rule.

7. HoD/Director/Branch Officer may normally offer daily two hours, ten hours a week and maximum 40 hours in a month to the selected students as per the requirement. However, in exceptional cases, if the student engagement is beyond 40 hrs as per the requirement of the service, the permission of Vice Chancellor is required.

8. HoD/Director/Branch Officer will verify the attendance, payment bills etc. of the work finished under the scheme and same will be submitted to the office of the DSW in the first week of every month and payment will be disbursed through RTGS in bank account of the student.

9. The project work as part of curriculum will be out of the scope of this scheme.

10. All issues related to the scheme will be referred to the executive board.

11. The incentive structure of the scheme shall be as per the Annexure I, which may be revised from time to time.

12. The job responsibility and the eligibility of each level of the scheme has been provided in Annexure II.

Maharshi Dayanand University has framed a *"Student Centric Skill based Incentive Scheme"* in order to utilize and promote the skills of the students. This scheme will provide the incentive to the students for his/her service to the University during the study on the basis of the skill.
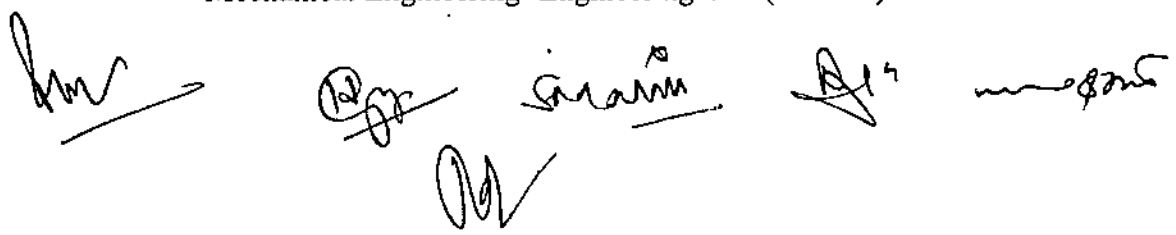
The University has identified four level skills and accordingly the incentive will be paid to the students. To begin with, these four level services are grouped as Laboratory Associate/Senior Laboratory Associate; Technical Assistant/Technical Associate /Senior Technical Associate Information and Communication Technology (ICT); Student Asisstant/Student Associate - Career Counselling and Placement Cell (CCPC); Alumni Relations and Activities (ARA); Hospitality Services (HS); Yoga Trainer Assistant; Technical Associate - Mechanical Engineering Workshop (MEW); Pharmacy Associate; Event Planning and Organizing - Associate/Senior Associate; Technical Associate /Senior Technical Associate - Electrical Engineering -Engineering Cell (EE-EC), Civil Engineering -Engineering Cell (CE-EC), Mechanical Engineering -Engineering Cell (ME-EC); Associate Accounts Branch; Laboratory Technician Associate; Hobby Class Associate; Yoga Trainer and Teaching Associate.

The details are tabulated below:

Level	Service	Incentive
A	- Laboratory Associate - Technical Assistant (ICT) - Student Assistant (CCPC) - Student Assistant (ARA) - Food Production Assistant (HS) - Food & Beverage Service Assistant (HS) - Housekeeping Assistant (HS) - Front Desk Assistant (HS) - Yoga Trainer Assistant	Rs 200/- per hour subjected to maximum of Rs 8000/- Max. hours per month = 40

B	• Technical Associate (MEW) • Senior Laboratory Associate • Pharmacy Associate • Technical Associate (ICT) • Student Associate (CCPC) • Student Associate (ARA) • Food Production Associate (HS) • Food & Beverage Service Associate (HS) • Housekeeping Associate (HS) • Front Desk Associate (HS) • Event Planning & Organizing Associate • Associate Accounts Branch • Technical Associate (EE-EC) • Technical Associate (CE-EC) • Technical Associate (CE-ME)	Rs 250/- per hour subjected to maximum of Rs 10000/- Max. hours per month = 40
C	• Yoga Trainer • Laboratory Technician Associate • Senior Technical Associate (ICT) • Senior Event Planning & Organizing Associate • Hobby Class Associates • Senior Technical Associate (EE-EC) • Senior Technical Associate (CE-EC) • Senior Technical Associate (CE-ME)	Rs 300/- per hour subjected to maximum of Rs 12000/- Max. hours per month = 40
D	• Teaching Associate	Rs 500/- per hour for theory class and Rs 250/ per hour for practical class subject to maximum of Rs 14000/- Max. hours per month = 40

Note : - Information and Communication Technology – (ICT)
Career Counseling and Placement Cell - (CCPC)
Alumni Relations and Activities - (ARA)
Hospitality Services - (HS)
Mechanical Engineering Workshop - (MEW)
Electrical Engineering -Engineering Cell - (EE-EC)
Civil Engineering -Engineering Cell (CE-EC)
Mechanical Engineering -Engineering Cell (ME-EC)

DETAILS OF THE SERVICES UNDER STUDENT CENTRIC SKILL BASED INCENTIVE SCHEME (SCSBIS):

Level	Service	Job Responsibilities	Minimum Eligibility
A	Laboratory Associate	• Preparation of samples/reagents • Cleaning and maintenance of laboratory • Issue of chemicals/glassware's from the store • Labeling of instruments/reagent bottles etc. • Cleaning of the instruments/equipments • Any other duty assigned by the lab in charge	Bachelor Program Student
A	Technical Assistant (ICT)	• Help Desk • Data Entry • Network Maintenance – Cabling & Wi-Fi	Bachelor Program Student(preferably BCA/B Tech/MCA/MSc)
A	Student Associate (CCPC)	• Help Desk to Register Students Choices and Industry Queries • Maintaining Databases • Data Entry with regard to Calendar of Events of Career Counselling and Placement. • Conducting Aptitude Tests, Seminars/ Workshops of Career Counselling, Skill Development and Placement Activities • Job Advertisement Circulation to all students via Physical Notice Boards placed in Departments/ Public places like Student Activity Centre, Library etc. and e-distribution via MDU Career Information Window / Apps etc.	Bachelor Program Student
A	Student Associate (ARA)	• Searching of present and past alumni profiles with their contact details (batch wise) • Web Scrapping for Record Keeping • Data / Record keeping of past alumni (batch wise)	Bachelor Program Student
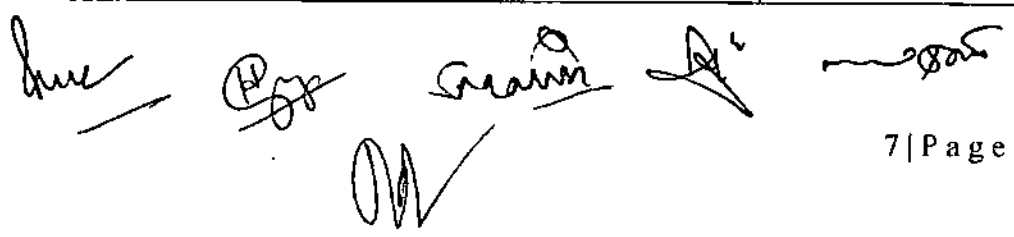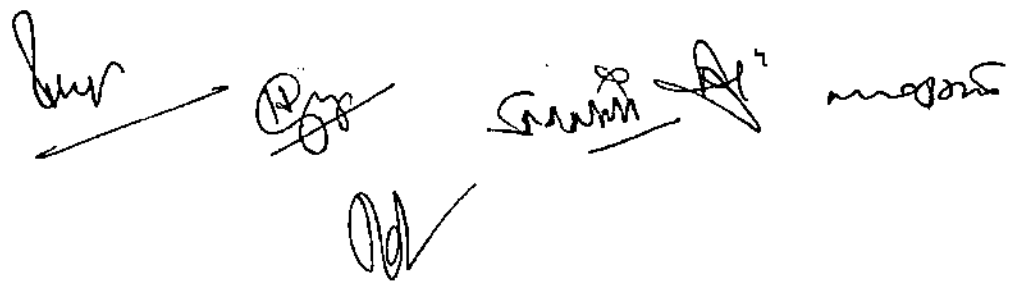
A	Food Production Assistant (HS)	• Gather necessary supplies • Carry food supplies, equipment, and utensils to and from storage and work areas • Perform basic cooking tasks like boiling, pressure-cooking etc. as per the instructions of the cook • Prepare basic food items according to kitchen standards • Clean and sanitize production equipment, work surfaces, and kitchen	Bachelor Program Student
A	Food & Beverage Service Assistant (HS)	• Ensuring clean service-ware i.e. cutlery, crockery, glassware • Table setup as per menu • Set up of dummy waiter and stacking up service ware and accompaniments • Service assistance at buffet counter • Water/welcome drink service • Ensuring prompt table service as per standards • Resetting covers, collection and disposal of soiled F&B Linen to laundry • Upkeep of mise en scene throughout service	Bachelor Program Student
A	Housekeeping Assistant (HS)	• Manage inventory for cleaning and guest supplies • Perform pre-cleaning activities • Perform cleaning operations • Perform relevant housekeeping activities • Attend to guest's requests	Bachelor Program Student
A	Front Desk Assistant (HS)	• Welcoming of delegates • Registration of guests and VIP delegates • Directing guest to their accommodation facilities • Coordinating with F&B and housekeeping for handling guest requests • Management of lobby and reception area • Facilitation of IT related assistance to guests	Bachelor Program Student
A	Yoga Trainer Assistant	• Assistant to Yoga trainer in organizing training sessions	Diploma Program (Yoga science) or 1st year MA (Yoga Science) student having suitable experience in the requisite area

B	**Technical Associate (MEW)**	• Data Entry in ME Branch • Maintenance of lab equipment /furniture • Repair & Maintenance of equipment in Mechanical Workshop • Preparation of lab manual • Lab associates in (UG/PG) • Participation in 3-D printer lab established in Incubation centre	Bachelor Program Student (B.Tech. /M.Tech. in Mechanical Engg.)
B	**Senior Laboratory Associate**	• Maintenance of the equipments/instruments • Maintaining the log register of equipment's/instruments • Demonstration of practicals • Preparing SOP of instruments • Maintaining the inventory of the laboratory items • Any other activity deemed necessary to run the laboratory smoothly	Bachelor Program Student
B	**Pharmacy Associate - University Health Centre**	• Dispensing the prescription • Maintain the inventory of material • Proper storage of medicines • Help in blood testing like hemoglobin test etc • Help in applying the bandages etc.	Registered pharmacist (LEET student/M. Pharm. student)
B	**Technical Associate (ICT)**	• Network Maintenance (Cabling, Wi-Fi & Switch Management) • PC Maintenance • Data Processing/Analysis • Software Development/Configuration/Deployment/Testing/Documentation • Mobile Application Development • Backup & Restore Services • System Administration • Database Administration • Virtual Events Management	Bachelor Program Student(preferably BCA/B Tech/MCA/MSc/ M Tech)

B	Student Associate (CCPC)	• Organizing Group Discussions and Guest Lectures by Industry Experts • Liaising with Industry • Profile Building of Students / Departments / and University • Flier Making for different events • Communication with Companies / Industry for Profile Exchange / Invitations / Festival Greetings etc. • Placement Events' Handling • Maintaining Database on NIRF and NAAC patterns • Public Perception handling by designing and distribution of fliers, flex etc. of students successfully placed in Campus Recruitments. • Web Scrapping for Record Keeping	Bachelor Program Student having good verbal and written communication
B	Student Associate (ARA)	• Communication with Alumni for Profile Exchange / Invitations / Festival Greetings etc. in consultation with Faculty Coordinator • Alumni Database handling	Bachelor Program Student
B	Food Production Associate (HS)	• Ensuring food quality • Ensure proper hygiene and sanitation conditions • Food Portion Control • Supervise entire kitchen operation • Assigning duties to trainees • Handle guest special requests due to dietary concerns • Ensure refilling dishes • Assist department in documentation of expenses	Bachelor Program Student
B	Food & Beverage Service Associate (HS)	• Check the mise-en-scene standards are maintained • Ensure refilling of dishes in buffet counter in coordination with kitchen department • Assign duties and control trainees • Handle guest special requests • Maintain hygiene standards in Service area • Coordinate with housekeeping for cleanliness and maintenance of Service Area • Ensure the dummy waiters are properly manned and stacked up with necessary equipments	Bachelor Program Student
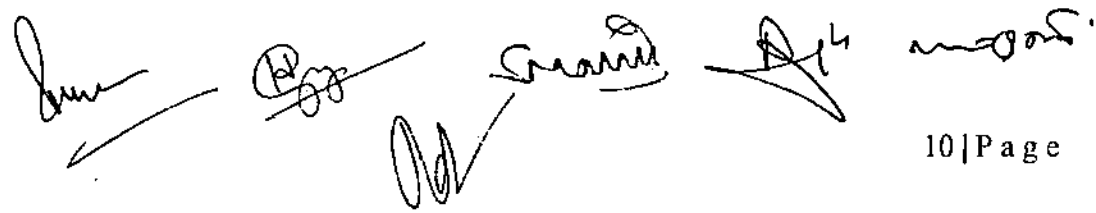
B	Housekeeping Associate (HS)	• Supervision of Housekeeping activities in different areas • Guiding and assigning duties to trainees • Ensure completion of tasks as per requirements & standards • Inspection of restrooms and ensuring availability of properly laundered linen throughout operations	Bachelor Program Student
B	Front Desk Associate (HS)	• Oversee the function of trainees • Handling doubts of trainees regarding registration and identification of guests • Handling guest complaints regarding accommodation facilities • Overall Management of lobby and reception area	Bachelor Program Student
B	Event Planning & Organising Associate	• Liaisoning with various people such as artists/resource persons/judges/participants/teams etc. or departments, • maintaining discipline, • preparing and ensuring seating arrangement, • kit preparations, • certificate writing, • accommodation arrangements • food and refreshment arrangements • transport management, • visiting market for various needs etc.	Bachelor Program Student
B	Associate Accounts Branch	• To help in Bank Reconciliation in the shape of uploading the Bank data in the software • To help in the fee reconciliation data • Issue of advances and adjustment thereof relating to R K. Fund • To maintain the record of release of Pension Record. • To help in the collection of data from the departments/branch for the recasting of Budget • To get the various kind of cases cleared from Audit Branch. • To help in checking of Payment Bills i.e. calculation, rate charge in the bills and other formalities.	M. Com/MBA student
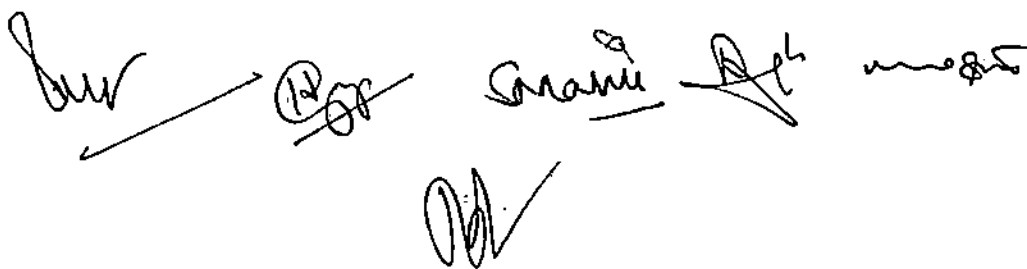
B	Technical Associate (EE-EC)	• Survey of existing building for maintenance purposes. • Meter Reading • Inspection of Minor Maintenance works • Preparation of daily material consumption report • Monitoring of Maintenance of Solar Power Plant • Monitoring of Street Lights etc. • Any other duty assigned by the office	B.Tech. Third Year (Electrical Engineering) Student
B	Technical Associate (CE-EC)	• Surveying and Leveling • Survey of existing building for maintenance purposes. • Material Sampling and Testing, Slump Test, Filling of Cubes, etc. • Monitoring of curing, etc. • Monitoring of cleaning of Storm Water Drain, Raw Water Channel • Monitoring of Water Treatment Plant. • Any other duty assigned by the office	B.Tech Third Year (Civil Engineering) Student
B	Technical Associate (CE-ME)	• Data Entry in ME Branch. • Preparation of various charts for labs and workshop: • Preparation of maintenance schedule of various machines in Workshop like Lathe machine, milling machine, Shaper machine, drilling Machine etc. • Monitoring and inventory of raw material for various shops of Workshop like Pattern making, fitting shop, welding shop, machine shop etc. • Repair of furniture and workshop equipment. • Assisting workshop/lab Technicians in conducting experiments. • Any other duty assigned by the office.	B.Tech. Third Year (Mechanical Engineering) Student
C	Laboratory Technician Associate	• Maintenance of the sophisticated equipments/instruments • Performing the sample analysis using sophisticated equipments	Master Program student in concerned Deptt/Centre/ Institute

C	Senior Technical Associate (ICT)	• Data Analysis • Software Development/Configuration/Deployment/ Testing/Documentation • Mobile Application Development • Backup & Restore Services • System Administration • Database Administration • Virtual Events Management	Bachelor Program Student (preferably BCA/B Tech/MCA/MSc/ M Tech/PhD)
C	Senior Event Planning & Organizing Associate	Specialized duties such as: • anchoring, • decoration, • designing & printing of invitations, flex, banners, mementoes etc., • budgeting • rangoli making, • photography and videography, • overall stage management, • audio arrangements, • lighting, • marketing of event, • social media marketing, • public relation management including press & media, • planning & scheduling of events including minute to minute programme	Bachelor Program Student having suitable experience in the requisite area
C	Hobby Class Associate	Engage hobby classes for: • Choreography • Painting • Playing musical instrument • Yoga • Cooking	Bachelor Program Student having suitable experience in the requisite area
C	Yoga trainer	• Organization of the Training sessions of: Yogaasanas, Praanaayama, Kriyaas and meditation. • Promotion of Yoga in the campus	Final year MA (Yoga Science) student having suitable experience in the requisite area
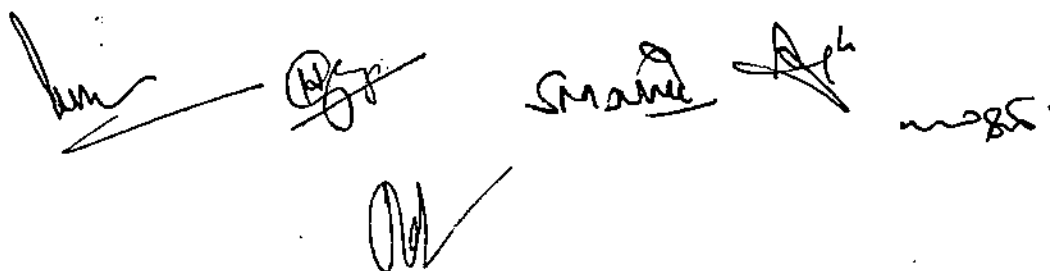
| C | Senior Technical Associate (EE-EC) | • Preparation of line diagram and drawings for addition/alteration of minor electrical lines, works, etc.
• Preparation of bill of quantities and estimates for minor works
• Monitoring of maintenance of HT/LT line
• Monitoring of maintenance of DG sets, ACs etc.
• Maintaining of inventory of electrical items.
• Maintenance of electrical equipments in labs.
• Monitoring and Maintenance of motors
• Monitoring and Maintenance of HVAC plants
• Monitoring and Maintenance of fire alarms, fire fighting
• Calculation of parameters for energy conservation/saving
• Any other activity deemed necessary | B.Tech. Final Year (Electrical Engg) student |
| C | Senior Technical Associate (CE-EC) | • Steel bending, binding and placing as per drawing
• Monitoring during laying of RCC columns, beams, slabs
• Preparation of drawings and estimate of minor/major works
• Preparation of drawings and estimates of Addition/Alteration works
• Estimate preparation for maintenance works.
• Any other activity deemed necessary | B.Tech. Final Year (Civil Engg) student |

| C | Senior Technical Associate (CE-ME) | • Documentation in Mechanical Engineering Branch
• Preparation of lab manuals of various labs like SOM, MS, MM, CAD, FM, KOM, DOM, HT, RAC etc
• Monitoring of raw materials/ consumables for various labs
• Maintaining/ assisting lab technicians in maintaining lab equipment's in working order, calibration and timely repair of the equipment.
• Preparing maintenance schedule and maintenance history of various equipment's of the labs like UTM, Hardness testing, various engines etc.
• Assisting lab technicians in conducting lab experiments (UG/PG).
• Assisting faculty/technician in 3-D printer in Incubation center.
• Estimate preparation of maintenance works of labs.
• Monitoring of University vehicles in XEN Branch.
• Any other duty assigned by the office. | B.Tech. Final Year (Mechanical Engineering) Student |
| D | Teaching Associate | • Teaching the assigned curriculum in classroom sessions (Theory/Practicals)
• Evaluating student projects, labs, tests and other assessments.
• Maintaining records on student progress/grades.
• Conduct tutorials or review sessions. | Ph.D. Scholars (fulfilling eligibility conditions of UGC norms* for the post of Assistant Professor) not in receipt of any scholarship/fellowship |

*As applicable from time to time

MINUTES OF THE MEETING OF THE COMMITTEE APPOINTED BY THE VICE-CHANCELLOR FOR FRAMING THE RULES FOR 'TUTEJA AWARD' IN THE DEPARTMENT OF MATHEMATICS , HELD ON 22-07-2022 AT 10:00 A.M IN THE OFFICE OF THE DEAN, ACADEMIC AFFAIRS, MAHARSHI DAYANAND UNIVERSITY, ROHTAK

MEMBERS PRESENT

1. Dr. Nov Rattan Sharma   Convener
   (Dean, Academic Affairs)
2. Dr. A.S Maan   Member
   (Dean, Physical Sciences)
3. Dr. Rajeev Kumar   Member
   (Head, Department of Mathematics)
4. Mrs. Anita Sardana   Member
   (Deputy Registrar)

Prof. R.K. Tuteja has deposited a seed amount of Rs. 1,51,000/- (One lakh and Fifty One Thousand) (Through Cheque No. 245381 dated 21.04.2022) to utilize for award of 'Tuteja Award'.

