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**CENTRAL UNIVERSITY OF HIMACHAL PRADESH**  
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**F. No. 1-2/CUHP/GA/2010/**

**Dated:11th February, 2011**

To

All Members of Academic Council

**Sub: *Minutes of the 2nd Meeting of Academic Council-Reg.***

Sir,

Kindly find attached herewith the Minutes of the 2nd Meeting of the Academic Council of the Central University of Himachal Pradesh held on 11th February 2011 at 3:00PM at Camp Office of the University, Dharamshala.

It is further requested that comments, if any may please be sent by email at ([vc.cuhimachal@gmail.com](mailto:vc.cuhimachal@gmail.com)) at the earliest. If no comments are received, within a week, the Minutes shall be taken as confirmed.

Thanking you,

**Yours faithfully,**

**(B.R. DHIMAN)**  
**Deputy Registrar**  
**Central University of Himachal Pradesh**

Encl: as above.

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**Minutes of the 2nd Meeting of the Academic Council  
held on 11<sup>th</sup> February 2011, 3.00 PM  
at Camp Office, Dharamshala, Distt. Kangra (HP)-176215.**

2nd Meeting of the Academic Council of the Central University of Himachal Pradesh (CUHP) was held on 11th February 2011 at 3:00 PM in Board Room of camps Office, Central University of Himachal Pradesh, Dharamshala, Distt. Kangra (HP).

1. The following Members attended the Meeting:

1. Professor Furqan Qamar, Chairman
2. Professor M. Shamim Jairajpuri
3. Professor Devi Singh
4. Professor Kamal Singh
5. Professor Sudhanshu Bhushan
6. Professor Syam Menon
7. Professor Pulin B. Nayak
8. Professor Y. Narsimhulu
9. Professor R.S. Dubey
10. Professor Ramesh C Sharma
11. Professor Anil K Singh
12. Professor Vibha Chaturvedi

2. The following members could not attend the meeting due their pre-occupations and prior commitment and were granted leave of absence:

1. Professor Deepak Pental
2. Professor Mohd. Miyan
3. Professor Peter Ronald de'Souza
4. Professor Faizan Ahmad
5. Professor V.C. Pande
6. Professor Tapati Basu
7. Professor B.B. Dhar
8. Professor M.D. Tiwari
9. Shri Saurabh Srivastava

3. The Vice Chancellor extended a warm welcome and thanked them for sparing valuable time to be here. He extended special welcome to Prof. M. Shamim Jairajpuri and Prof. Vibha Chaturvedi, who are attending the meeting of the Academic Council for the first time. The Vice-Chancellor congratulated Prof. Anil Kumar Singh, who has joined as the Vice-Chancellor of Allahabad University. He was hopeful that the University shall be benefitted from the rich experiences.

The Vice Chancellor apprised the Members that the first meeting of the Academic Council was held on 10.7.2010. During this period, the University could up keep the camp office which was writers' home. We also now have Temporary Academic Block at Shahpur, about 27 kms from Dharamshala, and 15 kms from Airport, having built up area of around 80,000 sq. ft. where academic programmes of the university are being run. As approved by the Academic Council, the UGC has approved the start of six academic programmes, as are being reported to the Academic Council under item No.2.6. The University has also started Ph.D. programmes for which it has just completed the process. The Vice-Chancellor also informed the members that the University has advertised the teaching posts and there has been a good response. It has received about 1000 applications for the post of Assistant Professors, about 100 applications for Associate Professors and 59 applications for that of the post of Professor. He also apprised the Academic Council that he has received a telephonic message that the Statutes which were approved by the Academic Council/Executive Council in their first meetings, have been finally cleared by the MHRD and have been sent to the Visitor for her approval. The Visitor's nominee on Selection Committee (s), shall be coming thereafter to facilitate the recruitment process.

The Vice-Chancellor also informed that issues relating to the transfer of land to the University have been mostly sorted out. The land was identified, approved by the State Cabinet for transfer to the University yet it required the FCA clearance which required lot of paper work, most of which has been completed. The user agency was earlier the Central University but now the State Govt. shall be the user agency. The Vice-Chancellor expressed hope that the process of FCA clearance shall be completed within next two months.

After this, the Agenda was taken up for discussion.