The Committee considered the rules for 'Tuteja Award' in the Department of Mathematics & recommended as under:

1. **PURPOSE:**

   To establish a TERMINAL FUND for the 'Tuteja Award' (referred as Award subsequently in the letter) with a saving/fixed deposit account in a bank dealing with the Maharshi Dayanand University, Rohtak. The spirit of this award is to recognize sheer excellence in Mathematics without any consideration of age, caste, religion, economic status, financial need, gender, sexual orientation, regional affiliation, and national origin.

2. **CASH VALUE AND CITATION OF THE AWARD:**

   Rs. 5,100/-(Five thousand and one hundred) for the one topper (passout) student w.e.f. session 2020-21. The award amount may increase, but never decrease, depending upon the cash available in the fund. A citation by the university will be presented with each award.

3. **FREQUENCY AND TIME OF CONFERRING THE AWARD:**

   Annual basis and within 6-8 weeks of the declaration of the M.Sc. Mathematics with Computer Science (Final Year) result by the university and preferably on the 'National Mathematics Day'.

4. **ELIGIBILITY:**

   Pass and Topper student of M.Sc. Mathematics with Computer Science of the Department of Mathematics, M.D. University Rohtak.

5. **PROCEDURE OF SELECTION:**

   The Head of the Department (HOD) of Mathematics in consultation with two senior faculty members of the Department will choose the Topper student based upon the
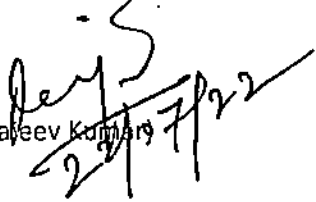
results of the M.Sc. Mathematics with Computer Science program Examinations (Cumulative over all Semesters). The student must have completed all the four semesters.

6. **Award communication and Publicity:**

The name of the awardee for every year should be communicated to Dr. R.K. Tuteja (rk_tuteja2006@yahoo.co.in) and his both sons, Mr. Uday Tuteja (udaytuteja@gmail.com) and Mr. Aditya Tuteja (aditya.tuteja@gmail.com). In order to promote Mathematics at large, full publicity should be given to the awardees both inside and outside the M.D. University, Rohtak Campus.

(Nov Rattan Sharma)   (A.S Maan)   (Rajeev Kumar)

(Anita Sardana)

H9
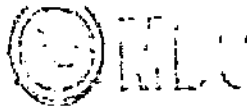
Confirmation of minutes of the meeting of the Committee for framing rules

3 messages

Dy Registrar Regn and Scholarship <dr.reg.br@mdurohtak.ac.in>
To: rk_tuteja2006@yahoo.co.in

Fri, Jul 22, 2022 at 1:46 PM

Sir,

Please find attached the proceeding of the meeting of the committee for framing rules for award of Tuteja Award. You, are therefore, requested to give consent to the minutes of the committee for framing rules for award of 'Tuteja Award', so that further necessary action may be taken please.

Regards,

Superintendent,
Registration & Scholarship Branch,
M.D University, Rohtak (Haryana).

📄 **proceeding of meeting for tuteja award.pdf**
501K

Dy Registrar Regn and Scholarship <dr.reg.br@mdurohtak.ac.in>
To: "udaytuteja@gmail.com" <udaytuteja@gmail.com>, "aditya.tuteja@gmail.com" <aditya.tuteja@gmail.com>

Tue, Jul 26, 2022 at 12:28 PM

[Quoted text hidden]

📄 **proceeding of meeting for tuteja award.pdf**
501K

Ravinder Tuteja <rk_tuteja2006@yahoo.co.in>
To: Dy Registrar Regn and Scholarship <dr.reg.br@mdurohtak.ac.in>

Wed, Jul 27, 2022 at 11:33 PM

Hi All,

For the Proceeding of the meeting dated 22/07/2022, I give my consent and approval please.

Regards,
R K Tuteja

[Quoted text hidden]

MINUTES OF THE MEETING OF THE COMMITTEE APPOINTED BY THE VICE CHANCELLOR FOR FRAMING THE RULES FOR SUBEDAR MAJOR HAR NARAYAN AWARD IN THE DEPARTMENT OF MATHEMATICS , HELD ON 22-07-2022 AT 10:00 A.M IN THE OFFICE OF THE DEAN, ACADEMIC AFFAIRS, MAHARSHI DAYANAND UNIVERSITY, ROHTAK.

MEMBERS PRESENT

1.	Dr. Nov Rattan Sharma (Dean, Academic Affairs)	Convener
2.	Dr. A.S Maan (Dean, Physical Sciences)	Member
3.	Dr. Rajeev Kumar (Head, Department of Mathematics)	Member
4.	Mrs. Anita Sardana (Deputy Registrar)	Member
5.	Dr. Pawan Bhardwaj (Donor)	Member

Dr. Pawan Bhardwaj has deposited a seed amount of Rs. 1,21,000/- (One lakh and Twenty One Thousand) (Through RTGS) to utilize for award of Subedar Major Har Narayan Award.

The Committee considered the rules for 'SUBEDAR MAJOR HAR NARAYAN AWARD' in the Department of Mathematics & recommended as under:

1. **PURPOSE:**

   To establish a TERMINAL FUND for the SUBEDAR MAJOR HAR NARAYAN AWARD (referred as Award subsequently in the letter) with a saving/fixed deposit account in a bank dealing with the Maharshi Dayanand University Rohtak. The spirit of this award is to recognize sheer excellence in Mathematics without any consideration of age, caste, religion, economic status, financial need, gender, sexual orientation, regional affiliation, and national origin.

2. **CASH VALUE AND CITATION OF THE AWARD:**

   Rs. 5,100/-(Five thousand and one hundred) for the one topper (passout) student w.e.f. session 2020-21. The award amount may increase, but never decrease, depending upon the cash available in the fund. A citation by the university will be presented with each award.

3. **FREQUENCY AND TIME OF CONFERRING THE AWARD:**

   Annual basis and within 6-8 weeks of the declaration of the 5-yrs Integrated M.Sc. (Hons) Mathematics (Final Year) result by the university and preferably on the 'National Mathematics Day'.

4. **ELIGIBILITY:**

   5-yrs Integrated M.Sc. (Hons) Mathematics, Pass and topper student of the Department of Mathematics, M.D. University Rohtak.
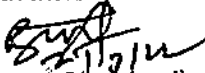
5. PROCEDURE OF SELECTION:

The Head of the Department (HOD) of Mathematics in consultation with two senior faculty members of the Department will choose the Topper student based upon the results of the 5-yrs Integrated M.Sc. (Hons) Mathematics Examinations (Cumulative over Ten Semesters). The student must have completed all the ten semesters.
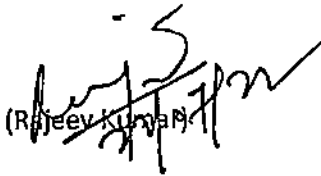
6. AWARD COMMUNICATION AND PUBLICITY:

The name of the awardee for every year should be communicated to Dr. Pawan Bhardwaj (drpawan67@gmail.com) and his cousin brother, Raj Kumar Bhardwaj (bhardwajrk52@gmail.com) and his son, Mr. Devansh Bhardwaj (drapdevansh@gmail.com). In order to promote Mathematics at large, full publicity should be given to the awardees both inside and outside the MDU campus.

(Pawan Bhardwaj)

(Nov Rattan Sharma)

(A.S Maan)

(Rajeev Kumar)

(Anita Sardana)

Proceeding of the meeting of the Committee constituted by the Vice-Chancellor in pursuance of the decision of the Academic Council taken vide Reso. No. 55 dated 25.06.2018 to make recommendations regarding qualifications for the post of Assistant Professor in Institute of Hotel & Tourism Management (under SFS) was held on 05.04.2022 at 3.00 P.M. in the office, Dean, Academic Affairs:

The following were present:

1.	Prof. Novrattan Sharma, Dean Academic Affairs	Chairman
2.	Prof. Rishi Choudhary, Dean, Faculty of Management Sciences	Member
3.	Dr. Sandeep Malik, Director, IHTM	Member

The committee constituted for making recommendations regarding the qualification for the post of Assistant Professors in Hotel Management, considered the following:

1. The Hotel Management programme was started in 2005 as a PG programme.

2. The first permanent recruitment for the post Assistant Professor were done in 2008 & 2009 with UGC qualifications. It is also pertinent to mention that before this Kurukshetra University recruited teachers in Hotel Management with UGC qualifications in 2005. Since then no permanent recruitment of faculty has been done in any University in Haryana. Although, Contractual/Guest Faculties in Hotel Management were hired by MDU, KUK, BPS and IGU Meerpur where UGC qualifications were followed.

3. It is also pertinent to mention that IHTM is offering PG programme i.e. MHMCT 2 year since 2017 only whereas earlier the Institute have offered MHM 2 year, BBA (HM) 3 year, BHM 3 year till 2017.
   In 2015, as per UGC notifications for standard nomenclature for degrees offered by Universities, MDU started offering 4 year Bachelor of Hotel Management and Catering Technology.

4. Subsequently, the Institute applied for AICTE approval in 2018-19 (Document attached at Flag A).

5. The representation asking for implementation of AICTE qualifications was submitted by few students on 21.06.2018 and a committee of following members was constituted by Academic Council vide resolution 55 dated 25.06.2018 to look into the matter:
   a. Dean Academic Affairs   Convener
   b. Dean, Faculty of Management Sciences   Member
   c. Director, IHTM   Member

6. The qualifications of AICTE is as under:
   a. Minimum four year Bachelors Degree in HMCT and Masters Degree in HMCT or in equivalent discipline with first class or equivalent in any of the two degrees

   OR

   Minimum four year Bachelors Degree in HMCT with first class or equivalent and minimum of five years of relevant experience at a managerial level not less than Assistant Manager in a four star hotel or in a similar position in the hospitality industry/ tourism industry.

The committee held its meetings from time to time to discuss the issue and information was also sought from state Universities of Haryana in this period. All the state Universities in Haryana are following UGC qualifications.

During discussions, the committee observed that

1. If the qualifications for recruitment of Assistant Professor in Hotel Management of AICTE are implemented, it will render the students who have already passed Hotel Management from 2007 to 2017 from this University ineligible for the post of Assistant Professor (Hotel Management). As before this period, the University was offering UG and PG degree in "Hotel Management" and not in "Hotel Management and Catering Technology". This will be a great loss to reputation of the University and to the employment opportunity for our own alumni.

2. The University has UIET, DCSA, Dept. of Pharmaceutical and IHTM which are approved by AICTE. However, the departments of UIET, DCSA and Dept. of Pharmaceutical follow UGC qualifications for recruitment of Assistant Professors. While confirming the minutes of 238th meeting of the EC held on 11.11.2013 (Resolution no. 24) resolved further that in future UGC qualifications be followed for appointment to the teaching posts in the UIET and Dept. of Pharmaceutical Sciences.

3. The Institute is a part of Faculty of Management Sciences and Commerce. In this faculty, UGC qualifications are followed for recruitment of faculty members in management and commerce discipline. .

4. Further, the UGC qualifications are higher than AICTE qualifications as per AICTE even a person with Bachelors Degree and experience can be a faculty member for Hotel Management as mentioned above in point No. 6(a) which will create severe complications for the University system.

5. In case of Tourism Management U.G.C. conducts NET and hence, U.G.C. qualifications are being followed for the recruitment to the post of Assistant Professor in Tourism at University/College level across India.

It is recommended that in view of the facts stated on pre-pages and the observations during discussion of meetings of the committee (03.08.2021 & 05.04.2022). The Committee is of the view that U.G.C. qualifications may be followed for the recruitment to the post of Assistant Professor in both specializations i.e Tourism Management & Hotel Management.

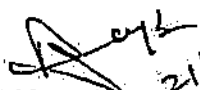(Novrattan Sharma)   (Rishi Chaudhary)   (Sandeep Malik)

MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR TO RECOMMEND THE STRUCTURE AND SCOPE FOR THE ESTABLISHMENT OF CENTRE FOR CURRICULUM DESIGN AND DEVELOPMENT HELD ON 08.07.2022, 14.07.2022 AND 21.07.2022 IN THE COMMITTEE ROOM ADJACENT TO VICE-CHANCELLOR'S OFFICE.
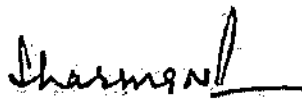
Following members were present:

1.	Prof. A.K. Rajan, Advisor to Vice-Chancellor	Convener
2.	Prof. Nov Rattan Sharma, Dean Academic Affairs	Member
3.	Prof. A.S. Maan, Dean, Faculty of Physical Sciences	Member
4.	Prof. Harish Dureja, Dept. of Pharm Sc.	Member
5.	Prof. Narasimhan B, Director, IQAC	Member Secretary
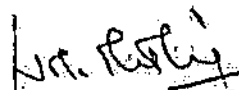
The committee deliberated over the various issues and dimensions pertaining to the mandate given to the committee for establishment of Centre for Curriculum Design and Development. After detailed deliberations the committee proposed a draft framework (Annexure 'A') for establishment of Centre for Curriculum Design and Development comprising its structure and scope as per the mandate.

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

(A.K. Rajan)　　　　　　(Nov Rattan Sharma)　　　　　　(A.S. Maan)

(Narasimhan B)　　　　　　(Harish Dureja)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
CENTRE FOR CURRICULUM DESIGN AND DEVELOPMENT

Maharshi Dayanand University, Rohtak is a State University established under Haryana Act No. 25 of 1975 with the objective to promote inter-disciplinary higher education and research with special emphasis on studies of environmental, ecology and life sciences. The University offers 160+ Programs through 10 faculties comprising 41 University Teaching Departments/Centres/Institutes and a satellite campus at MDU-CPAS, Gurugram.

The National Education Policy – 2020 released on 29th July 2020 envisions a complete overhaul of current higher education system and exhorts for re-energizing to overcome its challenges and thereby to deliver high-quality higher education, with equity and inclusion. The Government of Haryana has asked the HEIs in Haryana to implement the NEP-2020 by 2025 and accordingly the University has prepared a roadmap for NEP 2020 and the same has been adopted after its approval from Statutory Bodies.

RATIONALE FOR CURRICULUM DESIGN AND DEVELOPMENT

The NEP 2020 envisions a holistic and multidisciplinary approach in education aiming to develop capacities of learners-intellectual, aesthetic, social, physical, emotional and moral in an integrated manner. Such an education with objectives to develop individuals who possess 21st century capacities across the disciplines requires imaginative and flexible curricular structure. .

The curriculum is heart and soul of an educational program. The quality of higher education mainly depends on the curriculum designing/planning as well teaching and learning process. Curriculum for an educational program is the sum total of the educational intervention to achieve its objectives and shall have the following components:

A) *The purpose:* The philosophy of education related to the goals and means to address the question WHY students should learn what is prescribed in the curriculum.

B) *The goals:* The learning outcomes of the program related to WHAT students should learn. This is specified in the Program Syllabus, as distinct from the syllabuses of the individual courses that constitute the program.

C) *The means:* The pedagogical strategies related to HOW to help them to learn what is expected.

1

The means in (C) include:

a. Learning Material(s) such as textbooks and learning resources, from which students can learn what is specified in the Program Syllabus,

b. Teaching Material(s) such as lesson plans, notes on learning materials, to help the teachers facilitate the learning process,

c. The activities that teachers employ within the classroom and outside the classroom to guide and facilitate the learning process, and

d. Assessment tasks to find out if and how well the students have achieved the learning outcomes specified in the syllabus.

In view of above it is imperative to have an exclusive Centre for Curriculum Design and Development to actualize the vision. Accordingly, the University has decided to establish the Centre for Curriculum Design and Development with the following objectives:

1. To implement the NEP 2020 as per the approved roadmap by revamping of curriculum.

2. To review and revise the curriculum on a regular basis to address the changing needs of students, industries and society.

3. To identify the new programs based on current and futuristic societal needs and emerging global trends in consonance with vision and mission of the University.

4. To act as an independent academic cum supporting body to other academic units of the University for preparation of curriculum with the inputs from eminent curriculum experts based on multidisciplinary approach.

5. To frame the curriculum policies in tune with National Higher Education Qualification frame work.

FUNCTIONS OF THE CENTRE FOR CURRICULUM DESIGN AND DEVELOPMENT

1. To study the requirement of syllabus and curriculum revision at different levels of programs (Certificate, Diploma, Bachelors, Masters, Research Degrees etc.).

2. To revamp the curriculum in light of NEP 2020 with introduction of new programmes based on emerging needs and futuristic trends.

3. To suggest the structure of curriculum which includes

   - Minimum Number of credits to award a degree

   - Course structure (number of units along with prescribed hours)

4. To review the curriculum regularly in coordination with UTDs/Centres/Institutes for its updation as per the emerging trends and industrial needs.

5. To suggest the mechanism for continuous and comprehensive assessment and evaluation with a suitable taxonomy i.e. Bloom taxonomy.

6. To expedite the revision of curriculum in coordination with UTDs/Centres/Institutes in a time bound manner.

7. To facilitate the UTDs/Centres/Institutes to develop curriculum matrix.

8. To conduct seminars and workshops for preparation of graduate attributes, qualification descriptors for various degrees and for designing of learning objectives and outcomes (CO, PO and PSO's) for various academic programs in coordination with the Faculty Development Centre for the faculty of the University as well as affiliated colleges.

9. To hold different academic events (Seminars/Workshops/Conferences) on the subjects related to curriculum designing, development, electronic resources and content, research methods and development, computing in education, IT in research etc.

10. To sensitize the University authorities regarding latest regulatory guidelines related to curriculum design received from time to time and to suggest measures for its implementation.

ORGANIZATIONAL STRUCTURE OF CENTRE FOR CURRICULUM DESIGN AND DEVELOPMENT

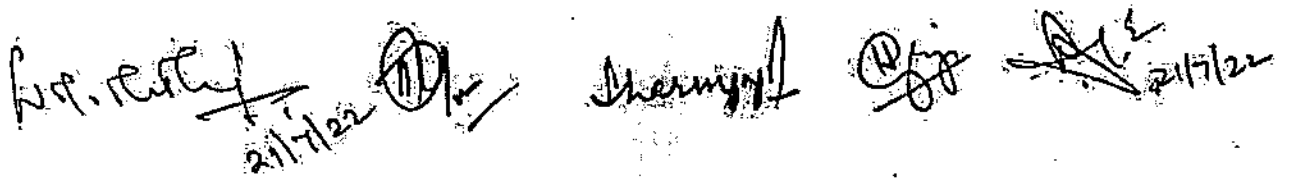The basic Organizational Structure of Centre for Curriculum Design and Development is as follows:

A. Advisory Committee

B. Curriculum Enrichment and Implementation Board

C. Standing Curriculum Review Committee

3

A. Advisory Committee

Constitution:

1.	Vice-Chancellor	Chairman
2.	Dean Academic Affairs	Vice-Chairman
3.	Two Deans of Faculties nominated by the Vice Chancellor*	Member
4.	Three outside Experts nominated by the Vice Chancellor*	Member
5.	Two Professors nominated by the Vice Chancellor*	Member
6.	Director, Centre for Distance and Online Education	Member
7.	Director, Digital Learning Centre	Member
8.	Director, FDC	Member
9.	Director, IQAC	Member
10.	Director, CCPC	Member
11	Director, Centre for Innovation, Incubation and Entrepreneurship	Member
12.	Registrar	Member
13.	Controller of Examination	Member
14	Director, Centre for Curriculum Design and Development	Member Secretary

*The term of nominated members will be of two years from the date of issue of notification.

Functions:

1. To recommend the suitable measures for Curriculum Design and Development for quality improvement to the Curriculum Enrichment and Implementation Board of Centre for Curriculum Design and Development.

2. To approve the proposal of new programs for introduction in the UTDs/Centres/Institutes.

B. Curriculum Enrichment and Implementation Board

Constitution

1.	Director, Centre for Curriculum Design and Development	Chairman
2.	Two Deans nominated by the Vice Chancellor*	Member
3.	Director, FDC	Member
4.	Director, IQAC	Member
5	Director, CCPC	Member
6.	Director, Centre for Innovation, Incubation and Entrepreneurship	Member
7.	Deputy Director, Centre for Curriculum Design and Development	Member Secretary

Note: The Director, Centre for Curriculum Design and Development may invite two to three outside expert as special invitee as per need with the approval of competent authority.

*The term of nominated members will be of two years from the date of issue of notification.

Functions:

1. To identify and suggest new programs and their level and tentative structure to the Advisory Committee i.e.

   a. Based on suggestions /interactions/invitation from Deans, HODs and Faculty members

   b. Based on suggestions/interactions with Academic/industrial experts

   c. Based on NEP 2020 recommendations, UGC/AICTE guidelines, NSQF guidelines, United Nations Sustainable Development Goals and NITI aayog recommendations.

2. To identify and suggest the various vocational educations courses related to different disciplines along with their job roles.

3. To identify and suggest programs of interdisciplinary nature

4. To identify and propose new online programs for internationalization of education.

5. To review and update the curriculum periodically in consultation with all stake holders including industries.

6. To provide the inputs regarding hard and soft skills requirement to the UTDS/Centres/Institutes.

7. To execute the decisions of Advisory Committee of Centre for Curriculum Design and Development.

C. **Standing Curriculum Review Committee**
   Constitution

1.	Director, Centre Curriculum Design and Development	Chairman
2.	Dean of Concerned Faculty	Member
3.	Two External Experts from Industry/ Research Centres of concerned discipline nominated by the Vice-Chancellor*	Member
4.	Head/Director of Concerned Department/Centre/Institute	Member
5.	Director, IQAC	Member
6.	Director, CCPC	Member
7.	Director, Centre for Innovation, Incubation and Entrepreneurship	Member
8.	Head, Department of Education	Member
9.	Controller of Examination	Member
10.	Deputy Director, Centre for Curriculum Design and Development	Member Secretary

*The term of nominated members will be of two years from the date of issue of notification.
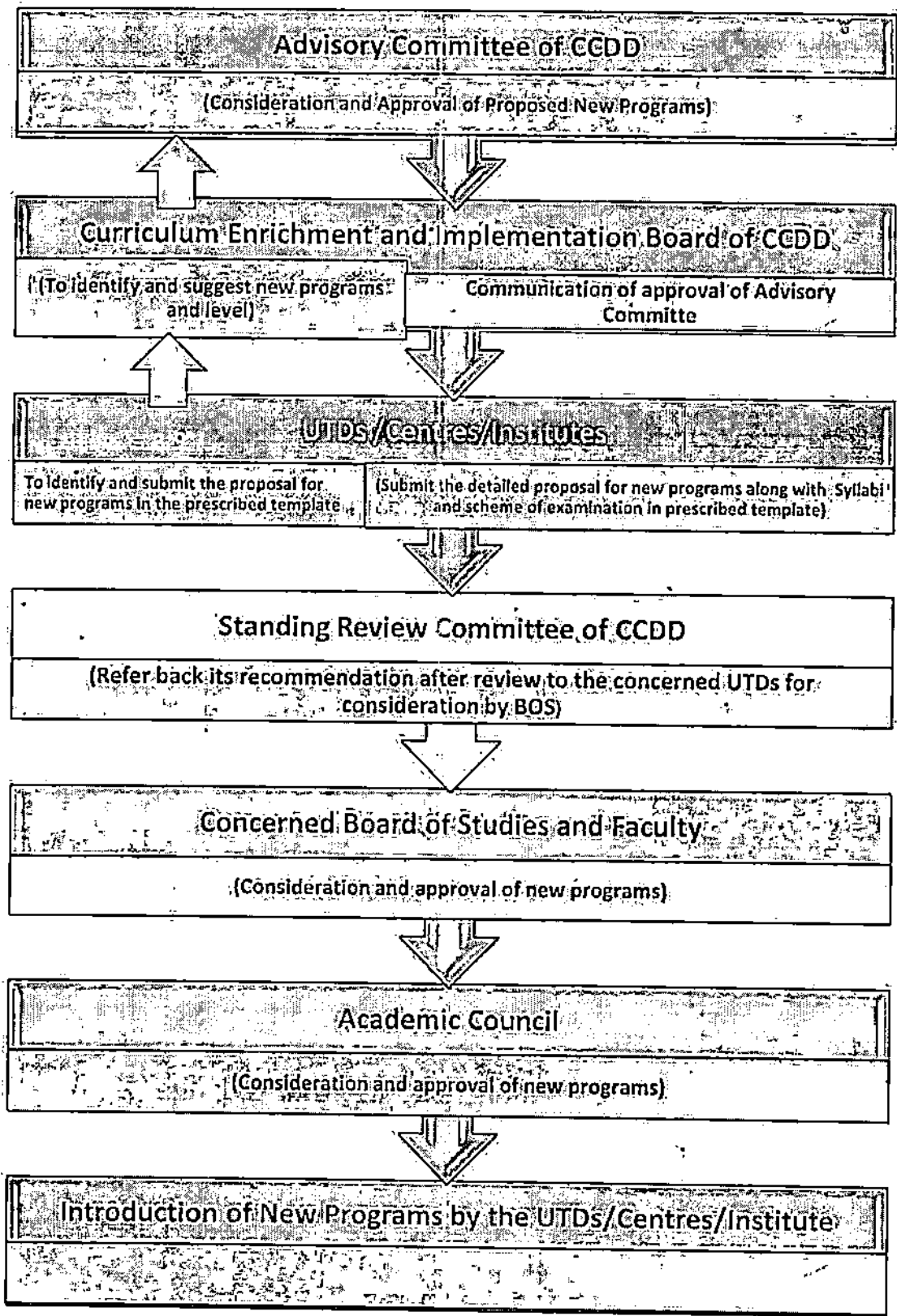
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Functions:

1. Review the proposal of new programs submitted in the prescribed format.
2. Review of ongoing program and suggestions for its improvement.
3. Recommendation of pedagogy assessment and evaluation for new as well existing programs.

OFFICE OF CENTRE FOR CURRICULUM DESIGN AND DEVELOPMENT

1.	Professor nominated by the Vice-Chancellor	Director
2.	One Associate Professor nominated by the Vice-Chancellor	Deputy Director
3.	Two Assistant Professors nominated by the Vice-Chancellor (One each from Science and Non-Science stream)	Assistant Director
4.	Clerk/JDEO	--
5.	Peon	

PROCESS OF INTRODUCTION OF NEW PROGRAMS IN THE UNIVERSITY THOURGH CENTRE FOR CURRICULUM DESIGN AND DEVELOPMENT

Advisory Committee of CCDD
(Consideration and Approval of Proposed New Programs)

↑ ↓

Curriculum Enrichment and Implementation Board of CCDD	
(To identify and suggest new programs and level)	Communication of approval of Advisory Committe

↑ ↓

UTDs/Centres/Institutes	
To identify and submit the proposal for new programs in the prescribed template	(Submit the detailed proposal for new programs along with Syllabi and scheme of examination in prescribed template)

↓

Standing Review Committee of CCDD
(Refer back its recommendation after review to the concerned UTDs for consideration by BOS)

↓

Concerned Board of Studies and Faculty
(Consideration and approval of new programs)

↓

Academic Council
(Consideration and approval of new programs)

↓

Introduction of New Programs by the UTDs/Centres/Institute

MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE HON'BLE VICE-CHANCELLOR TO CONSIDER THE REPRESENTATION RECEIVED FROM THE ASSOCIATION OF NCTE APPROVED COLLEGES TRUST HELD IN THE OFFICE OF DIRECTOR-IQAC, M.D. UNIVERSITY, ROHTAK ON 06.07.2022

In reference to the representation received from the Association of NCTE Approved Colleges forwarded through Education Minister, Government of Haryana, dated 21.06.2022 received on 24.06.2022, the Hon'ble Vice-Chancellor has constituted following committee to consider the representation:

1. Prof. Narasimhan B., Director IQAC
2. Dr. Rajesh Punia, Dept. of Physics
3. Dr. Yudhvir Singh, Director, UIET

The committee interacted with the representatives of NCTE Approved Colleges Trust on 01.07.2022 at 3:00 PM in the committee room adjacent to Vice-Chancellor's Office and deliberated over the representation. In light of the deliberations held on 01.07.2022, the Association of NCTE Approved Colleges Trust has submitted a fresh representation on 06.07.2022. The committee considered the representation received on 06.07.2022 and made the following recommendations:

Point 1: In some cases the experts for the Selection of various posts in College of Educations are between 9 to 40 which makes it very difficult for the institutions to arrange experts and conduct the interview in a time frame. It is requested that the selection committee may be constituted in light of the DGHE letter dated 2-7-2020.

Recommendation of the Committee:
The committee considered the request and recommends that for a particular College of Education Vice Chancellor Nominee – I and II may be kept common.

Point 2: That on the basis of approval of minutes of selection by the university of the teaching staff in the college, the college concerned is given one year time to complete its individual/academic approval but it is not possible to complete this process in one year, therefore, kindly extend time for completion of academic approval from one year to three years and number of faculty should be awarded during this period.

Recommendation of the Committee:
The committee recommends that the period to complete individual/ academic approval of the faculty be increased to two years from the existing provision of one year in order to

Rajesh Punia
06/07/22

06/7/22

06/7/22

facilitate the verification process of academic credentials of the candidate. During this two year period, the marks should be awarded for the faculty during inspections.

point 3: That M.D. University, Rohtak has prescribed higher qualifications in a Selection of Assistant Professor in Physical Education and Visual Arts and Performing Arts and Librarian than NCTE requirements and it is very difficult for the colleges to get the qualified persons for this posts. So it is requested to adopt the NCTE qualifications for these posts.

Recommendation of the Committee:

The committee is of the opinion that the University has the right to prescribe higher qualification in order to maintain quality. However, for overcoming the difficulty faced by the colleges, the committee recommends that for the Selection of Assistant Professor in Physical Education and Visual Arts & Performing Arts and Librarian, the qualification prescribed by the NCTE may be adopted by the University by replacing the current qualification prescribed for these posts in order to appoint faculty members within a given time frame.

Point 4: It is very difficult to get non teaching staff approved from M.D. University, Rohtak as there is a frequent movement of non-teaching staff from one college to another college. Hence it is requested the SFS Education colleges be allowed to fill the non-teaching posts at their own as per the qualifications prescribed by the M.D. University, Rohtak.

Recommendation of the Committee:

The committee considered the request and recommends that the colleges be allowed to fill up the non-teaching positions on their own except in case of Librarian, Laboratory Assistant and Office Assistant-cum-Accountant where there will be a selection committee constituted by the University. However, the colleges should give an affidavit stating that the non-teaching staffs are appointed as per the qualifications prescribed by the M.D. University, Rohtak and any violation to it may lead to penalization of the college.

Point 5: There is no requirement of API Score for Principal for a B.Ed. college as per NCTE requirements the same may be allowed so that suitable person may be selected.

Recommendation of the Committee:

The committee considered the request and recommends that the qualification prescribed by the NCTE for the appointment of Principal (no requirement of API score for Principal) for a B.Ed. college may be adopted by M.D. University, Rohtak.

Rajesh Kumar
06/07/22

6/7/22

point 6: That as per MDU Rohtak EC Resolution No.39 dated 31-12-2021 of for recruitment of Teaching and Non-teaching (Administrative) Staff, the bank guarantee of 2.5 lacks to 5 lacks has been imposed on the affiliated Teacher Education Colleges. Thus it is requested that the time period for recruitment of teaching and non teaching staff be increased for one year and till the penalty clause be kept in abeyance.

Recommendation of the Committee:

The committee is of the opinion that the request of association for keeping the penalty in abeyance for non-compliance of appointment of required faculty is not a genuine one as the college branch has already directed the colleges to appoint the faculty since January, 2022. However, to facilitate the ongoing recruitment process the committee recommends that an extension of two to three months may be provided for completion of recruitment process and till this period the penalty clause may be kept in abeyance.

Point 7: That the process of staff selection for teaching and non-teaching staff has been completed when the colleges were under CRSU Jind. But after some time these colleges were re-affiliated to MDU Rohtak and the process of approval of proceedings is pending so it is requested that the cases where selection committee had met and gave its recommendations be considered by MDU Rohtak.

Recommendation of the Committee:
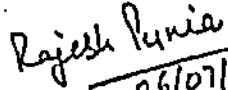
The committee considered the request and recommends that the approval of Selection Committee proceedings for the appointment of faculty members by the CRSU, Jind may be considered by the M.D. University, Rohtak, if the selected members are still continuing in the college and fulfilling the prescribed qualifications as per NCTE norms.
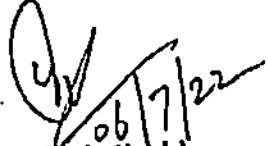
Point 8: The University is requested to give the selection committee within 7 days of submission of synopsis of applicants to the college branch of M.D. University, Rohtak.

Recommendation of the Committee:

The committee considered the request and recommends that a SOP may be prepared by the college branch to expedite the recruitment process in a transparent manner.

(Narasimhan B) 6/7/22   (Rajesh Punia) 06/07/22   (Yudhvir Singh) 06/7/22
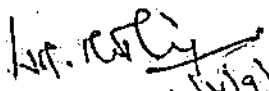
MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
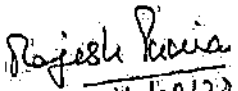### 'A+' Grade University Accredited by NAAC

MINUTES OF MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR HELD ON 13.09.2022 & 14.09.2022 IN THE O/O THE DEAN ACADEMIC AFFAIRS TO DEVISE THE SELECTION CRITERIA FOR THE POST OF PRINCIPAL AND LIBRARIAN IN SFS COLLEGES OF EDUCATION OFFERING B.ED. PROGRAMS ONLY AFFILIATED TO THIS UNIVERSITY.-
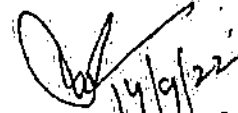
The following members were present:-

1.	Dr. B. Narasimhan, Director, IQAC, M.D.University, Rohtak	Convenor
2.	Dr. Rajesh Punia, Dept. of Physics, M.D.University, Rohtak	Member
3.	Dr. Yudhvir Singh, Director, UIET MDU, Rohtak	Member

The Committee deliberated in detail and recommended the selection criteria for the post of Principal and Librarian in SFS Colleges of Education offering B.Ed. Program affiliated to this University as Annexure-I & II respectively.

(B. Narasimhan)   (Rajesh Punia)   (Yudhvir Singh)

Criteria for the selection of Principals in SFS Colleges of Education offering B.Ed. program affiliated to M.D. University, Rohtak

Criteria Distribution	Marks Distribution
(A) Academic Background	(20 marks)
(B) Assessment of Teaching Experience and Managerial skills	(35 marks)
(C) Research Performance based on API Score & Quality of Publication	(32.5 marks)
(D) Interview Performance	(12.5 marks)

Sr. No.	Academic Record	Maximum 20 marks
I	Essentials eligibility qualification 55% marks at P.G. level with Ph.D. (For Screening-cum-Evaluation Meeting candidates 50% marks at P.G. level with Ph.D.)	0 mark
II	55%	0 mark
III	56% and above	0.3 marks for each percentage maximum 10 marks) shall be awarded
(A)	Good Academic Record	Maximum Marks 10
I	The candidate with consisting good academic record i.e. throughout 75 and above marks in all examination i.e. 10th, prep. Or+12, B.A.	10 marks
II	75% and above marks in Two of the lower examination i.e. B.A., prep. Or+12, Matric	6 marks
III	75% and above marks in one of the lower examination i.e. B.A., prep. Or+12, Matric	03 marks
(B)	Assessment of Teaching Experience and Managerial skills	Maximum 35 marks*
I	8 years experience being essential qualification for colleges offering B.Ed. only	0 marks
II	Above 8 years experience for colleges of education offering B.Ed. only	01 marks for each year to maximum of 10 marks
III	NCC (ANO)	01 mark for each academic to the session to the maximum of 2 marks
IV	NSS (Programme Officer)	01 mark for each academic to the session to the maximum of 2 marks
V	Controller of Exams	01 mark for each academic to the session to the maximum of 2 marks
VI	Hostel Warden/Supdt.	01 mark for each academic to the session to the maximum of 2 marks
VII	Bursar	01 mark for each academic to the session to the maximum of 2 marks
VIII	Incharge Time Table	01 mark for each academic to the session to the maximum of 2 marks

Rajesh Punia
14/09/22

14/9/22

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IX	Incharge Women Cell	01 mark for each academic to the session to the maximum of 2 marks
X	Incharge SC/ST Committee	01 mark for each academic to the session to the maximum of 2 marks
XI	Incharge Placement Cell/E.W.Y.A. Committee	01 mark for each academic to the session to the maximum of 2 marks
XII	Editor in Chief College Magazine/Convenor prospectus committee	01 mark for each academic to the session to the maximum of 2 marks
XIII	Incharge Cultural Affairs	01 mark for each academic to the session to the maximum of 2 marks
XIV	Incharge Sports/Games	01 mark for each academic to the session to the maximum of 2 marks
XV	Member Advisory Council	01 mark for each academic to the session to the maximum of 2 marks
XVI	Incharge Discipline Committee	01 mark for each academic to the session to the maximum of 2 marks
XVII	Convenor NAAC/UGC/IQAC	01 mark for each academic to the session to the maximum of 2 marks
XVIII	Staff representative to local Governing Body/VC Nominee on college Governing Body	01 mark for each academic to the session to the maximum of 2 marks
XIV	Convenor purchase and disposal committee	01 mark for each academic to the session to the maximum of 2 marks
XX	Convenor construction committee	01 mark for each academic to the session to the maximum of 2 marks
XXI	Coordinator/Organising Secy. Of International/National/State level Seminar/Conferences/Functions/Events	01 mark for each academic to the session to the maximum of 2 marks
XXII	Member/office bearer of various statutory bodies of the Universities	01 mark for each academic to the session to the maximum of 2 marks
XXIII	University works incharge	01 mark for each academic to the session to the maximum of 2 marks
(C)	Research Performance	Maximum 32.5 marks
	For API Score weightage of 0.1 shall be applicable for each API Score, subject to the maximum of 32.50 (Maximum API Score = 325). The API score shall be calculated as per table II of UGC Regulation, 2018	
(D)	Interview	12.5**
I	Knowledge of service and Financial Rules, ICT Tools	4 marks
II	Decision Making, Leadership & Communication skills	4.5 marks
III	Overall personality	04 marks
	Total	100 marks

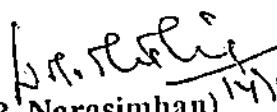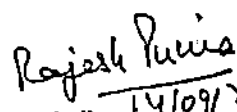Rajesh Puria
14/09/22

14/9/22

14/9/22

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* Only one benefit will be allowed in one academic session in respect of B. The Incharge/convenor will be given mark/marks allotted to the concerned committee. The member of the committees, wherever member has not been mentioned in the above list of committees, will also be allowed 0.25 marks for each membership upto a maximum of 1 mark in total for each academic session. It is further clarified that if a person repeats to be the convenor/member of a specific committee for a member of years, the maximum years for each committee should be considered upto 2 years only.

** Performance in interviews shall also be assessed in terms of knowledge of service and Financial Rules, Decision marking, Leadership, Communication skill & using ICT tools inteaching etc. apart from the Academic achievements and overall personality. Each member of the selection committee will assess the candidates and will assign marks individually in all three categories mentioned at D above. Out of marks allotted to each category and average of marks awarded by all the members of the selection committee will be added to the credit of candidates for selection.

NOTES:

i.   UGC instructions and relevant service rules will be followed in the recruitment process.
ii. Teaching experience may be considered only of these candidates who have taught the concerned subject (Arts/Sc./Com./B.Ed.) after acquiring the eligibility qualifications.
iii. For Principals to be appointed in B.Ed. colleges equal weightage is to be given to percentage in M.A./M.Sc./M.Com. and M.Ed.
iv. For SC candidates the weightage of marks shall be given at par on acquiring marks as per the above criteria.
v.   Minimum teaching experience for Principal in SFS Colleges of Education offering B.Ed. programs shall be 08 years.

(B. Narasimhan) 14/9/22   (Rajesh Punia) 14/09/22   (Yudhvir Singh) 14/9/22

SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF LIBRARIAN IN S.F.S. COLLEGES OF EDUCATION OFFERING B.ED. PROGRAMS ONLY AFFILIATED WITH M.D. UNIVERSITY, ROHTAK

Sr. No.	Candidate's Name	F/H Name S/Sh.	D.O.B	Post applied for	Actual Basic Qualification for the post	Exp. if any in.. (yr)	Academic Qualification (out of 24 marks)				Exp. Marks (out of 8)	N.SS./ N.C.C./ Cultural Activities/ (Out of 3)	Inter-view (out of 6)	Total Marks	Recommendation
							10th	12th	U.G	P.G					

According to above criteria, 50 marks shall be awarded as under:-

1. Matriculation (Max. 6 marks)- 50% - upto 60% (2 marks)   Above 60% - upto 70% (4 marks)   Above 70% (6 marks)
2. 10+2 (Max. 6 marks)- 50% - upto 60% (2 marks)   Above 60% - upto 70% (4 marks)   Above 70% (6 marks)
3. U.G. B.Lib. (Max. 6 marks)- 55% - upto 60% (2 marks)   Above 60% - upto 70% (4 marks)   Above 70% (6 marks)
4. P.G. M.Lib. (Max. 6 marks)- 50% - upto 60% (2 marks)   Above 60% - upto 70% (4 marks)   Above 70% (6 marks)
5. 1/2 mark for each year of experience subject to maximum 8 marks.   (8 marks)
6. N.S.S. (1 mark) – University Level/Merit certificate   (1 Mark)
   N.C.C. (1 mark) – 'C' Certificate   (1 Mark)
   Cultural Activities (1 mark)- Position at Inter-University/National Level   (1 Mark)
7. Interview   (6 Marks)

(B. Narasimhan) 14/9/22

Rajesh Punia
(Rajesh Punia) 14/09/22

(Yudhvir Singh) 14/9/22

14/09/2022

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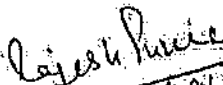### 'A+' Grade University Accredited by NAAC

MINUTES OF MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR HELD ON 16.09.2022 IN THE O/o THE DEAN ACADEMIC AFFAIRS TO DEVISE THE QUALIFICATIONS AND SELECTION CRITERIA FOR THE POST OF PRINCIPAL IN SFS COLLEGES OF EDUCATION OFFERING M.ED. PROGRAMS AFFILIATED TO THIS UNIVERSITY.

The following members were present:-

1.	Dr. B. Narasimhan, Director, IQAC, M.D.University, Rohtak	Convenor
2.	Dr. Rajesh Punia, Dept. of Physics, M.D.University, Rohtak	Member
3.	Dr. Yudhvir Singh, Director, UIET MDU, Rohtak	Member

The Committee deliberated the issue in detail and recommends the qualifications and selection criteria for the post of Principal in SFS Colleges of Education offering M.Ed. Program affiliated to this University as Annexure-I & II respectively.

(B. Narasimhan) 16/9/22   (Rajesh Punia) 16/09/22   (Yudhvir Singh)

Qualifications for Principals in SFS Colleges of Education offering M.Ed. program affiliated to M.D. University, Rohtak

Principal –

i) Post Graduate degree in related discipline.
ii) M.Ed. with minimum 55 % marks
iii) Ph.D. in Education
iv) Ten years of professional experience in teacher education.