- Item No.2.1: Confirmation of the minutes of the 1<sup>st</sup> meeting of the Academic Council held on 10.7.2010.**

*The minutes of the 1<sup>st</sup> meeting of the Academic Council held on 10.7.2010 were confirmed.*

- Item No.2.2: To place before the Academic Council the Report about the action taken on the decisions of its 1<sup>st</sup> meeting held on 10.7.2010.**

*The report about the action taken on the decisions of 1<sup>st</sup> meeting of the Academic Council held on 10.7.2010, was noted.*

**ITEMS FOR REPORTING AND RATIFICATION**

**Item No.2.3: To place before the Academic Council the action taken by the Vice-Chancellor under sub-section (3) of Section 11 of the Act, with regard to approval of University Prospectus 2010-11 including fee structure and academic calendar(Annexure 2.3A).**

The University Grants Commission, vide their letter No.F.52-1/2010(CU) dated 10<sup>th</sup> August, 2010, conveyed its approval for the start of certain Academic courses in the University, which were notified.

In order to start the process of admissions to the approved academic programmes, as conveyed by the University Grants Commission, vide their letter No.F.52-1/2010(CU) dated 10<sup>th</sup> August, 2010, the Prospectus of University was drafted out by the OSD Academic and OSD Admn of the University, under the direction and supervision of the Vice-Chancellor. A copy of the Prospectus is placed before the Academic Council as Annexure 2.3A.

As per Statute 14(d), the power to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residence, admission, award of fellowships and studentships, fees, concessions, corporate life and attendance; is vested with the Academic Council of the University. As such, the Prospectus of the University for the Year 2010-11 was required to be considered and approved by the Academic Council.

Since the process of making admissions could not be started until the prospectus is approved by the competent authority and it was not possible to convene the meeting of the Academic Council, in view of the fact that the admission were already getting delayed, the Prospectus 2010-11 of the University has been approved by the Vice-Chancellor, in exercise of the powers vested in him vide sub-section (3) of Section 11 of the Act, in anticipation of the approval of the Academic Council, and the admission process has been completed successfully.

***The action taken by the Vice-Chancellor under sub-section (3) of Section 11 of the Act, for the approval of University Prospectus 2010-11, was ratified with appreciation The Council further authorised the Vice-Chancellor for bringing out the Prospectus for the year 2011-12 incorporating therein all the decisions taken from time to time.***

**Item No.2.4: To inform the Academic Council about acquiring the membership of Association of Indian Universities.**

The matter for granting membership to the Central University of Himachal Pradesh was taken up with the Secretary General, Association of Indian Universities. The AIU has granted the provisional membership and accordingly a sum of Rs.60,000.00, i.e.Rs.50,000 annual membership and Rs.10,000 one time processing fee, has been remitted to the AIU.

***Academic Council noted the action taken.***

**Item No.2.5: To inform the Academic Council about constitution of the Technical Infrastructure Development Committee of the University**

Keeping in view the need for developing IT infrastructure including IT Lab, networking, ERP, online submission of forms etc., an urgent need was felt to have a Committee which may render advice/suggestions in all technical and infrastructural Development matters. Therefore, the Technical Infrastructure Development Committee of the University, consisting of Prof. Y.S. Verma, Officer on Special Duty (Admn) as Chairman and Prof. D.K. Aggarwal, Indian Institute of Management, Shillong, Prof. Z.H. Khan, Director, Centre for Information Technology Jamia Millia Islamia, New Delhi, Shri Bhupinder Pathak, NIC Dharamshala, Shri Lalit Awasthi, NIT Hamirpur, as Members with Shri B.R. Dhiman, Deputy Registrar as Member Secretary has been constituted with the following terms of Reference:

The Technical Infrastructure Development Committee is to advise the University on all Technical and Infrastructural Development matters such as (a) Office Automation programme/Enterprise Resource Planning (ERP) of the university; (b) Information Technology related issues; (c) Development of laboratories of different Departments and Schools of the university; and (d) Any other assignment referred to it by the Vice-Chancellor.