(B. Narasimhan) 16/9/22

Rajesh Punia
16/09/22
(Rajesh Punia)

(Yudhvir Singh) 16/9/22

Criteria for the selection of Principal in SFS Colleges of Education offering M.Ed. program affiliated to M.D. University, Rohtak

Criteria Distribution   **Marks Distribution**

(A) Academic Background   (20 marks)
(B) Assessment of Teaching Experience and Managerial skills   (35 marks)
(C) Research Performance based on API Score & Quality of Publication   (32.5 marks)
(D) Interview Performance   (12.5 marks)

Sr. No.	Academic Record	Maximum 20 marks
I	Essentials eligibility qualification 55% marks at P.G. level with Ph.D. (For ~~Screening cum Evaluation Meeting~~ candidates 50% marks at P.G. level with Ph.D.)	0 mark
II	55%	0 mark
III	56% and above	0.3 marks for each percentage maximum 10 marks) shall be awarded
(A)	Good Academic Record	Maximum Marks 10
I	The candidate with consisting good academic record i.e. throughout 75 and above marks in all examination i.e. 10th, prep. Or+12, B.A.	10 marks
II	75% and above marks in ~~one~~ Two of the lower examination i.e. B.A., prep. Or+12, Matric	06 marks
III	75% and above marks in one of the lower examination i.e. B.A., prep. Or+12, Matric	03 marks
(B)	Assessment of Teaching Experience and Managerial skills	Maximum 35 marks*
I	10 years experience being essential qualification for colleges offering M.Ed.	0 marks
II	Above 10 years experience for colleges of education offering M.Ed.	01 marks for each year to maximum of 10 marks
III	NCC (ANO)	01 mark for each academic to the session to the maximum of 2 marks
IV	NSS (Programme Officer)	01 mark for each academic to the session to the maximum of 2 marks
V	Controller of Exams	01 mark for each academic to the session to the maximum of 2 marks
VI	Hostel Warden/Supdt.	01 mark for each academic to the session to the maximum of 2 marks
VII	Bursar	01 mark for each academic to the session to the maximum of 2 marks
VIII	Incharge Time Table	01 mark for each academic to the session to the maximum of 2 marks

Rajesh Punia
16/9/22

6/9/22

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IX	Incharge Women Cell	01 mark for each academic to the session to the maximum of 2 marks
X	Incharge SC/ST Committee	01 mark for each academic to the session to the maximum of 2 marks
XI	Incharge Placement Cell/E.W.Y.L. Committee	01 mark for each academic to the session to the maximum of 2 marks
XII	Editor in Chief College Magazine/Convenor prospectus committee	01 mark for each academic to the session to the maximum of 2 marks
XIII	Incharge Culture Affairs	01 mark for each academic to the session to the maximum of 2 marks
XIV	Incharge Sports/Games	01 mark for each academic to the session to the maximum of 2 marks
XV	Member Advisory Council	01 mark for each academic to the session to the maximum of 2 marks
XVI	Incharge Discipline Committee	01 mark for each academic to the session to the maximum of 2 marks
XVII	Convenor NAAC/UGC/IQAC	01 mark for each academic to the session to the maximum of 2 marks
XVIII	Staff representative to local Governing Body/VC Nominee on college Governing Body	01 mark for each academic to the session to the maximum of 2 marks
XIV	Convenor purchase and disposal committee	01 mark for each academic to the session to the maximum of 2 marks
XX	Convenor construction committee.	01 mark for each academic to the session to the maximum of 2 marks
XXI	Coordinator/Organising Secy. Of International/National/State level Seminar/Conferences/Functions/Events	01 mark for each academic to the session to the maximum of 2 marks
XXII	Member/office bearer of various statutory bodies of the Universities	01 mark for each academic to the session to the maximum of 2 marks
XXIII	University works incharge	01 mark for each academic to the session to the maximum of 2 marks
(C)	Research Performance	Maximum 32.5 marks
	For API Score weightage of 0.1 shall be applicable for each API Score, subject to the maximum of 32.50 (Maximum API Score = 325). The API score shall be calculated as per table II of UGC Regulation, 2018	
		12.5**
(D)	Interview	
I	Knowledge of service and Financial Rules, ICT Tools	· 4 marks
II	Decision Making, Leadership & Communication skills	4.5 marks
III	Overall personality	04 marks
	Total	100 marks

Only one benefit will be allowed in one academic session in respect of B. The Incharge/convenor will be given mark/marks allotted to the concerned committee. The member of the committees, wherever member has not been mentioned in the above list of committees, will also be allowed 0.25 marks for each membership upto a maximum of 1 mark in total for each academic session. It is further clarified that if a person repeats to be the convenor/member of a specific committee for a member of years, the maximum years for each committee should be considered upto 2 years only.

Performance in interviews shall also be assessed in terms of knowledge of service and Financial Rules, Decision marking, Leadership, Communication skill & using ICT tools in teaching etc. apart from the Academic achievements and overall personality. Each member of the selection committee will assess the candidates and will assign marks individually in all three categories mentioned at D above. Out of marks allotted to each category and average of marks awarded by all the members of the selection committee will be added to the credit of candidates for selection.

NOTES:

i. UGC instructions and relevant service rules will be followed in the recruitment process.
ii. Teaching experience may be considered only of these candidates who have taught the concerned subject (Arts/Sc./Com./B.Ed.) after acquiring the eligibility qualifications.
iii. For Principals to be appointed in B.Ed. colleges equal weightage is to be given to percentage in M.A./M.Sc./M.Com. and M.Ed.
iv. For SC candidates the weightage of marks shall be given at par on acquiring marks as per the above criteria.
v. Minimum teaching experience for Principal in SFS Colleges of Education offering M.Ed. programs shall be 10 years.

(B. Narasimhan)   (Rajesh Punia)   (Yudhvir Singh)

MAHARSHI DAYANAND UNIVERSITY, ROHT
(A State University established under Haryana Act No. XXV of 19...)
'A+' Grade University Accredited by NAAC

MINUTES OF MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR HELD ON 27.07.2022 AT 11:00 A.M. IN THE O/O THE DEAN ACADEMIC AFFAIRS TO DEVISE THE QUALIFICATION AND SELECTION CRITERIA FOR THE POST OF OFFICE MANAGER FOR M.ED. COURSE FOR SFS COLLEGES OF EDUCATION AFFILIATED TO THIS UNIVERSITY.

The following members were present:-

1.	Prof. Nov Rattan Sharma Dean Academic Affairs	Convenor
2.	Mrs. Gian Girdhar D.R. Estt. (NT), MDU, Rohtak	Member
3.	Sh. Mukesh Bhatt Finance Officer, MDU, Rohtak	Member

The Committee deliberated in detail and recommended qualification and criteria for the post of Office Manager in SFS Colleges of Education affiliated to this University:-

Sr. No.	Name of Post	Exists in	Grade of the Post	Prescribed Qualification
1.	Office Manager	Education Colleges (SFS)	Level-7 (44,900 – 1,42,400)	1. Bachelor Degree in Commerce/Business Studies with 2nd Division or Master's Degree. 2. 10 years experience as Clerk / 5 years office experience as Assistant / 4 years as Head Clerk in Educational Institution/ Govt. Office. Preference will be given to those who possess adequate knowledge of Accounts/ Computer. 3. Knowledge of Hindi upto Matric standard.

➢ The Constitution of the Selection Committee for the post of Office Manager shall be the same as in other posts of Non-teaching Staff.

➢ The Selection Criteria-Cum-Merit List for the post of Office Manager shall be the same as for the post of Superintendent/Head Clerk/Assistant/Store Keeper in SFS and Non-Govt. Aided Colleges approved by Executive Council vide its Resolution No. 10 dated 12.10.2012.

(Nov Rattan Sharma)   (Mukesh Bhatt)   (Gian Girdhar)

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt of India)
बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002
Ph.: 011-23236288/23239337
Fax : 011-2323 8858
E-mail : secy.ugc@nic.in

सत्यमेव जयते

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D.O.No.2-71/2022(CPP-II)   2nd August, 2022

Subject: Fee refund policy 2022-2023

Respected Madam/Sir,

As you are aware that the University Grants Commission has issued 'the UGC guidelines on examination and academic calendar in view of the Covid-19 pandemic' on 16th July, 2021, wherein UGC has stipulated the provision of refund of fees on account of all cancellations of admissions/ migrations of students during the academic session 2021-2022. Also, UGC on 12th July, 2022 has requested the higher educational institutions to fix the last date of their under graduate admission process after declaration of result of class XII by CBSE so as to provide sufficient time to such students for admission in under graduate courses. Also, it may be noted that several entrance examinations including CUET, JEE Main, JEE Advance etc. have been delayed, due to which admissions may continue up to October, 2022.

In view above, and in order to avoid financial hardships being faced by parents, it has been decided by UGC that full refund of fees should be made by the higher educational institutions on account of all cancellations of admissions/ migrations of students up to October 31, 2022 for the academic session 2022- 2023 as a special case. It is made clear that the entire fee, including all charges, should be refunded (i.e., there should be zero cancellation charges) on account of cancellations/ migrations up to October 31, 2022. Thereafter, on cancellation/ withdrawal of admissions up to December 31, 2022, the entire fee collected from a student should be refunded in full after deducting not more than Rs.1000/- as processing fee.

All the Higher Educational Institutions are requested to ensure the compliance of the UGC directions in respect of refund of fee in view of COVID-19 Pandemic related factors.

With kind regards,

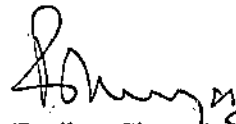Yours sincerely,

(Rajnish Jain)

To,

The Vice-Chancellors of all universities
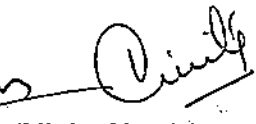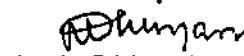The Principals/Directors of all colleges / institutes

Proceeding of the meeting of the committee constituted by the Vice-Chancellor to consider the letter from AIU letter no Meet/96 AGBM/GS/2022 dated 18 April 2022 regarding the Green Graduate held on 28/10/2022 at 11.00 AM in the office of the University Outreach Programme, Activity Center, M.D. University Rohtak. The following were present:
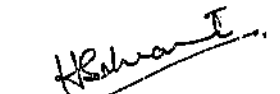
1. Prof. Radhey Shyam, Director, University Outreach Programme
2. Prof. Vinita Hooda, HOD (Botany) and Coordinator ESM Cell
3. Dr. Anju Dhiman, Coordinator, YRC
4. Dr. Harikesh Sehrawat, Coordinator, Unnat Bharat Abhiyan

The committee reconsidered the proposal of Green Volunteer Scheme in the light of the observations of the Vice Chancellor and after detailed discussion the revised Schemes for Green Volunteers is finalized as attached.

(Radhey Shyam) (Vinita Hooda)   (Anju Dhiman)   (Har kesh Sehrawat)

Proposal for Green Volunteer Scheme (GVS)

Environment is the fountain of life. Human beings depend on the environment that surrounds us for water, shelter, food and various other things. Because of unsustainable development the environment is adversely affected and the consequences of it can be disastrous for the ecosystem and the very survival of not only humans but for all the organisms will be in danger. It is therefore for all of us to think and act to protect the environment. The university being a socially responsible organization should come forward and contribute towards conservation of the environment and maintain a balanced ecosystem. Considering all the above the committee after a detailed discussion and deliberation proposed a Scheme for Green Volunteers. The details of the scheme are as under:

"Green Volunteers Scheme (GVS)"

In the Green Volunteer Scheme there are two components, (1) Green Volunteer Certificate and (2) Green Volunteer Merit Certificate having separate criteria for the award of each of these. Every college/ institution affiliated to M.D.University, Rohtak, shall have to implement this scheme. Each college/institute shall have to assign the duty of University Outreach Programme Coordinator to one teacher who will look after the outreach programme activities as well as the implementation of the Green Volunteer Scheme (GVS) under the supervision of the Head of the institute/ Principal.

The following shall be the criteria for the award of Green Volunteer Certificate and Green Volunteer Merit Certificate.

1. A student in the first semester itself has to plant at least one (may be more) tree in the college campus or at a space decided by the college /institute. The students have to share its location (geotagging) and take care of the plant by watering and manicuring for a minimum period of two years. Photographs of the plants/tree(s) are to be sent to the outreach programme coordinators of the college /institute every six months. After two years the student has to submit latest photograph of the plant along with the following details to the Outreach Programme Coordinator of the college.

   A) Name of the College/Institute---
   B) Name of the students who planted the tree: ------------------------------------
   C) Planted at: ---
   D) Date of plantation : ---
   E) Name/numbers of the tree: --------------------------------------
   F) Latest Photo of the Plant/s---------

2. A minimum of One, Seven days/28 hours workshop/ Field training relating to environment conservation and sustainability/ natural resource management/ waste management or any other relevant theme. Such workshops/training programs need to be

organized by the college/institute and/or university to facilitate the participation of the students.

3. Participation in a regional/state/national/international seminar/ conference/ workshop on topics relevant to environment conservation and sustainability waste management, water conservation etc. Participation in any one such event is required for award of Green Volunteer Merit Certificate.

4. Participation in the celebration of national/International environmental conservation/ protection or any other related days. These may be organized by college/institution/University /ESM cell/YRC/outreach/DSW etc. Participation in any two of such functions is required for Green Volunteer Merit Certificate and participation in any one of such functions is required to be attended for the award of Green Volunteer Certificate.

5. Volunteer service of twenty four hours (24 hours) rendered by the students in the area of environment protection/conservation/ management. May also include spreading awareness about environment, conservation, protection in villages/mohallas etc. This service has to be rendered under the supervision of Outreach programme coordinators of the college/ institute and has to be authenticated by him/her.
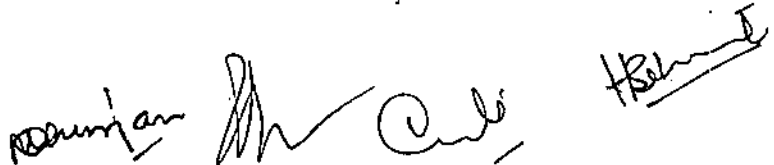
Green Volunteer Certificates

A students who fulfils the conditions no. 1 and 4 shall be awarded *Green Volunteer Certificate* by the university outreach programme office under the joint signature of Director, University outreach programme and Co-ordinator ESM Cell of the University. Provided the relevant record (with proper authentication) is submitted by the college/institute Program Coordinator through the Principal of the college/institute. The students be also advised to keep the entire record with him/her to be produced later on if required or for verification, upto six months after the award of degree.

Green Volunteer Merit Certificate

A student who fulfill all the above conditions (1 to 5) and the relevant records is submitted by the Outreach Programme Coordinator of the college thorough its Principal to the Director, University outreach programme, shall be awarded *Green Volunteer Merit Certificate*.

Alternatively, Green Volunteer Merit Certificate will be also be awarded to the students who successfully complete the Value added certificate course in Natural Farming offered by the M. D. University. This Green Volunteer Merit Certificate will be signed jointly by the Director, University Outreach Programme and the Coordinator ESM Cell of the University. The student is required to apply through the HOD Botany/course Incharge /Outreach Programme Coordinator through Principal to Director, University Outreach Programme for the Green Volunteer Merit Certificate.
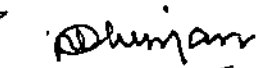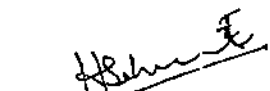
Provision be made for one supernumerary seat for the *Green Volunteer Merit Certificate* holders in case of the programmers where admissions are made on the basis of the Entrance Examination, whereas a weightage of 5 marks at par with NSS Merit Certificate be given where admissions are done on the basis of academic merit.

It is also Proposed that a nominal fee from each students be also charged at the time of admission so that the availability of fund for conducting the activities and successful implementation of the scheme can be ensured

(Radhey Shyam)   (Vinita Hooda)   (Anju Dhiman)   (Harikesh Sehrawat)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Minutes of the meeting of the Committee constituted by the Vice-Chancellor held on 27.12.2022 at 11:30 AM to prepare the Innovation, Incubation, Entrepreneurship and Startup Policy document of the University keeping in view of the National Innovation and Startup Policy of the Ministry of Education, Govt. of India.
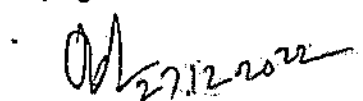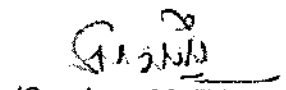
Members present:-

1.	Prof. A K Rajan	Chairman
2.	Dr. Harish Dureja	Member
3.	Dr. Rahul Rishi	Member
4.	Dr. Sandeep Malik, IHTM	Special Invitee
5.	Dr. Prabhakar Kaushik, UIET	Special Invitee

The Committee considered the draft Innovation and Start-up Policy as prepared by the Sub-Committee. After detailed deliberation, the Committee recommended the final draft of Innovation and Start-up Policy as per annexure –I pages 1-18.

(A K Rajan) (Harish Dureja) (Rahul Rishi)

(Sandeep Malik) (Prabhakar Kaushik)

MAHARSHI DAYANAND UNIVERSITY

INNOVATION AND STARTUP POLICY

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VISION, MISSION AND CORE VALUES OF THE UNIVERSITY

VISION
University aspires to be a leading 'transformative learning community' recognized worldwide for excellence and innovation in education, research and entrepreneurship for holistic development of learners and sustainable growth of the society

MISSION
University is committed to transform lives and serve the society through flexible and multidisciplinary education, research, innovation, lifelong learning and cultural enrichment

CORE VALUES

Academic Excellence: University strives for the uncompromising quality excellence in scholarship across various disciplines

Excellence in Research, Innovation and Entrepreneurship: University commits to continuous engagement in the scholarly activities in the pursuit of creativity and knowledge generation through excellence in research and innovation

Morality and Ethics: University upholds the highest ethical values, integrity and professionalism alongwith unwavering commitment to academic freedom, transparency and accountability.

Equity and Inclusiveness: University pledges to nurture and preserve an environment of mutual respect, equality and diversity in its all endeavours to ensure fairness and inclusiveness for thriving society

Environmental Sustainability: University commits itself to ensure sustainable ecosystem to improve the living standards of current generation and preserve the environment for future generations

Community Engagement: University resolves to maintain and strengthen meaningful relationship with local and global communities to learn from and contribute for their sustainable development

There are three main functions of a University namely

    (i)   Teaching and Learning

    (ii)   Research

    (iii)   Community Engagement.

The function of Research is very important for other two functions. Considering its importance, the University has created an ecosystem for research and innovation activities.

RESEARCH AND INNOVATION ECOSYSTEM OF THE UNIVERSITY:

With a view to promote Research and Innovation, the University has established following facilities:

1. **Research Directorate:** A well defined "Research Promotion Policy" to promote research culture among the faculty and research scholars is in place. The University has "Code of Ethics for Academic Integrity and Plagiarism" to promote quality research and to check malpractices and Plagiarism.

2. **Aryabhatta Central Instrumentation Laboratory:** Through CIL (Central Instrumentation Laboratory), centralised laboratory facilities are available wherein students can access a large number of sophisticated scientific and analytical instruments apart from the laboratory facilities available in the various departments.

3. **Centre for IPR Studies:** Through Centre for IPR Studies, the University facilitates the processes for filing intellectual property rights applications by the students or staff."

4. **Central Animal House:** Central Animal House facilitates the research on small animals (Mice, Rat, Rabbit etc) as per the guidelines of Institutional Animal Ethics Committee (IAEC) in air conditioned and calm environment. The University also has Institutional Human Ethics Committee (IHEC) to meet standards of research where human participations is involved.

5. **Centre for Innovation, Incubation and Entrepreneurship:** Through Centre for Innovation, Incubation and Entrepreneurship, the University promotes out of box business ideas and provides incubation support to convert these ideas into successful Startups.

6. **Professional Consultancy Cell:** This Cell of the University has been established to undertake consultancy projects with industry and other comparable institutions of higher learning in order to create new knowledge and widening the research profile of its faculty and staff members. The aim is to coordinate the consultancy services with the Industry or interested institution with the faculty or researcher(s) of the University.

CENTRE FOR INNOVATION, INCUBATION AND ENTREPRENEURSHIP (CIIE)

"All humans are entrepreneurs not because they should start companies but because the will to create is encoded in human DNA." —Reid Hoffman, LinkedIn co-founder

INTRODUCTION:

The University has established the Centre for Innovation, Incubation and Entrepreneurship. It is an umbrella body for nurturing and overseeing innovation and entrepreneurship at the University. This purpose of the Centre is to build an ecosystem to foster the spirit of innovation and entrepreneurship and serve to coordinate and promote innovation-driven activities at the University. It shall also provide a platform for commercialization of the technology developed by the faculty or students of the University.

Objectives of Centre for Innovation, Incubation and Entrepreneurship:

The Centre for Innovation, Incubation and Entrepreneurship (CIIE) has following key objectives:

1. To encourage out of box thinking and promote innovative ideas.

2. To cultivate the innovation ecosystem within the university to harness the entrepreneurial potential of the young minds

3. To nurture the ideas of the students and faculty in an effective manner so as to covert them in successful startups and entrepreneurial ventures

4. To shift the focus of the stakeholders from "being employee" to "become employer"

5. To nurture an IPR savvy environment for creation of Intellectual Property and protection of IPRs

6. To facilitate channelization of University innovations into start-ups through incubation to become a wheel of Socio-economic development and of national progress

7. To accelerate technology development and technology transfer to the Industry

Through this Centre, the University aspires to establish processes and mechanisms for easy creation and nurturing of Startups/enterprises by students (UG, PG, PhD), staff (including temporary or project staff), faculty and alumni of the University. For nurturing the innovations and startups in the university, the following activities shall be conducted on regular basis:

1. Developing a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments, building networks etc.

2. Building a big pool of sector specific mentors to provide a strong network to incubates where they can receive specific knowledge and real world practical guidance.

3. Making available physical infrastructure and value-added support services.

4. Guiding the incubators in generating sustainable, scalable and profitable business models.

5. Conducting training programmes, inspirational programmes, events and mentorship to entrepreneurs.

6. To develop a linkage of the students/researchers/entrepreneurs/incubates with corporate sector entities and like-minded research oriented / academic institutions by making collaborations.

7. Provide access to prototyping facilities, test beds, markets, and pilot implementation for the product/services.

8. Forge partnerships and networks with academia, industry, funding sources, existing incubators and others for the start-ups to leverage.

As research and innovation system is integral to the mission of the University, therefore the Centre for Innovation, Incubation and Entrepreneurship lays down the Innovation and Startup policy for the University. In tune with initiatives of Government of India i.e. National Innovation and Startup Policy (NISP), 2019 and National Education Policy (NEP), 2020, a policy-in this regard has been formulated as "MDU-Innovation and Startup Policy (MISP)" for students, alumni, staff and faculty to address the innovation and entrepreneurial culture in the University. The focus of the policy is to guide the students and faculty members in implementing the action plan of incubation, innovation and startup.

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MDU- Innovation and Startup Policy

OVERALL PROCEDURE FOR STUDENTS, ALUMNI, FACULTY AND STAFF:

i. The concerned has to find out a problem statement. Problem statement should be realistic one and associated directly with societal issues. The problem statement may be from any of the areas given in Annexure 1.

ii. The concerned has to find out a potential solution that can solve the identified problem. The solution should be an innovative solution. The ideas must be in TRL 3 level. (Refer annexure 2).

iii. Each concerned will be assigned to a mentor/faculty member for mentorship. Each concerned has to prepare a prototype or design under the mentorship of the faculty. The prototype must adhere to minimum TRL 5 (Refer annexure 2). University will provide the existing lab facilities to the concerned for preparing prototype.

iv. The prototype will be evaluated by a review committee and based on potency, market value etc. will be decided whether it is eligible for a startup or not.

v. Once the idea/prototype is eligible for startup as decided by experts, this should be registered as a student startup under a form of business entity like Partnership Firm, Private Limited Company and One Person Company. Start-ups should be able to provide a copy of the registration certificate/letter to the University.

vi. In next step, the student startup should be admitted to Incubation Centre for incubating startup.

vii. MDU- Incubation Centre will help the startup in every manner to let it be the successful startup in market.

PRE-INCUBATION AND INCUBATION SUPPORT:

Pre Incubation facility

It is very important to primarily identify which ideas can successfully go through the incubation process. This phase of pre-incubation can prepare student entrepreneurs for the incubation phase by providing them prerequisite skills and knowledge that will help them validate and assess their ideas as well as define their business models in detail. In the pre-incubation planning phase, the following activities are to be performed:

Idea generation: Depending upon the problems, the innovator will be required to come out with a potential solution for a specific problem. That idea should be novel, innovative and should be able to solve a real life problem effectively.

Collection of Ideas: Students have to submit the ideas in proper format to the University. The ideas may be considered to take part in smart India Hackathon and National Innovation Contest conducted by MoE.
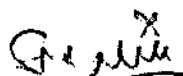
Screening of Ideas: The ideas submitted by the applicants will be screened by a committee. Selected ideas may be invited to give presentation before the evaluation committee and based on their potency of idea they will be shortlisted.

Supporting, mentoring and strengthening of ideas: The shortlisted ideas will be nurtured through technical and financial support as decided by the committee and each idea will be developed under mentorship of a mentor from the university. Under his/her supervision ideas may go to the incubation stage.

Prototype development: The innovators will have to prepare a prototype for their ideas. The prototype may be prepared under direct supervision of mentor assigned.

Business plan preparation: Workshops will be conducted on 'business plan development' for awareness of students by inviting renowned expert from industry or academia. Selected ideas will be required to present their business plan with market analysis.

Registration of Start-up: The Student Start-up needs to be registered under a form of business entity like Partnership Firm, LLP, Private Limited Company and One

Person Company. Start-ups should be able to provide a copy of the registration certificate/letter to the university.

Incubation facility

After the process of pre-incubation, students have to be admitted in MDU-IC for availing incubation facility. The objective of the incubation facility is to promote the received students ideas into successful startups. For this noble cause a number of facilities and services will be provided by MDU-IC to incubatees so that the innovative ideas can be converted to successful startups. The university will offer access to pre-incubation and Incubation facility to start ups by students, staff and faculty for mutually acceptable time-frame.
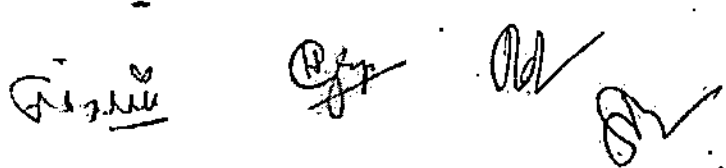
Licensing of IPR from institute to start up

The innovators intending to initiate a start up based on the technology developed or co-developed by them or the technology owned by the institute, will be allowed to take a license on the said technology on easy term, either in terms of equity in the venture and/ or license fees and/ or royalty to obviate the early stage financial burden.

The facilities of the University can be utilized by the inventors for the development of product/prototype of the product/any part thereof. In such cases, the IPR is to be owned by the University and will be governed by the IPR policy of the University.

The product will be licensed in the name of the University and the innovators team will be enlisted as inventor(s)

In return of the services and facilities, University may take 2% to 9.5% equity/ stake in the startup/company, based on brand used, faculty contribution, support provided and use of institute's IPR (a limit of 9.5% is suggested so that institute has no legal liability arising out of startup.). Other factors for consideration should be space, infrastructure, mentorship support, seed funds, support for accounts, legal, patents etc. The duration of university share shall be reviewed by a constituted committee and will be decided on case to case basis.
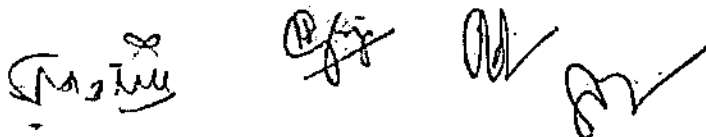

NORMS FOR THE STUDENTS, ALUMNI AND FACULTY

a) The university will allow its students /staff to work on their innovative projects and setting up start ups (including Social Start ups) or work as intern / part-time in startups (incubated in any recognized HEIs/Incubators) while studying / working. Student inventors may also be allowed to opt for start up in place of their mini project/ major project, seminars, summer trainings. The area in which student wants to initiate a start up may be interdisciplinary or multidisciplinary. The salient features of incubation process are given in the following.

b) The student must describe how they will separate and clearly distinguish their ongoing research activities as a student from the work being conducted at the start up.

c) Students who are under incubation, but are pursuing some entrepreneurial ventures while studying will be allowed to use their address in the university to register their company with due permission from the university in advance.

d) Students entrepreneurs may be allowed to sit for the examination, even if their attendance is less than the minimum permissible percentage, with due permission from the institute. A maximum of 20 % relaxation shall be allowed in addition to the existing provisions of the university in this regard. Other type of relaxations for the students shall be decided case to case basis.

e) The university would set up a review committee for review of start up by students, and based on the progress made, it may consider giving appropriate credits for academics.

f) The norms for students will equally applicable for Alumni of the university.

g) Faculty and staffs will be allowed to take off for a semester / year (or even more depending upon the decision of review committee constituted by the University) as unpaid leave/ casual leave/ earned leave for working on startups and come back.

h) The university will allow the use of its resource to faculty/students/staff wishing to establish start up as a fulltime effort. The seniority and other academic benefits during such period may be preserved for such staff or faculty.

i) The university will facilitate the startup activities/ technology development by allowing students/ faculty/staff to use institute infrastructure and facilities, as per the choice of the potential entrepreneurs.

j) The university may also link the startups to other seed-fund providers/ angel funds/ venture funds or itself may set up seed-fund once the incubation activities mature.

k) For staff and faculty, University can take no-more than 20% of shares that staff/ faculty takes while drawing full salary from the University; however, this share will be within the 9.5% cap of company shares, listed above.

l) No restriction on shares that faculty / staff can take, as long as they do not spend more than 20% of office time on the startup in advisory or consultative role and do not compromise with their existing academic and administrative work / duties. In case the faculty/ staff holds the executive or managerial position for more than three months in a startup, then they will go on sabbatical/ leave without pay/ earned leave.

m) The university would also provide services based on mixture of equity, fee-based and/or zero payment model. So, a startup may choose to avail only the support, not seed funding, by the institute on rental basis.

n) Participation in startup related activities shall be a legitimate activity of faculty in addition to teaching, R&D projects, industrial consultancy and management duties and shall be considered while evaluating the annual performance of the faculty. Every faculty shall be encouraged to mentor at least one startup.

o) Product development and commercialization as well as participating and nurturing of startups may be added to a bucket of faculty-duties in future and each faculty would choose a mix and match of these activities (in addition to minimum required teaching and guidance) and then respective faculty are evaluated accordingly for their performance and promotion as per rules.

p) Wherever necessary, the university shall update/change/revise performance evaluation policies for faculty and staff from time to time.

PROCESS FLOW : This section contains policy and procedures for operational aspects.

It covers the following processes:
1. Eligibility
2. Admission process
3. Intellectual Property process
4. Seed Support
5. Infrastructure support
6. Mandatory Mentorship
7. Periodic assessment
8. Tenure
9. Exit
10. Disclaimer

1. Eligibility
1.1 Admission is open to any of the following from MDU Rohtak:
• Faculty members and Staff
• Students (UG, PG and PhD)
• Alumni

2. Admission Process
Based on the merits of the case, the evaluation of the idea/business plan for incubation purposes, following steps shall be adopted.

2.1. Review process:

From a duly constituted committee consisting of the following:

Director, Centre for Innovation, Incubation and Entrepreneurship
Dy Director, Centre for Innovation, Incubation and Entrepreneurship
Director, IPR
Dean of the concerned Faculty (In the relevant area of the idea)
HoD of the concerned Department (In the relevant area of the idea)
Director, IMSAR
Finance Officer
External Expert, if expertise is not available in the University (To be nominated by the Vice Chancellor)

A pitch template will be shared with the applicant for presenting to the committee. This may take a few iterations till desired clarity of the idea/business is achieved.

The business plan/deck shall be evaluated on the basis of technical and business feasibility of the idea.

Some representative criteria to be applied for evaluation (not limited to these)
1. Strength of the product idea in terms of its technology content, innovation, timeliness and market potential
2. Profile of the core team/ promoters
3. Intellectual Property generated and the potential of the idea for IP creation
4. Financial/ Commercial Viability
5. Funds requirement and viability of raising finance
6. Time to market
7. Break-even period
8. Commercial potential, demand and requirement in India
9. Scalability

CIIE will have a sole discretion whether to admit or reject a proposal for incubation and the decision of CIIE in this regard shall be final.

3. Intellectual Property: The concerned shall fill an IP declaration worksheet at the time of admission and declare the Intellectual Property developed and owned by the incubate company.
3.1. In case the incubate company is desirous of using the Intellectual Property of MDU Rohtak like patent, software code, copyright, design registration, developed product, etc.then the company shall make such request in writing to Director(CIIE). The terms and conditions for such IP licensing shall be decided by the University as per the provisions of IPR of the University.
3.2. The company shall inform if any students have worked on the technology and if their work will be incorporated in the product(s).
3.3. The company shall inform if any IP has been generated as a result of collaborative work with faculty members (who are not promoters) is being incorporated into the product(s).
3.4. The company shall inform if any MDU Rohtak infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the IP or technology that will go into the product(s).

4. Seed Support: CIIE may provide seed support subject to the availability of funds/ grants/ schemes meant for this purpose. Seed support will be sanctioned only to the

registered companies and shall be based on merits of each company. Further, admission to CIIE shall not automatically entitle the companies to seed support. Sanction of seed support will be decided based on the eligibility criteria as decided by CIIE.

CIIE will have sole discretion to sanction or reject an application for seed support and the decision of CIIE in this regard shall be final. CIIE is not bound to give any reason in case an application for seed support is rejected. Though seed support may be sanctioned at the time of approval of the proposal for admission, disbursement shall be subject to satisfaction of CIIE that suitable progress has been made.

Seed Support shall also be provided to the students for purchase of equipment required in Startup. However, such equipment shall be procured by the Concerned Department and it shall be the property of the University.

5. Infrastructure Support:
Upon admission to CIIE, the following facilities will be offered to the incubate companies on an individual basis:
• Office space
• Computer
• Internet connection
• Standard Furniture as decided by CIIE.
• Access to Central Library
• Meeting/Conference room with projection equipment
• Tele or Video conferencing facilities

The space required may be provided at a suitable location in the University.

6. Mandatory Mentorship: One of the objectives of Incubation is to utilize the technical expertise and lab infrastructure of MDU Rohtak, thus every company that is offered incubation at CIIE has to select one faculty from MDU Rohtak who shall act as mentor of the Incubate and guide the company on product develop. The incubate has to offer minimum 1% of share equity to the mentor as a consideration of mentorship.

7. Periodic assessment: The incubate company has to submit an yearly audited statement of profit and loss account and unaudited quarterly statement about the activities. However, incubate may be asked to provide more frequent updates to CIIE.

8. Tenure of Incubation: Companies will be permitted to stay in the incubator for a period of two years. Maximum two extensions may be granted for 6 months each at a time at the sole discretion of the CIIE.

9. **Exit:** An Incubate company will leave the incubator under the following circumstances:
- Completion of two years' stay (if no extension granted)
- Underperformance or non-viability of business proposition as decided by CIIE on case to case basis
- Violation of any MDU Rohtak's policy
- Change in promoters'/ founders' team without concurrence of CIIE.
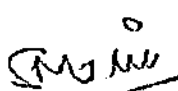- Any other reason for which CIIE may find it necessary for an incubate company to leave.

Notwithstanding anything written elsewhere, CIIE's decision in connection with the exit of an incubate company shall be final and shall not be disputed by any incubate company.

10. DISCLAIMER

MDU does not guarantee success and/or feasibility of the technology transferred from the Institute. MDU or any person representing them shall not be liable for any acts or omissions of the incubated company.

The above policy is subject to periodical review and amendment at any time.

Any/all disputed between the parties shall be referred for arbitration to the Vice Chancellor, MDU or person so nominated by him/her, whose decision will be final and binding upon the parties. The place of arbitration shall be Rohtak.

Annexure 1

PRIORITY AREAS OF INNOVATIONS AND STARTUPS (Tentative suggested)

The innovative ideas could be in the form of product development, process development and anything which could enhance the performance of existing practices. It is highly desirable that the concept should be innovative and should address to solve one of the social, economic and process problems. The following are the priority areas of the university (but not limited to):

a) Healthcare products including herbal plants, formulations and Biomedical devices.

b) Technology based on Agriculture, Rural Development, Social entrepreneurship.

c) Smart Vehicles/ Electric vehicle/ Electric vehicle motor and battery technology.

d) Food Processing and innovative hospitality management

e) Robotics and Drones.

f) Waste management, Clean and Potable water.

g) Renewable and affordable Energy.

h) IoT based technologies (e.g. Security & Surveillance systems etc.)

i) ICT, cyber-physical systems, Blockchain, Cognitive computing, Cloud computing, AI & ML.

j) Innovative educational tools and processes.

k) Based on Sustainable Development Goals of UN

ANNEXURE 2

TECHNOLOGY READINESS LEVEL (TRL)

DEPLOYMENT	9	ACTUAL SYSTEM PROVEN IN OPERATIONAL ENVIRONMENT
	8	SYSTEM COMPLETE AND QUALIFIED
	7	SYSTEM PROTOTYPE DEMONSTRATION IN OPERATIONAL ENVIRONMENT
DEVELOPMENT	6	TECHNOLOGY DEMONSTRATED IN RELEVANT ENVIRONMENT
	5	TECHNOLOGY VALIDATED IN RELEVANT ENVIRONMENT
	4	TECHNOLOGY VALIDATED IN LAB
RESEARCH	3	EXPERIMENTAL PROOF OF CONCEPT
	2	TECHNOLOGY CONCEPT FORMULATED
	1	BASIC PRINCIPLES OBSERVED

(Image source :
https://www.twi-global.com/technical-knowledge/faqs/technology-readiness-levels)

Technology Readiness Level Examples

| TRL	Description	Example
1	Basic principles observed	Scientific observations made and reported. Examples could include paper-based studies of a technology's basic properties.
2	Technology concept formulated	Envisioned applications are speculative at this stage. Examples are often limited to analytical studies.
3	Experimental proof of concept	Effective research and development initiated. Examples include studies and laboratory measurements to validate analytical predictions.
4	Technology validated in lab	Technology validated through designed investigation. Examples might include analysis of the technology parameter operating range. The results provide evidence that envisioned application performance requirements might be attainable.
5	Technology validated in relevant environment	Reliability of technology significantly increases. Examples could involve validation of a semi-integrated system/model of technological and supporting elements in a simulated environment.
6	Technology demonstrated in relevant environment	Prototype system verified. Examples might include a prototype system/model being produced and demonstrated in a simulated environment.
7	System model or prototype demonstration in operational environment	A major step increase in technological maturity. Examples could include a prototype model/system being verified in an operational environment.
8	System complete and qualified	System/model produced and qualified. An example might include the knowledge generated from TRL 7 being used to manufacture an actual system/model, which is subsequently qualified in an operational environment. In most cases, this TRL represents the end of development.
9	Actual system proven in operational environment	System/model proven and ready for full commercial deployment. An example includes the actual system/model being successfully deployed for multiple missions by end users.

(Table Source :
https://www.twi-global.com/technical-knowledge/faqs/technology-readiness-levels)
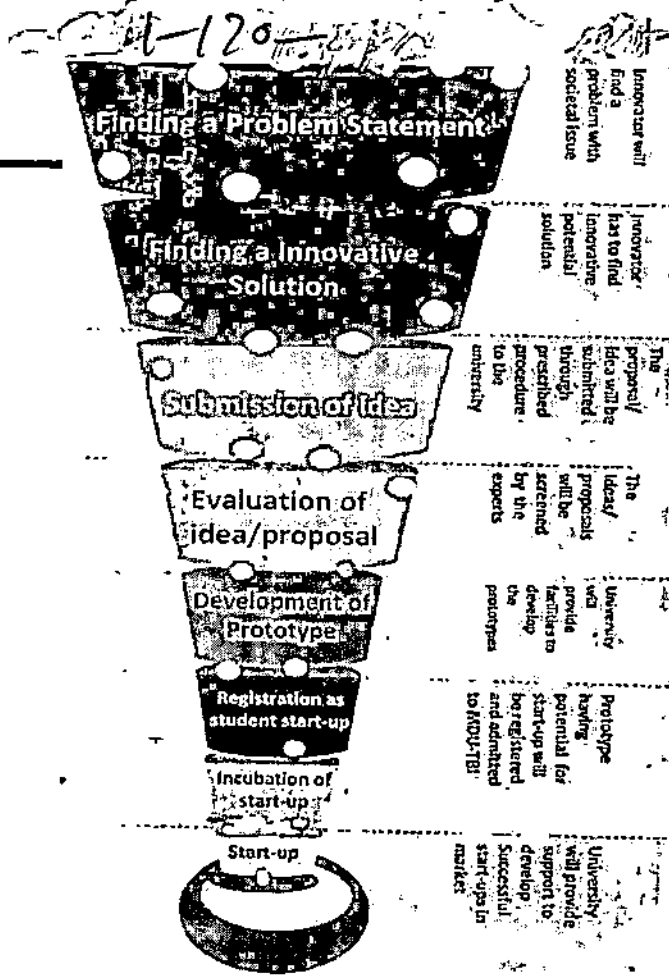
Flow Chart of the process of innovation and startup at the university.

MINUTES OF THE MEETING OF COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR FOR PREPARATION OF INSTITUTIONAL DEVELOPMENT PLAN (IDP) OF THE UNIVERSITY HELD IN THE OFFICE OF ADVISOR TO THE VICE CHANCELLOR, M.D. UNIVERSITY, ROHTAK ON 16.09.2022, 22.09.2022, 29.09.2022, 07.10.2022, 13.10.2022, 17.10.2022, 19.10.2022 AND 27.10.2022.
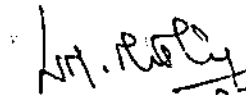
The following members present

1.	Prof. Ajay K Rajan, Dean, CIAA	Convener
2.	Prof. Radhey Shyam, Department of Psychology	Member
3.	Prof. Narasimhan B, Director IQAC	Member
4.	Prof. Rahul Rishi, UIET	Member
5.	Prof. Harish Dureja, Dept. of Pharm. Sciences	Member
6.	Dr. Nar Singh Chauhan, Dy. Director, IQAC	Member

The committee constituted for the preparation of Institutional Development Plan in its various meetings held on 16.09.2022, 22.09.2022, 29.09.2022, 07.10.2022, 13.10.2022, 17.10.2022, 19.10.2022 and 27.10.2022 deliberated over the University Sustainability Framework in order to ensure the University's commitment towards sustainable development as reflected by its vision, mission and core values and finalized the Maharshi Dayanand University Sustainability Framework (Annexure A).

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

(A K Rajan)

(Radhey Shyam)

(Narasimhan B)

(Rahul Rishi)

(Harish Dureja)

(Nar Singh Chauhan)

MAHARSHI DAYANAND UNIVERSITY SUSTAINABILITY FRAMEWORK

Maharshi Dayanand University, Rohtak has been established in 1976 as a residential University with the objective of promoting inter-disciplinary higher education and research with special emphasis on studies of life sciences, environmental and ecological sciences. It is committed to sustainable development through education and research in sustainable developmental areas, developing sustainable policies, and promoting green practices. The university's commitment to imbibe sustainable development is reflected in its vision, mission, and core values.