***The Academic Council noted and ratified the action taken and expressed its appreciation about the IT initiative like ERP, online submission of forms and IT infrastructure development.***

**Item No.2.6: To place before the Academic Council the matter regarding start of the academic programmes from the year 2010-11.**

The University Grants Commission, vide their letter No.F.52-1/2010(CU) dated 10.8.2010 has conveyed the approval for the start of academic programmes and teaching positions. The said programmes have already been considered by the Academic Council in its first meeting held on 10.7.2010 and approved by the Executive Council in its first meeting held on 24.7.2010. Accordingly, the following academic programmes have been started from the current (2010-11) year.

Sr. No.	Name of the School/Academic Programmes	Intake
I.	Under School of Management Studies	
	i) MBA	30
	ii) MBA (Insurance & Financial Services)	30
	iii) MBA (Entrepreneurship Development)	30
	iv) M.Phil/Ph.D.	30
II.	Under School of Mathematics, Computer & Information Science	

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	i) M.Lib.Sc.(Integrated dual degree programme)	30
	ii) M.Phill/Ph.D. in Library Science	10
	iii) M.Phill/Ph.D. in Mathematics	10
III.	Under School of Social Sciences	
	i) MSW	30
	ii) M.Phill/Ph.D. in Social Work	10
	iii) MA in Economics	30
	iv) M.Phill/Ph.D. in Economics	10
IV	Under School of Humanities & Languages	
	M.Phill/Ph.D. in English	10

*The Academic Council noted and ratified the action taken.*

**Item No.2.7:** To place before the Academic Council the action taken by the Vice-Chancellor for the conduct of 'The Research Entrance Aptitude Test 'TREAT 2010', and appointing Prof. A.K. Aggrawal, Officer on Special Duty, as Coordinator TREAT 2010.

The University had to conduct The Research Entrance Aptitude Test (TREAT 2010) for admissions to Research Degree programmes as per Ordinance No.2, as approved by AC/EC. The Vice-Chancellor has taken action for the smooth conduct of the said test and Prof. A.K. Aggrawal, Officer on Special Duty was appointed as Coordinator TREAT 2010.

The TREAT 2010 was held on 19.12.2010 and interviews for admission are to be held on January 21-22, 2011. The programme is proposed to be commenced from 14.2.2011.

*The Academic Council noted and ratified the action taken.*

**Item No.2.8:** Extension of date of beginning of Session 2010-11

As per the Prospectus, the academic session 2010-11 was proposed to begin on 6<sup>th</sup> Oct. 2010. Due to unavoidable circumstances the session could commence from 18.10.2010.

*The Academic Council noted the action taken.*

**Item No.2.9:** Exemption to JRF/NET qualified candidates from TREAT 2010

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Since the JRF/NET qualified candidates were exempted from TREAT as per Prospectus. In order to prepare the merit list of the candidates to be called for interview, a mechanism has to be worked out. Accordingly, the JRF qualified candidates were awarded 180 marks (being the 100% score of TREAT) and NET qualified candidates were awarded 113 marks (being the highest marks scored by a candidate in TREAT).

**The Academic Council noted and ratified the action taken.**

### ITEMS FOR CONSIDERATION AND APPROVAL

**Item No.2.10: To place before the Academic Council the following Ordinances (21-29) for consideration and approval (Annexure 2.10A):**

S.No	Title
21	SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH)
22	CONSTITUTION, POWERS AND FUNCTIONS OF THE SCHOOL BOARD
23	TRAVELING AND HALTING ALLOWANCE RULES
24	CADRE RECRUITMENT RULES INCLUDING MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF
25	THE ALUMNI ASSOCIATION
26	GAMES AND SPORTS COMMITTEE
27	PROCEDURE FOR CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTION AND OTHER AGENCIES INCLUDING LEARNED BODIES OR ASSOCIATIONS
28	EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEE
29	STANDING COMMITTEE ON EQUIVALENCE FOR RECOGNITION OF EXAMINATIONS/DEGREES

***The Academic Council considered and recommended the draft ordinances 21-29 for the approval of the Executive Council with the following observations:***

***Ordinance 21: Under Sr.No.6, the words "maintaining strict confidentiality" be added at the end of sub clause (d) i.e. after the word enquiry.***