VISION

University aspires to be a leading 'transformative learning community' recognized world-wide for excellence and innovation in education, research, and entrepreneurship for holistic development of learners and sustainable growth of the society

MISSION

University is committed to transform lives and serve the society through flexible and multidisciplinary education, research, innovation, lifelong learning, and cultural enrichment

CORE VALUES

Academic Excellence: University strives for the uncompromising quality excellence in scholarship across various disciplines.

Excellence in Research, Innovation and Entrepreneurship: University commits to continuous engagement in the scholarly activities in the pursuit of creativity and knowledge generation through excellence in research and innovation.

Morality and Ethics: University upholds the highest ethical values, integrity, and professionalism along with unwavering commitment to academic freedom, transparency and accountability.

Equity and Inclusiveness: University pledges to nurture and preserve an environment of mutual respect, equality, and diversity in its all endeavours. to ensure fairness and inclusiveness for thriving society.

Environmental Sustainability: University commits itself to ensure sustainable ecosystem to improve the living standards of current generation and preserve the environment for future generations.

Community Engagement: University resolves to maintain and strengthen meaningful relationship with local and global communities to learn from and contribute for their sustainable development.

The goal of education is to make people wiser, more knowledgeable, better informed, ethical, responsible, critical and capable of continuing to learn. Education also serves society by providing critical reflection on the world, especially its failings and injustices, and by promoting greater consciousness and awareness, exploring new visions and concepts.

Sustainability is the guardianship of the natural environment in a way that satisfies the demands of both the present and the generations to come. Sustainable development is about LIFE. Life is about "L" for Limits, "I" for Interdependence, "F" for Fundamentals, and "E" for Equity. Sustainable development is about these concepts. This problem demonstrates the importance of addressing material concerns, recognizing the interdependence of humans and nature, dedicating to solving root causes, and taking moral principles into consideration.

Limits relates to restricting human behavior toward a quality existence rather than a solely materialistic one. People in the industrialized world lost their sense of what quality of life is. Future generations and the preservation and improvement of natural ecosystems demand a rediscovery, reevaluation, and adherence to the true ideals of quality of life. The values of human resources and their social and cultural variety should be acknowledged and valued more.

The idea of **interdependence** includes self-sufficiency. It is necessary to develop primary natural resources to meet local demand. These resources comprise all types of natural phenomena to which the sustainable enterprise is suited, such as the air, the sun, the water, and other geophysical and biological conditions and combinations thereof. They also include local ecosystems and their components and functions. Establishing connections to natural processes and connecting the production process with the local ecology would be required. Because everything is interrelated, a sustainable business might continually profit from and contribute to the maintenance of its ecosystem's natural circumstances.

Fundamentals indicate ensuring the sustainable living as prime objective of life. Making sustainable development the primary goal of all university teaching, research, management, and communication requires transform concepts, paradigms, and systems. From sustainable elementary schools to sustainable colleges, education must be sustainable as well. It is necessary to restructure society's resource consumption so that industry, businesses, and homes may all function with more sustainable metabolisms. Priority should be given to reducing resource consumption that leads to depletion, excessive resource use, pollution, and environmental deterioration.

Equity indicates cooperation, contribution, development of and from each segment of the society. Today's globe is characterized by a persistent lack of fairness within societies as well as between the developed and developing worlds. To attain more fairness, a supportive and cooperative structure must be implemented.

Sustainable development emerged as one of the biggest challenges of 21st century. Many universities world over have begun the debate about the content of sustainable development and the ways in which to integrate it into their university policy, organization and activities. The notion of a sustainable university is progressively being explored in the domain of higher education institution structure. Significant sustainable growth has a massive effect on the university's vision and mission, research and education system, and community outreach. The involvement of university campuses to promote sustainability in their main operations is the need of the day. Activities related to the push for positive environmental improvements in operations, planning, policy, teaching and learning, research, and community participation are included in initiatives to promote University sustainability. These efforts may be "bottom-up" or "top down" (management-led).

THREE PILLARS OF SUSTAINABLE DEVELOPMENT

University sustainability is intertwined among three core concepts: Social, Economic and Environmental. The institution must incorporate green practices to reduce carbon footprint, and enhancing reusability to ensure environment sustainability for future generations.
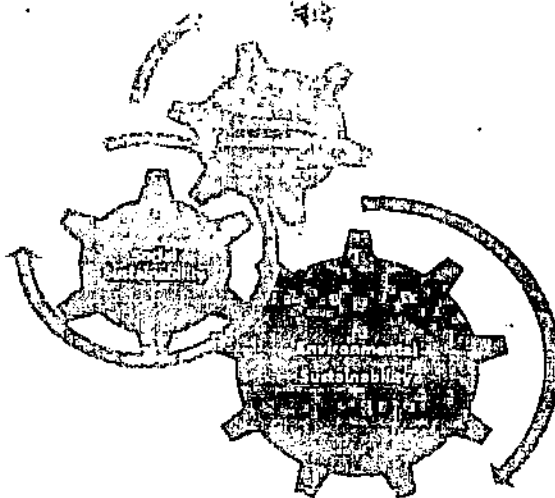
Economic sustainability is based on institutional financial framework ensuring the resource generation from its environmentally friendly policies. Similarly, social sustainability is associated with promoting human development within or outside campus. Personal, managerial, and institutional commitments must discover a way to incorporate the environmental, social, and economic frameworks of sustainability to transform the world.

Benefits of Sustainability

There is need to develop University Sustainability Framework which may result in number of benefits as listed below:

> Culture of sustainability leads to more efficient use of resources
> Life-cycle cost approach, systems-thinking reduces operations and maintenance costs
> Reduced expenditures for materials that generate waste and associated waste disposal
> Resource conservation hedges against future resource/utility cost risks

- Green buildings improve health and productivity of students and employees
- Demonstration of leadership in sustainability improves student/faculty/staff recruitment and retention
- Creates broad stakeholder support and engagement towards common vision
- Sense of common purpose engages and motivates staff/faculty to make individual and collective change
- Builds trust, legitimacy, and support amongst university's stakeholders
- Public commitment builds support and confidence in leadership
- Service-learning opportunities involving external community enhance university's reputation both on and off University
- Increases university's intellectual/social capital and relevance on global and regional challenges

UNIVERSITY SUSTAINABILITY FRAMEWORK

University sustainability could be achieved by improving university economic status, fulfilling it social responsibility along with improving the environmental ecosystem. The University Sustainability Framework not only will ensure the sustainable development of the University as an example for the society but also directly contribute to the sustainable development of local community as well as larger society. This ambitious goal can be achieved through educational framework, research ecosystem, effective governance, time-bound policy implementations and strong community connect.
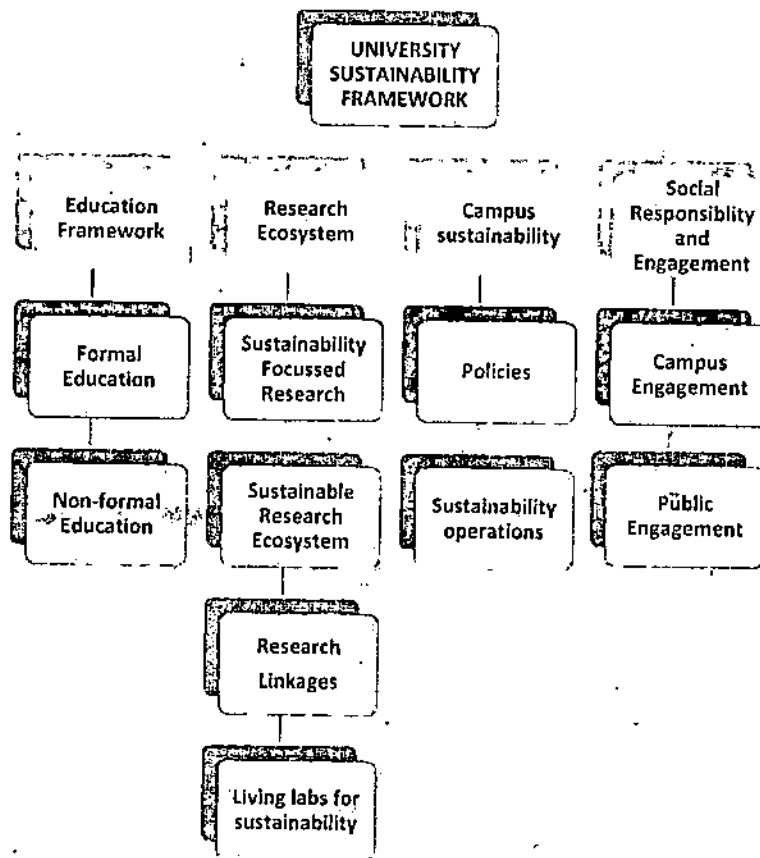
A. Education Framework: Institution must align its teaching learning ecosystem to impart understanding of sustainable growth and its importance in current prospective. It could be achieved by utilizing university infrastructure, educational framework, and research capacity to provide input towards solutions. Key components for successful adoption of the living labs concept by campuses includes both formal and non-formal methods.

1. **Formal Education:** It involved enriching the curriculum of undergraduate and postgraduate programmes with the concept of sustainable development. It could incorporate following practices:
   - General enrichment of curricula with the sustainability message
   - Programmes and courses that advance the sustainability cause
   - Engagement of the right campus participants
   - Identification of key learning programmes
   - Integration of living labs with the curriculum
   - Expansion beyond individual learning programmes
   - Facilitation of experiential learning
   - Sustainable development focused Under-graduate, Post-graduate, Diploma, and certificate programmes
   - Utilisation of green university facilities for teaching, learning and research

2. **Non-formal Education:** These methods are based on enriching the knowledgebase of the university stakeholders by establishing a interaction network by regularly organizing workshops, symposiums, conferences, field visits, etc.

B. Research Ecosystem: Institution must align its research goals with university suitability development. Accordingly, few initiatives must be adopted:

1. **Sustainability Focussed Research:** University must define its signature research area to promote sustainability and fulfilling its social responsibility.

2. **Sustainable Research Ecosystem:** Regularly update information of the research laboratories, departments, and faculty members whose research focuses on, or is related to, sustainability. It will help to enhance collaborations, awareness of sustainability research, as well as foster new sustainability research ideas and opportunities.

3. **Research Linkages:** It would facilitate sustainability research linkages across departmental and disciplinary boundaries and promote interdisciplinary, multidisciplinary and trans disciplinary research.

4. **Living labs for sustainability:** Universities should work in the direction of providing a real-world context to the students and solve the societal and sustainability issues through applied research. This concept will be instrumental in reinforcing implementation of university sustainability.

C. Campus Sustainability

The university may include sustainability into its organisational structures, operational framework, and decision-making processes using governance instruments. Sustainability has the potential to develop into a fundamental value of every member of the University community through building the organisational capacity to incorporate sustainability into all facets of campus life, including education, research, operations, governance, and community involvement.

1. **Policies:** Campus Sustainability could be attained through the development, implementation, and monitoring of the sustainable policies through effective and transparent governance.
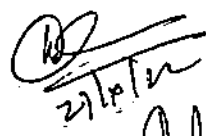
> **Sustainability Policy:** A sustainability policy lays the groundwork for sustainability activities and procedures by outlining the university's commitment to sustainability in a uniform and understandable manner. To promote the university's dedication to sustainability, new and current processes and rules must convey a consistent message and set out precise expectations for behaviour. Furthermore, all new policies should take sustainability into account during their formulation, approval, and implementation.

> **Sustainability Charter:** It would help to develop a vision and strategy for expanding the students' understanding of sustainability. It will provide an in-depth understanding of sustainability issues. A sustainability charter should be developmental and adopted by university administration.

> **Waste management Policies:** University should devise and implement policies for management of Solid waste, Liquid waste, Chemical waste, electronic waste, Office waste, animal and biohazards waste, etc.

> **Environment Management Polices:** University must develop and adopt policies toreduce carbon footprint, enhance green cover, efficient energy usage, use the renewable energy resources, etc. Sustainability concerns should be discussed while designing the University Master Plan.

2. **Sustainability operations:** University operations must be embedded with sustainability concepts through
> Waste reduction and Management
> Natural resource management
> Biodiversity maintenance
> Green campus
> Eco-friendly measures
> Resource optimizations

> Energy efficiency
> Sustainable purchasing
> Environment friendly constructions
> Green and energy audit system
> Resource recycling

D. Social Responsibility and Engagement: Institution must establish a strong community connect through outreach programs, community engagement, community handholding to fulfil its social responsibility and to achieve the university's vision and mission. It could be achieved through following activities.

1. Campus Engagement: Engagement of university stakeholder is essential to realize the concept of university sustainability.

> **Sustainability Learning Communities:** It will create lifelong learning communities that engage stakeholders and society with sustainability.

> **Training for sustainable living:** Training workshops organized on this theme would help the university stakeholders about the impact of their daily choice's environment and institutional economic growth.

> **Sustainability Student Groups:** It would establish a team of volunteers for extending university efforts for sustainable development within university and beyond.

> **Annual Sustainability Summit:** Such event will help to gather the University sustainability community to highlight major sustainability achievements and will facilitate University sustainability innovation.

2. Public Engagement

> **Linkage between campus, community, and sustainability:** It could be achieved through participation in community sustainability programs either as participant or mentor.

> **Outreach programmes:** University could establish a strong community connect through exhaustive outreach activities.

> **Collaboration with the City:** University must collaborate with city governance to identify sustainability challenges and work for collaborative solutions
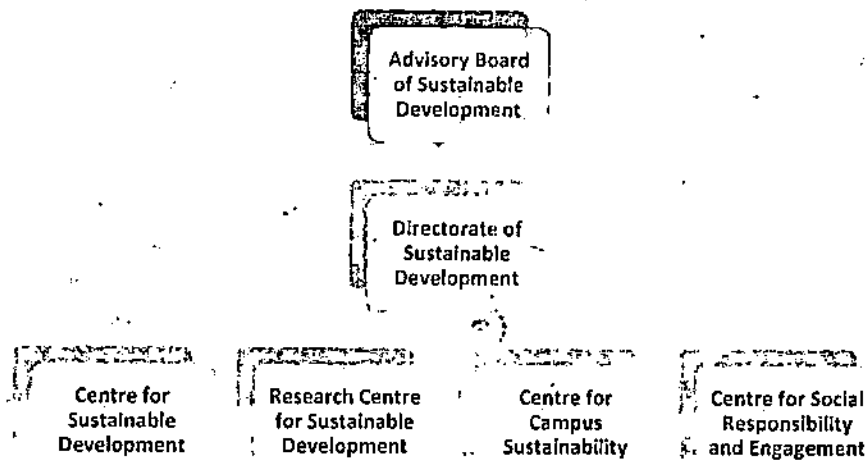
ORGANIZATION STRUCTURE FOR OPERATIONALIZATION OF MAHARSHI DAYANAND UNIVERSITY SUSTAINABLE FRAMEWORK

Directorate of Sustainable Development: Directorate of Sustainable Development (DSD) will be responsible for transforming university into sustainable university and shall be accountable for operationalization of university sustainability framework. It will be headed by Dean, Directorate of Sustainable Development. Operational structure of the Directorate of Sustainable Development (DSD) will be as follows:

```
                        ┌──────────────────┐
                        │  Advisory Board  │
                        │ of Sustainable   │
                        │  Development     │
                        └──────────────────┘
                                 │
                        ┌──────────────────┐
                        │  Directorate of  │
                        │   Sustainable    │
                        │  Development     │
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         ┌──────────────┬─────┴───────┬──────────────┐
  ┌────────────┐ ┌──────────────┐ ┌────────────┐ ┌────────────────┐
  │ Centre for │ │Research Centre│ │ Centre for │ │Centre for Social│
  │ Sustainable│ │for Sustainable│ │  Campus    │ │ Responsibility  │
  │ Development│ │ Development   │ │Sustainability│ │ and Engagement  │
  └────────────┘ └──────────────┘ └────────────┘ └────────────────┘
```

A. Advisory Board for Sustainable Development:

1	Vice-Chancellor	Chairman
2	Dean Academic Affairs	Vice-Chairman
3	Director, Centre for Sustainable Development	Ex-officio Member
4	Director, Research Centre for Sustainable Development	Ex-officio Member
5	Director, Centre for Campus Sustainability	Ex-officio Member
6	Director, Centre for Social Responsibility and Engagement	Ex-officio Member
7	Director, IQAC	Member
8	Representative of Local Community /Society nominated by Vice-Chancellor	Member
9	Representative of NGOs nominated by Vice-Chancellor	Member
10	Two experts from relevant Government departments nominated by the Vice-Chancellor	Member
11	One representative from industry nominated by the Vice-Chancellor	Member
12	One expert from HEI nominated by the Vice-Chancellor	Member
13	Two Scientists from relevant field nominated by the Vice-Chancellor	Member
14	Five faculty members nominated by the Vice-Chancellor	Member
15	Five student representative nominated by the Vice-Chancellor	Member
16	Dean, Directorate of Sustainable Development	Member Secretary

The engagement of members of Advisory Board of Sustainable Development will be for Two years. The prime objective of this board will be to monitor the annual progress of DSD for the implementation of university sustainable development. It will guide the DSD to improve, optimize their operations to ensure sustainability.

B. OFFICE OF DIRECTORATE OF SUSTAINABLE DEVELOPMENT

1.	Professor appointed by the Vice-Chancellor	Dean
2.	Professor appointed by the Vice-Chancellor	Additional Director
3.	One Associate Professor appointed by the Vice-Chancellor	Deputy Director
4.	Two Assistant Professors appointed by the Vice-Chancellor	Assistant Director
5.	One Assistant	--
6.	One JDEO	
7.	One Peon	

C. Centres under Directorate of Sustainable Development: The Directorate of Sustainable Development will house the following centres. Each centre will be headed by an independent Director.

a.   Centre for Sustainable Development: This centre will offer various academic programmes (PG & UG Degree, Diploma, and certificate programs) on sustainable development. It will be associated with the Faculty of Interdisciplinary studies for these academic programmes.

Composition of Centre:

1.	Professor - 01	Director
2.	Two Associate Professors	-
3.	Four Assistant Professors	-

b.   Research Centre for Sustainable Development: This centre will facilitate, promote, and monitor research in the areas of sustainable development.

Composition of Centre:

1.	Professor appointed by the Vice-Chancellor	Director
2.	Two Assistant Professors appointed by the Vice-Chancellor (One each from Science and Non-Science stream)	Assistant Directors
3.	One Lab Assistant	--

c. **Centre for Campus Sustainability:** University's Environment and Sustainability Management (ESM) cell will evolve into Centre for Campus Sustainability to ensure environment and operational sustainability in university framework.
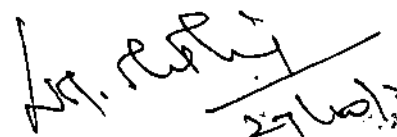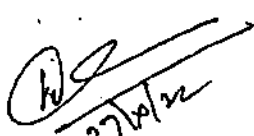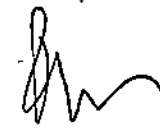
Composition of Centre:

1.	Professor appointed by the Vice-Chancellor	Director
2.	Two Assistant Professors appointed by the Vice-Chancellor (One each from Science and Non-Science stream)	Assistant Directors

d. **Centre for Social Responsibility and Engagement:** This centre will ensure implementation of the social responsibility and Engagement component of university sustainability framework.

Composition of Centre:

1.	Professor appointed by the Vice-Chancellor	Director
2.	N.S.S. Co-coordinator appointed by the Vice-Chancellor	-
3.	Coordinator, Youth Red Cross appointed by the Vice-Chancellor	-
4.	Coordinator, University Outreach Cell appointed by the Vice-Chancellor	-
5.	Coordinator, Unnat Bharat Abhiyan appointed by the Vice-Chancellor	-

A meeting of the committee constituted by the Vice-Chancellor was held on 9-1-2023 and 10-1-2023 in the office of the Dean College Development Council, M.D. University, Rohtak to consider the NOTE accompanying the Inspection Proformas, necessary amendments in Statute-38 pertaining to colleges as well as other necessary corrections/amendments in the Inspection Proformas of various programs:
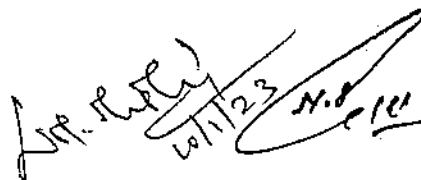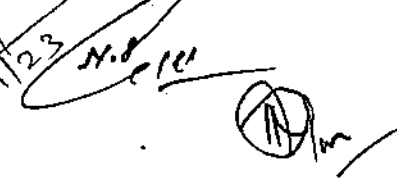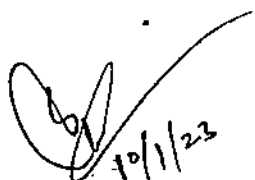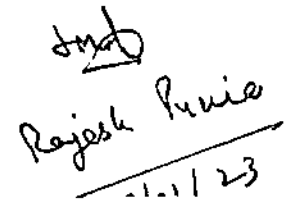
Following were present:

1.	Dr. A.S.Maan, DCDC	Convener
2.	Dr.Nasib Singh Gill, Director, CDOE	Member
3.	Dr. Yudhvir Singh, Director, UIET	Member
4.	Dr.Satish Malik, Librarian	Member
5.	Dr. B. Narasimhan, Director IQAC	Member
6.	Prof. Rajesh Punia, Head, Dept. of Physics	Member

The Committee while going through the note(s) attached with the Inspection Proformas for different programs observed the following:-

i) Various sections in the existing Note(s) are over descriptive and simply due to this reason lack implementation. Moreover, certain provisions are repetitive in nature and need to be redefined/ rephrased to meet the objectives.   —

ii) The two PAC paras {2.1.9.1(5) and 2.1.9.1 (6)} arose because of the constraints in the Note(s) provided alongwith Inspection Proformas especially due to the condition of having 50 % of marks pertaining to Human Resource. However, the condition of recruitment of more than 50% Human Resources have many practical problems viz.(i) high attrition rate of employees (teaching & non-teaching (ii)) low admission against sanctioned intake in many programs especially in Engineering, Degree & Management colleges including M.Ed. in Education Colleges run under SFS etc.   ·   .

In order to make the inspection process more objective & meaningful, the committee is of considerate opinion that existing Note(s) may be redefined with the purpose of effective implementation and greater visibility and replaced by the following:-

1. The marks will be awarded to the Teaching & Non-Teaching staff in the following manner:-
   (a) 100% of allotted marks to the university approved Teaching & Non-Teaching staff.
   (b) 75% of allotted marks to the Teaching & Non-Teaching staff whose proceedings are approved from MDU, Rohtak.
   (c) 50% of allotted marks to the eligible/qualified Teaching & Non-Teaching staff recruited on contractual/adhoc basis by the concerned college at its own level.

2. The inspection committee must verify the compliance report submitted by the institute regarding previous inspection. The compliance report shall be presented by the institute before the inspection committee.

3. Based upon the NAAC Grading accorded to the institutions, the inspection of institution(s) shall be conducted as per following schedule:

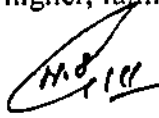| Sr.No.	Grading of the College	Inspection frequency
1.	A++	5 years or till the validity of Grading whichever is earlier
2.	A+	4 years or till the validity of Grading whichever is earlier
3.	A/B++	3 years or till the validity of Grading whichever is earlier
4.	B+/B	2 years or till the validity of Grading whichever is earlier
5.	C	Each year

4. For the colleges without any NAAC Grade, the inspection of institution(s) shall be conducted as following*:

Sr.No.	Cumulative percentage of total score of Inspection Proforma	Inspection frequency
1.	More than 90% or equal to	5 years
2.	More than or equal to 85% and less than 90%	4 years
3.	More than or equal to 80% and less than 85%	3 years
4.	More than or equal to 70% and less than 80%	2 years
5.	60% but less than 70%	Each year

The grade of a particular college/institution as above without NAAC grading shall be calculated on the basis of consolidated marks attained in all the three categories i.e. by taking into account the marks for Teaching and Non-teaching, Infrastructure and Amenities and Academic requirements.

In case of a college/institution scoring less than 60% in a given inspection, a time period of one year shall be provided to remove the deficiencies such that the cumulative percentage is increased to 60% or higher, failing which suitable action may be initiated.

A.S.Maan   Nasib Singh Gill 10/01/2023   Yudhvir Singh

Satish Malik   B. Narasimhan   Rajesh Punia
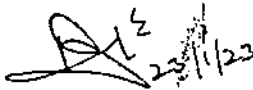
Minutes of the meeting of the committee constituted by the Vice-Chancellor to prepare the framework for University Connect with Corporate towards CSR Funding held on 23.01.2023 in the office of the of the Advisor to Vice Chancellor.

The following were present:
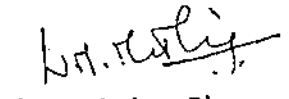
1. Prof. Ajay.K. Rajan, Dean, CIAA	:	Convener
2. Prof. Radhey Shyam, Director, University Outreach Programme	:	Member
3. Prof. Rahul Rishi, UIET	:	Member
4. Prof. Narasimhan B, Director, IQAC	:	Member
5. Prof. Sumit Gill, Director, CCPC	:	Member
6. Dr. Sandeep Malik, IHTM	:	Member
7. Dr. Anju Dhiman, Programme Coordinator, YRC	:	Special Invitee
8. Dr. Sonu, NSS P.O (UTD)	:	Special Invitee
9. Dr. Mahender Yadav, Dept. of commerce	:	Special Invitee

A series of meeting of the committee were held on 06.09.2022, 11.10.2022, 19.12.2022, 22.12.2022, 28.12.2022, 13.01.2023 and 23.01.2023 to prepare the framework for University Connect with Corporate towards CSR Funding. The committee after detailed deliberations finalized the document "University Connect with corporate: A framework for CSR funding" (Annexure – A).

(Ajay K. Rajan)   (Radhey Shyam)   (Rahul Rishi)   (Narasimhan B)

(Sumit Gill)   (Sandeep Malik)   (Anju Dhiman)   (Sonu)

(Mahender Yadav)

UNIVERSITY CONNECT WITH CORPORATES
A FRAMEWORK FOR CSR FUNDING

Introduction

The concept of Corporate Social Responsibility (CSR) entails that a company should play a positive role in the community and consider the environmental and social impact of business decisions. It encourages businesses to consider their r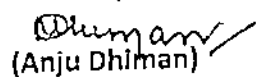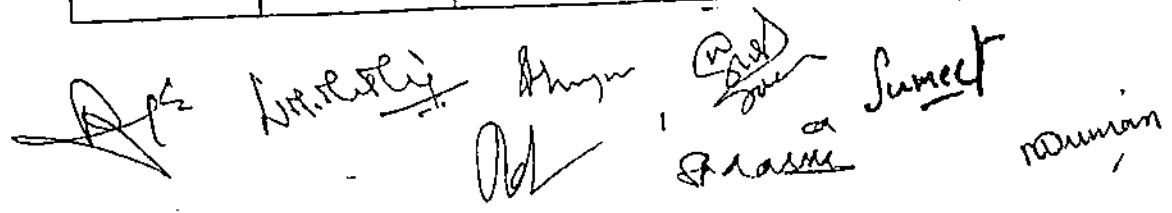esponsibilities to the society where they operate rather than just maximizing shareholder value or profits. CSR in Higher Education is an emerging concept. Since number of corporate have recognized their responsibilities towards society and also identified this as distinguished domain for making contribution towards socio-economic development of the nation, by believing in the greater cause of education & employment.

Even though globally, CSR is a voluntary exercise, in India, the concept of corporate social responsibility has been incorporated under section 135 of the Company Act, 2013, as a company requirement for specific companies. On April 1, 2014, India became the first country to mandate corporate social responsibility legally. CSR is becoming more significant in Indian businesses as they realize that relationship-building is more important than generating profit. Building trust is a much more valuable and viable asset for running a business successfully. CSR is performed at three levels (Table 1).

Table 1. Spending of corporations on CSR resources

CSR	Purpose	Impact	Benefits
CSR as value creation	Innovative and promotes sustainable business model	Fundamental strategic & operational impact	• Shared value • Promote competitiveness and innovation • Develops Human Capital • Incorporated into the Business Strategy
CSR as legal compliance	Compliance	Medium to high strategic and operational impact	• Mitigates operational impact • Mitigates operational risks • Supports external relationships
CSR as corporate philanthropy	Providing funding and skills	Little strategic and operational impact	• Corporate Philanthropy and sponsorships • Short-term benefits • Limited funds available • Corporate competencies and other business assets not fully utilized • Impact diluted because limited budget is allocated to many charities • Misalignment between and business social responsibility strategic and functions

Objectives of CSR

While framing the CSR policy, the companies lays down the objectives for which CSR fund to be utilized as per Indian Companies Act. In general, the companies utilize the CSR fund for the following objectives:

- To improve the quality of teaching & learning in the education sector by bridging the gap between theory and practice.
- To impart quality education to girls, people with disabilities and children from unadvanced areas so that they can compete on a level playing field.
- To ensure the zero hurdle in the education of prodigies by granting scholarships.
- To raise awareness regarding social issues such as; sexual abuse, dowry, child labor, child marriage etc.
- To provide better healthcare facilities to marginalized communities.
- To raise road safety awareness to minimize road accidents.
- To ensure a safe drinking water facility and encourage people to rainwater harvesting.
- To ensure the safety of maternal and newborn babies.
- To prepare the youth for a sustainable livelihood by imparting skills of various natures of work.
- To ensure the betterment of farmers' livelihood for sustainable farming and food availability.
- To impart values of public service and active citizenship amongst youth, which would also encourage, nurture and harness the natural idealism of youth.
- To undertake research projects in partnership with academia to resolve social issues.
- To provide a better workplace to its human resource.
- To promote environmental protection and sustainability practices for a better world.

Mechanism of CSR fund disbursement under Companies Act 2013

With the advent of the Company Act, of 2013, corporate are cast with the mandatory Corporate Social Responsibility obligation. As per the provisions of Section 135 of the Companies Act, the companies with
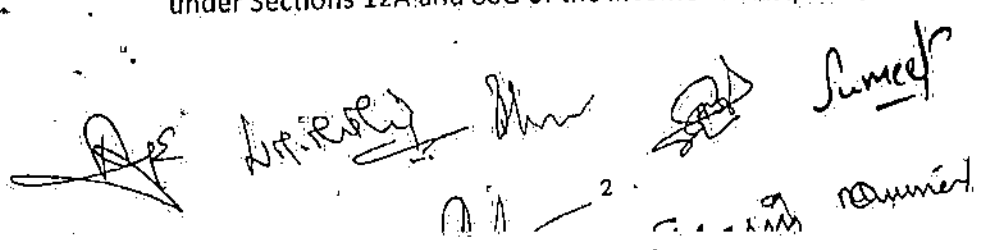
Net worth of ₹ 500 crores or more; or

Turnover of ₹ 500 crores or more; or

Net profit of 5 crores or more

should mandatorily spend at least 2% of the average net profits earned by them during the three immediately preceding financial years by establishing CSR committee. The CSR activities are carried out by companies

- Themselves take the CSR responsibility (Direct mode)
- Through agencies (Indirect mode) ie. the charitable trusts or societies registered under Sections 12A and 80G of the Income-tax Act, 1961

CSR spending by Direct Mode:

Companies directly expend CSR funds on various social activities like education, health care facilities, infrastructural development, drinking water facilities, skill development projects etc. Companies contact schools or universities for providing funds for educational facilities or approach Gram Panchayats or government administrations for the disbursement of CSR funds for society's benefit.

CSR spending through Agencies:

Companies also conduct CSR activities in collaboration with the following

- Entity established by the company itself or along with any other company
- Entity established by the central government or state government
- Statutory bodies
- Other bodies – a company established under section 8 of the Act, a registered public trust or a registered society and has an established track record of at least three years in undertaking similar activities (NGOs).

Companies usually donate funds to agencies as they have better expertise and they have knowledge of sectors where to utilize the CSR fund. NGOs also have better social networks that help companies for disbursement of CSR funds for society's benefit. Companies contact those NGOs with similar objectives regarding CSR for example if the company work for providing education facilities, then they will collaborate with those NGOs which work on providing education facilities.

Contribution towards Education

Corporations spend a significant amount of their profit on education. CSR spending by the top 300 largest companies in India from the last five years (2017-2021) is nearly 13805.05 crores. As per the report of the csrbox, companies spent 2529.88 (in crores) in 2016-2017, followed by 2601.56, 3121.47, 3184.48 and 2367.66 crores in 2017-2018, 2018-2019, 2019-2020 and 2021-2022 respectively on education (Figure 1).
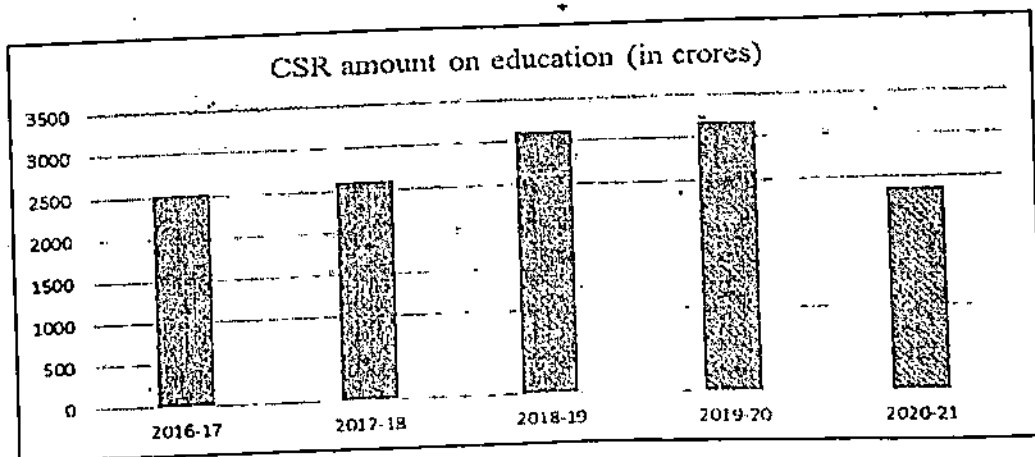

Figure 1: *Spending of CSR amount on education*

MAHARSHI DAYANAND UNIVERSITY - CORPORATE CONNECT FRAMEWORK FOR CSR FUNDING

Maharshi Dayanand University, Rohtak, a State University named after the great social reformer Maharshi Dayanand Saraswati, is committed to transform lives and serve the society through flexible and multidisciplinary education, research, innovation, lifelong learning and cultural enrichment.

Universities have the responsibility of not only providing good education and learning but also to make the society more progressive. The CSR activities by higher educational institutions can not only solve the purpose of the universities reaching out to complete their responsibility of educating the society, it also contributes towards socio-environmental goals of the state and nation.

In this light, the Maharshi Dayanand University envisages to coordinate and partner with businesses, and non-governmental organizations (NGOs) that believe in creating a positive impact and transforming society. Apart from this, the MDU will ensure the engagement of its resources, students, and staff members of the University shall utilize the CSR fund for following objectives: -

- **Promotion of Education:** Promoting education, including special education and employment enhancing vocation skills.
- **Supporting community health, hygiene and sanitation:** Promoting health care, basic hygiene, and sanitation.
- **Safeguarding Environmental and Biodiversity:** Conservation of environment sustainability and protection of flora and fauna.
- **Community involvement and development:** Working closely with the community for its development to understand its problems and offer unique solutions.
- **Nurturing of sports culture:** Training to promote rural, nationally recognized, Paralympic, and Olympic sports.
- **Energy efficiency and reduction in carbon emissions:** Restricted entry of vehicles and promoting the usage of E-vehicles by employees and students in the campus and use of solar panels for generation of electricity.
- **Supporting Innovation, Incubation and Entrepreneurship:** Supporting innovation, incubation and entrepreneurship activities for better employment opportunities and development of technologies.
- **Introduction of Skill enhancement courses:** Introduction of skill enhancement courses for training students to cater the need of the industry standards and requirements.
- **Promoting research environment:** Providing a healthy, competitive and peaceful research environment to students and teachers, which in turn increases the university's impact on society and produces critical thinkers in society.
- **Research libraries/labs:** Setting up research libraries/labs in each department of the university to promote a better research environment.

ORGANIZATIONAL STRUCTURE OF M.D. UNIVERSITY-CORPORATE CONNECT FOR CSR FUNDING

The basic organizational structure of M.D. University-Corporate connect for CSR funding is as follows:

    A. CSR-Advisory Committee
    B. CSR Task Force

A. CSR-ADVISORY COMMITTEE

Constitution:

1	Vice-Chancellor	Chairman
2	Dean, Academic Affairs	Member
3	Dean, Students' Welfare	Member
4	Director, Alumni Relations	Member
5	Director, CCPC	Member
6	Director, CIIE	Member
7	Finance Officer	Member
8	Two Industry leaders (Nominated by the Vice Chancellor)	Member
9	Director, Outreach Program	Member Secretary

*The term of nominated members will be of two years from the date of issue of notification.

Functions:

- To approve the annual action plan prepared by CSR task force
- To consider and review the annual report submitted by CSR task force
- To guide the CSR task force on future initiatives

B. CSR TASK FORCE
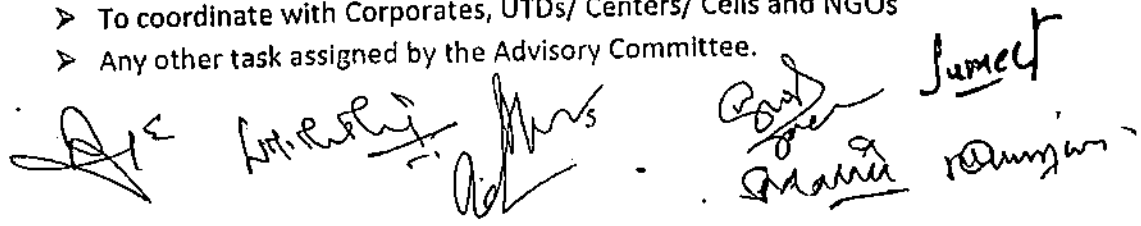
Constitution:

1	Director, Outreach Program	Chairman
2	Director, Alumni Relations	Member
3	One Professor (Nominated by Vice Chancellor)	Member
4	One Associate Professor (Nominated by Vice Chancellor)	Member
5	Two Assistant Professors (Nominated by Vice Chancellor)	Member
6	Two Alumni (Nominated by Vice Chancellor)	Member

*The term of nominated members will be of two years from the date of issue of notification.

Functions:

- To identify and approach the corporates for CSR funding.
- To identify UTDs/ Centers/ Cells for project proposal preparation for CSR funding.
- To facilitate the UTDs/ Centers/ Cells for implementation of the projects and utilization of funding.
- To evaluate the suitability of project proposals
- To coordinate with Corporates, UTDs/ Centers/ Cells and NGOs
- Any other task assigned by the Advisory Committee.

PROCESS OF PROCUREMENT AND UTILIZATION OF CSR FUNDING
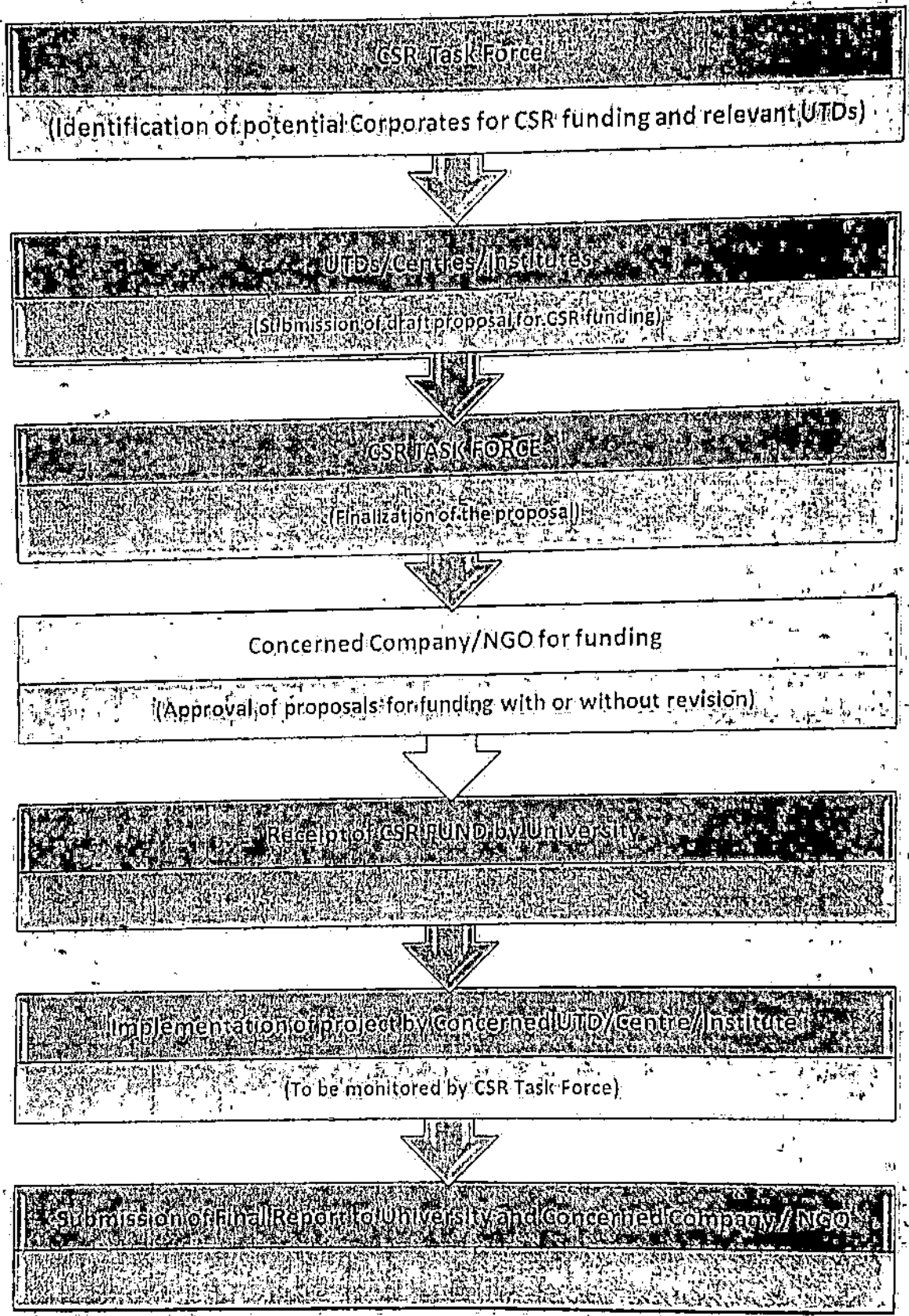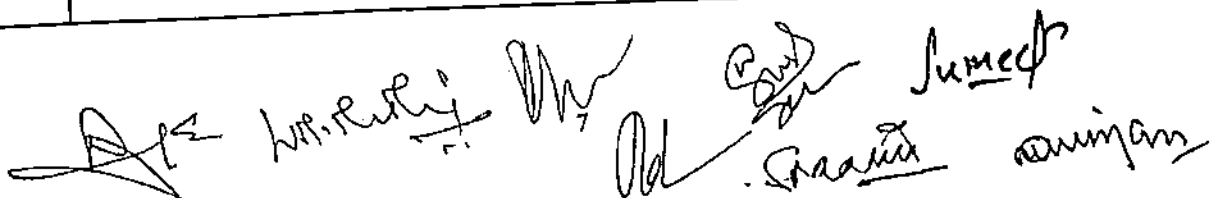
CSR Task Force

(Identification of potential Corporates for CSR funding and relevant UTDs)

⬇

UTDs/Centres/Institutes

(Submission of draft proposal for CSR funding)

⬇

CSR TASK FORCE

(Finalization of the proposal)

⬇

Concerned Company/NGO for funding

(Approval of proposals for funding with or without revision)

⬇

Receipt of CSR FUND by University

⬇

Implementation of project by Concerned UTD/Centre/Institute

(To be monitored by CSR Task Force)

⬇

Submission of Final Report to University and Concerned Company/NGO

ANNEXURE A – FORMAT OF PROJECT PROPOSAL FOR CSR FUNDING

1	Primary details of project	
	Title	
	Rationale	
	Principal Investigator	
	Name of UTD/Centre/Institute	

2	Proposal objectives, activities planned along with the time line and budgetary requirement		
	Objectives	Activities Planned to achieve the objective	Time line

3	Proposed Company / NGO to be approached for CSR Funding	
4	Targeted group/beneficiaries of the proposed project.	
5.	Expected outcomes of the project – To be directly linked to proposed objectives.	
6	Background of selection of beneficiaries including their socio-economic status, and geographical area of execution of the project.	
8	Budgetary requirements including under different heads with proper justification	
9	Sustainability Plan - Provide an action plan giving details of how the project will be sustainable after exhausting CSR funds and exit of the implementing partner.	
10	Other details/Requirements if any related to the proposal	

GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE REGISTRAR OF COMPANIES

Dated : 10-08-2022

NOTE - THIS LETTER IS ONLY AN APPROVAL FOR REGISTRATION OF THE ENTITIES FOR UNDERTAKING CSR ACTIVITIES.

To,
MAHARSHI DAYANAND UNIVERSITY ROHTAK , DELHI ROAD, ROHTAK, HR17, HR, 124001

PAN : AAAJM0531A

Subject: In Reference to Registration of Entities for undertaking CSR activities
Reference: Your application dated 10-08-2022 (SRN-F20679858)

Sir/Madam,

With reference to the above, it is informed that the entity has been registered for undertaking CSR activities and the Registration number is CSR00035370. Please refer the registration number for any further communication.

Registrar of Companies

ROC-DELHI

Note: The corresponding form has been approved and this letter has been digitally signed through a system generated digital signature.

⌐Chapter - IV¬

⌐Service Qualifying for Pension¬

14. Service qualifying for pension.—

(1) The term *'qualifying service'* has been defined in Chapter-2 of these rules. In addition, the following periods of service rendered by a Government employee appointed on regular basis shall also be qualified for pension :-

(a) Duty period of foreign service; provided the pension contribution has been made to the parent department.

(b) The period of suspension, dismissal, removal, compulsory retirement, followed by re-instatement and treated as duty or such period allowed to be converted into *leave of the kind due*, shall also qualify for pension upto the extent it is admissible under the rules.

(c) Any other period of service treated as duty for the purpose of pension by the competent authority.

(d) The period of departmental training, followed immediately by regular appointment, which is required to undergo before appointment on regular basis even if instead of *entry level pay* a nominal allowance is allowed during the period of training.

Note.— The period of dies non, if any, shall not be treated as qualifying for pension.

(2) Save as otherwise provided in these rules, all regular service interrupted or continuous in one or more Departments of Haryana Government shall be treated as qualifying service for pension subject to provision in rule 15 and the following conditions:-

(i) The interruption shall have been caused by reasons beyond the control of the Government employee;

(ii) Service preceding the interruption shall be minimum of two years or more;

(iii) The interruption shall not be more than one year's duration.

2006 but later on—

(i)   was terminated from Government service, due to abolition of post, with a compensation pension or service gratuity; or

(ii)   was retired from service due to permanently incapacitated with invalid pension or service gratuity, but is sufficiently restored to health,

if re-employed before the age of superannuation, shall be entitled to benefit of past service towards pension subject to refund of pensionary benefits alongwith interest as per provision in rule 18 ibid. For this purpose, an option within one year from the date of re-employment shall be exercised. If such pensioner does not opt to refund the pensionary benefits already received, he shall be covered under Defined Contributory Pension Scheme.

23.   Re-employment after retirement is not qualifying for pension.—

(1)   No Government employee shall retire with a view to being re-employed, and drawing pension in addition to pay in any department or organization under Haryana Government.

(2)   A person who is in receipt of superannuation or retiring pension shall not be re-employed in service, except where it is utmost necessary in public interest and in a purely temporary capacity with the sanction of the competent authority. The re-employment shall not be extended beyond the age of sixty-five years of the Government employee. The service rendered on re-employment after retirement shall not qualify for pension.

****

From

Principal Secretary Govt. of Haryana,
Higher Education Department,
Haryana, Chandigarh.

To

All the Principals,
Govt. Aided Private Colleges in State of Haryana.

Memo No. KW 8/36-2009 C-IV.(3)
Dated, Panchkula, the 12-12-2022

Subject: Revised criteria for the recruitment of Assistant Professor and Principals in Govt. Aided Private Colleges in State of Haryana.
*****

Kindly refer to the subject cited above.

The revised criteria for the recruitment of Assistant Professors and Principals in Govt. Aided Private Colleges in State of Haryana has been approved by the State Government. The copy of the revised Criteria is enclosed herewith for further necessary action.

This issues with the approval of the Competent Authority.

Encls : 1 to 4 pages.

Deputy Director C-IV
for Principal Secretary to Govt. Haryana
Higher Education Department,
Haryana.

Endst. No. Even
Dated Panchkula. 12-12-2021

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

1. The Registrar, Kurukshetra University, Kurukshetra.
2. The Registrar, Maharishi Dayanand University, Rohtak
3. The Registrar, Ch. Devi Lal University, Sirsa.
4. The Registrar, Bhagat Phool Singh Mahila Vishwavidyalya, Khanpur Kalan (Sonepat).
5. The Registrar, Indira Gandhi University, Meerpur (Rewari).
6. The Registrar, Ch. Ranbir Singh University, Jind.
7. The Registrar, Ch. Bansi Lal University, Bhiwani.
8. The Registrar, Gurugram University, Gurugram.
9. The Registrar, Dr. B.R.Ambedkar, National Law University, Rai, Sonipat.
10. The Registrar, Maharishi Balmiki Sanskrit University, Mundri, Kaithal.

Deputy Director C-IV
for Principal Secretary to Govt. Haryana
Higher Education Department,
Haryana.

CRITERIA FOR SELECTION OF ASSISTANT PROFESSORS IN GOVT. AIDED PRIVATE COLLEGES IN THE STATE OF HARYANA

Category	Marks
I. Academic Record	40 Marks
II. Additional Qualifications	15 Marks
III. Teaching Experience and Research	20 Marks
IV. Co-curricular Activities	7.5 Marks
V. Sports	5 Marks
VI. Interview	12.5 Marks
TOTAL :	100 Marks

I. Academic Record: Maximum 40 marks

Sr. No.	Particulars	Marks
1	Above 55 % marks in Master's degree	0.4 mark for each percentage
2.	Above 55 % marks in Graduation	0.3 mark for each percentage
3	Above 55 % marks in 10+2	0.2 mark for each percentage
4	Above 55 % marks in Matriculation	0.1 mark for each percentage

II. Additional Qualification: Maximum 15 Marks

Sr. No.	Particulars	Marks
1	Graduation with Honours in the relevant subject	03 Marks
2.	Ph.D.	10 Marks
3.	JRF	05 Marks
4	NET	03 Marks
5	SLET/SET	02 Marks

III. Teaching Experience and Research: Maximum 20 marks

A. Teaching Experience: Maximum 10 marks

Sr. No.	Particulars	Marks
1	Teaching experience after acquiring eligibility qualifications in the relevant subject	1 mark for each academic year (0.5 mark per Semester)

B. Research: Maximum 10 marks

Sr. No.	Particulars	Marks
1	Research Publications	3 marks for each research publications published in Peer-Reviewed or UGC-listed Journals
2	Paper Presentation in Conferences	International (Abroad) - 05 each
		International (Within country) - 3 each
		National - 2 each
		State/University - 1 each

1

IV. Co-curricular Activities: 7.5 marks

Sr. No.	Particulars	Marks
1	NCC (Maximum 5 marks)	NCC 'C' Certificate – 05 marks
		NCC 'B' Certificate – 02 marks
2	NSS (Maximum 5 marks)	NSS National Award – 05 marks
		NSS State Award – 02 marks
3	Position in Competitions like Debate/Declamation/Quiz/ Poetic recitation/Fine Art etc. (Maximum 5 marks)	5 Marks for each National Level position
		2 Mark for each State/Inter-University Level position
		1 Mark for each position in Zonal Youth Festival
4	Participation in Republic Day Parade, New Delhi	Maximum 2 Marks

V. Sports* (Maximum 5 Marks)

Sr. No.	Particulars	Marks
1	International Level position	5 marks
2	National Level position	First – 3 marks, Second – 2 marks & Third – 1 mark
3	State/Inter-University Level position	First – 2 marks, Second & Third – 1 mark

* Certificate of Gradation from Sports Department of Haryana Govt. is mandatory to claim the marks

VI. Interview: 12.5 marks

Sr. No.	Particulars	Marks
1	Subject Knowledge including presentation of 4-5 minutes on a topic given by the Selection Committee	5 Marks
2	Communication Skill & ICT knowledge	4.5 Marks
3	Overall Personality	3 Marks

Performance in interview shall be assessed on the basis of above mentioned criteria. Each member of Selection Committee shall assess candidates and shall assign marks individually in all the three sub-categories mentioned at VI above. For selection, marks obtained by candidates in Categories I to V will be added to the average marks assigned by all members of Selection Committee.

Note:

- During recruitment process, rules/instructions framed by the Govt. from time to time shall be applicable.
- Sports certificates must be issued for such tournament recognized by the State/Centre Govt.
- In case of SC candidates, marks shall be allotted as per same criteria mentioned above.

2

CRITERIA FOR SELECTION OF PRINCIPALS IN GOVT. AIDED/ PRIVATE COLLEGES IN THE STATE OF HARYANA

Category	Marks
I. Academic Record	20 Marks
II. Teaching Experience and Assessment of Administrative Skill	35 Marks
III. Academic/Research Score	32.5 Marks
IV. Interview	12.5 Marks
TOTAL:	**100 Marks**

I. Academic Record: Maximum 20 marks

Sr. No.	Particulars	Marks
1	Above 55 % marks in Master's degree	0.5 mark for each percentage (maximum 5 marks)
2.	Above 55 % marks in Graduation	0.4 mark for each percentage (maximum 5 marks)
3.	Above 55 % marks in 10+2/Prep.	0.3 mark for each percentage (maximum 5 marks)
4.	Above 55 % marks in Matriculation	0.2 mark for each percentage (maximum 5 marks)

II. Teaching Experience and Assessment of Administrative Skill: Maximum 35 marks

A. Teaching Experience: Maximum 10 marks

Sr. No.	Particulars	Marks
1.	Above 15 years teaching experience	1 mark for each year

B. Assessment of Administrative Skill: Maximum 25 marks

(i) Experience of Administrative Responsibilities

Sr. No.	Particulars	Marks
1	Experience as Joint/Deputy/Assistant Director in Directorate of Higher Education, Haryana	1 mark for each year
2	Experience as Registrar or any other administrative post in any University	1 mark for each year
3	Experience as Head of the Higher Education Institution i.e. Principal, Officiating Principal/DDO	1 mark for each year
4	Experience as Associate NCC Officer in HEI (s)	1 mark for each year

(ii) Experience of Key responsibilities in colleges

Sr. No.	Particulars	Marks
1	Staff Representative or V.C. Nominee in Managing Committee of any College	1 mark for each year maximum upto 3 marks
2	Co-ordinator or Organizing Secretary of International/National/State Conference/Event	1 mark for each event maximum upto 3 marks
3	Bursar	1 mark for each year maximum upto 3 marks
4	NSS Programme Officer	1 mark for each year maximum upto 3 marks
5	YRC Counsellor	1 mark for each year maximum upto 3 marks
6	Hostel Warden	1 mark for each year maximum upto 3 marks
7	Member of any Statutory Body of University	1 mark for each year maximum upto 2 marks

(iii) Experience of Committees in College

Sr. No.	Particulars	Marks
1	Co-ordinator IQAC	1 mark for each academic year maximum upto 2 marks

2	Editor in Chief, College Magazine	1 mark for each academic year maximum upto 2 marks
3	Member, College Advisory Council.	1 mark for each academic year maximum upto 2 marks
4	Convenor, University Work Committee.	1 mark for each academic year maximum upto 2 marks
5	Convenor, Cultural Affairs Committee	1 mark for each academic year maximum upto 2 marks
6	Convenor, Purchase/Procurement Committee	1 mark for each academic year maximum upto 2 marks
7	Convenor, Building/Works Committee	1 mark for each academic year maximum upto 2 marks
8	Convenor, Sports Committee	1 mark for each academic year maximum upto 2 marks
9	Convenor, Discipline Committee	1 mark for each academic year maximum upto 2 marks
10	Convenor, Internal (Complaint) Committee	1 mark for each academic year maximum upto 2 marks
11	Convenor, Road Safety Club	1 mark for each academic year maximum upto 2 marks
12	Convenor, Red Ribbon Club	1 mark for each academic year maximum upto 2 marks
13	Convenor, Eco Club	1 mark for each academic year maximum upto 2 marks
14	In-charge, Placement Cell	1 mark for each academic year maximum upto 2 marks
15	In-charge, Women Cell	1 mark for each academic year maximum upto 2 marks
16	In-charge, Time-table Committee	1 mark for each academic year maximum upto 2 marks
17	In-charge, SC/BC Committee	1 mark for each academic year maximum upto 2 marks

III. Academic/Research Score: Maximum 32.5 marks

Sr. No.	Particulars	Marks
1	Research Score above 110 as per the criteria given in Appendix II, Table 2.	0.3 mark for each 1 Research Score above 110

IV. Interview: 12.5 marks

Sr. No.	Particulars	Marks
1	Knowledge of Service rules, financial matters & ICT tools	4 Marks
2	Leadership Qualities and Decision-making power	5.5 Marks
3	Overall Personality	3 Marks

Marks of only one experience under Category II B shall be allowed in one academic year. The convenor/In-charge shall be entitled mark (s) allotted to each category of experience. Similarly, the member (s) of Committee shall also be entitled for 0.25 mark for each Committee up to maximum marks allotted above. In case of repetition of any assignment/Committee under Category II (B) (ii) & (iii), the maximum marks allotted above, shall be allowed.

Performance in interview shall be assessed on the basis of above-mentioned criteria. Each member of Selection Committee shall assess candidates and shall assign marks individually in all the three sub-categories mentioned at IV above. For selection, marks obtained by candidates in Categories I to III will be added to the average marks assigned by all members of Selection Committee.

Note:

- Teaching experience of candidates shall be considered only in case of teaching the concerned subject after acquiring eligibility qualifications determined by the Govt.

M.D. University, Rohtak

MDU Consortium for Students' Capacity Building

SUB: PROCEEDINGS OF THE FIRST GOVERNING BODY MEETING MINUTES OF THE FIRST GOVERNING BODY MEETING OF 'MDU CONSORTIUM FOR STUDENTS CAPACITY BUILDING' HELD ON 06 FEB 2023 AT 15.00 HRS IN THE COMMITTEE ROOM ADJOINING VICE-CHANCELLOR'S OFFICE

PUC are the proceedings of the of the first governing body meeting minutes of the First Governing Body Meeting of 'MDU Consortium for Students Capacity Building' held on 06 Feb 2023 at 15.00 hrs in the committee room adjoining Vice-Chancellor's Office for Kind approval of Vice-Chancellor & Chairman of the Governing Body and to be placed in the Executive Council Meeting thereafter

Member Secretary

Dean Academic Affairs

MINUTES OF THE FIRST GOVERNING BODY MEETING OF 'MDU CONSORTIUM FOR STUDENTS CAPACITY BUILDING' HELD ON 06 FEB 2023 AT 15.00 HRS IN THE COMMITTEE ROOM ADJOINING VICE-CHANCELLORS OFFICE

Prof. Rajbir Singh, Vice-Chancellor and Chairman of the Governing Body welcomed the External Experts and Members. It was apprised that MDU in the 278th Meeting of Executive Council dated 31 March, 2022 vide EC Resolution No 32. has approved 'MDU Consortium for Students Capacity Building'

The following members were present in the meeting:

1.	Prof. Rajbir Singh	Vice-Chancellor & Chairman Governing Body
2.	Shri Raj Nehru	Vice-Chancellor SVSU (Outside Expert) (Joined Online)
3.	Prof. Surendra Kumar	Dean - Academic Affairs
4.	Prof. Gulshan Lal Taneja	Registrar
5.	Prof. Rajkumar	Dean Students' Welfare
6.	Prof. B.Narsimhan	Director - IQAC
7.	Prof. Ashish Dahiya	Director -Centre for Life Skills & Soft Skills (CLAS)
8.	Prof. Sumeet Gill	Director - CCPC
9.	Col. D.S Deswal	Project Director Youth Centre for Skill Development
10.	Dr. Rajesh Kumar	Director - UCCE
11.	Prof. Shalini Singh	Director - Alumni Relations
12.	Prof. Divya Malhan	Additional Director CLAS (Special Invitee)

The Standing Advisory Committee of the consortium prepares a Bank of all Resources such as Financial, Academic. Physical etc., and shall make necessary provisions for the same. The same is placed in the Governing Body for approval.

The Directors of the Centers & Cells shared the activities and plans for their respective Centre/ Cells. After detailed deliberations, the Standing Advisory Committee considered these reports/proposals and recommended the following were placed before the Governing Body for consideration in the First Governing Body Meeting held on 06 Feb 2023 at 15:00 Hrs in the Committee Room Adjoining Vice-Chancellors Office.

1. The Budget Head be created for the MDU Consortium for Students Capacity Building with funds earmarked for each Centre/Cell for the year 2023-24

	UCCE	CLAS	CCPC	Youth Centre for Skill Development
Present Budget (2022-23)	20 Lakh	10 Lakh	20 Lakhs	29 Lakhs
Budget Requirements for (2023-24)	20 Lakh	15 Lakh	20 Lakhs	30 Lakhs

- *The CLAS is a newly established Centre. Thus Finance Officer is to take appropriate action for creating Budget Head in the University Budget and Budgetary Provisionsso that it figures in the MDU Budget 2022-23. Further,the Finance Officer May also ensure that in the university budget, all Centres/ Cells under this Consortium are reflected under the Budget Heading MDU Consortium for Students Capacity Building*
- *The Academic Branch to take up the details of Consortium and its Centres in the University HBI*

2. Considering the Uniform Honorarium and other Contingent/ related matters at par with Other Directors of MDU by Respective Director: Presently the Centers/ Cells are being functional with Teachers/Staff with additional charge. The same may be considered at par with Other Directors/ Additional Directors/ Deputy Directors/ Assistant Directors with additional Charge of MDU already approved in the extract of resolution No 46 of the EC held on 24-09-2016. Similarly, in the Value-Added Course with British Council by CLAS. Faculty members of the University may also be given 50 percent program funding on the pattern of students from the funds of CLAS i.e 4,500/- per faculty/student at present out of a total of 9,000/-

3. Nominating member Secretary for the Standing Advisory Committee and the Governing Body of the Consortium on a rotation basis amongst the Directors for a period of One Year each.: As there is no Member Secretary Notified in the Consortium. Thus,It was resolved that Director CLAS be nominated as member secretary for the Year 2023. Thereafter on rotation Director CCPC for 2024 and. Director UCCE for 2025 shall be the member secretary of the consortium.

4. The webpage of the Consortium was launched by the Vice-Chancellor. The Directors of the Centres/ Cells under the consortium shall work in cohesion with each other to devise modules of varying duration for Capacity Building of Students particularly capacity building of the students facing placement interactions. The Directors of the Centres will pool their physical infrastructure. and available human resources i.e Floating faculty. Adjunct Faculty. Consultants. Advisors and visiting faculty of the Centres/cells and if required arrange for requirement-based additional human resources.

5. A tentative schedule will be drawn of modules for capacity building of the students of the university campus in the first go and also for the affiliated institutions in the second stage. The modules will be of a variegated nature to suit the levels and requirements of different groups of students. The funds from Dean Students Welfare may be granted to the Centers/ Cells under the Consortium.

6. Capacity building of the students may also be oriented as the elementary step for better and long-lasting learning in the programs organized by CLAS in collaboration with UNESCO MGIEP and the British Council as the outcome of these programs significantly moderated the communicative and life skills abilities of the participants.

7. The consortium will also attempt to extend its scope to offer these programs/ facilities for the students/ teachers and principals of affiliated colleges also.

8. The consortium shall enhance the visibility and interaction points both digitally and its information to be displayed on a dedicated display board at appropriate places such as Library, Student Activity Centre, and Swaraj Sadan. Various banners, seminars, conferences, and workshops also need to be organized from time to time.

9. Each Centre/ Cell to Change its permanent stationery/letterhead and all displays highlighting 'MDU Consortium for Students Capacity Building'

10. The directors of Centres and Cells shall make detailed reports of all the activities of the Centres/ cells.

The same is approved and recommended for consideration in the Executive Council

The meeting ended with vote of thanks.

Member Secretary