***Ordinance 23: The words (i) "If the distance covered is more than 350 kms (one side) the reimbursement will be limited to 350 kms (one side) only or as may be amended by the UGC from time to time" (ii) "limited to 350 kms (one side) or actual distance covered whichever is less or as may be amended by the UGC from time to time, appearing in Col.No.4 of Schedule A: Travelling and Halting Allowance in the case of Non-official members and official members, of the university authorities/committees and Experts, respectively, should be deleted, keeping in view the special conditions of the area where the university is located.***

***Ordinance 24: (i)The following clause may be included between Sr.No.16 and 17:***

*“The employees of Central Govt./State Govt./Universities and autonomous bodies employees, shall be granted 5 years relaxation in age limit”.*

*(ii)For Group B Section Officer, the minimum qualification below Sr.No.(ii), shall be replaced with “5 years of experience as Superintendent/Assistant or 10 years experience as Sr. Assistant/UDC, in Central/State Universities or similar other institutions/Government Departments”.*

**Item No.2.11: To place before the Academic Council ‘The Regulations for the conduct of the business of the Academic Council (Annexure 2.11A).**

Section 29 of the Central Universities Act and Statute 38 of the 1st Statutes set out in the Second Schedule to the Act *ibid*, provide that the authorities of the University may make Regulations consistent with the Act, Statutes and the Ordinances, for the conduct of their own business, procedure to be observed at their meetings and the number of members required to form quorum; providing for the giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.

**The Academic Council approved the Regulations.**

#### TABLE AGENDA

**Item No. 2.12(T): To place before the Academic Council the following Draft Ordinances (No. 30 - 33) for consideration and approval (Annexure 2.12(T) A:**

<b>Draft Ordinance No</b>	<b>Titles</b>
30	Medium of Instruction, Examination, Evaluation and Grading System for Programmes of Studies other than the Research Degree Programme
31	Curricular Framework, Programme of Studies and Conditions for Award of Degrees, Diplomas and Certificates
32	Fees and other Charges Payable by Students of the University
33	Transfer of Credit

***The Academic Council considered and recommended the draft ordinances 30-33 for the approval of the Executive Council with the following observations:***

***Ordinance 31: The word “Dissertation may be replaced by the word “Thesis” in respect of Ph.D. programme.***



**Item No. 2.13(T): To place before the Academic Council the Minimum Eligibility Conditions for the posts of the Hindi Officer, Hindi Translator and Hindi Typist, as received from the UGC, for consideration and approval**

UGC has sanctioned the above positions and has also notified the minimum eligibility conditions for these post vide its letter No. 5-1/2009 dated 24th January 2011 [Annexure 2.13(T)A]. If approved, these posts along with their minimum eligibility conditions be added to the Cadre Recruitment Rules, as placed before the Academic Council in Agenda Item No. 2.10 (Draft Ordinance No. 24)

***The Academic Council approved the proposal.***

**Item No. 2.14(T): To place before the Academic Council the Proposal submitted to the University Grants Commission for Departments/Programmes of Studies to be introduced during the Academic session 2011-12.**

UGC vide DO Letter No. F.57-2/2009 CU) dated 9th December 2010 and also the email communication of 30th November 2010, required the University to submit its proposal for Departments/Programmes of Studies to be introduced during the Academic Session 2011-12 latest by 20th December 2011. The University intended to send its proposal with due approval of the Academic Council/Executive Council and had accordingly worked hard to fix the meeting on 15th/17th January 2011. However, that could not be possible and in order to meet the deadline, the proposal was sent to the UGC in anticipation of the approval of the Academic Council/Executive Council [Annexure 214(T)A].

***The Academic Council noted and ratified the action taken and authorised the Vice-Chancellor to incorporate the new courses as approved by the UGC in the Prospectus for the year 2011-12. The Council further authorised the Vice-Chancellor to constitute CDC with respect to these programmes..***

**Item No. 2.15(T): To report to the Academic Council the communication sent to the MHRD regarding Statutes 16(4) and 16(5) as approved by the AC/EC submitted for the kind approval of the Visitor:**

The Statutes as approved by the Academic Council and Executive Council had been sent for the kind approval of the Visitor. While processing the file, the MHRD observed that the sentence "...and shall be eligible for re-appointment" in Statutes 16(4) (e) and 16(5)(e) with regard to the reappointment of Head of the Department and Director of the centre may have to be done away with in order to avoid ambiguity.

In order to expedite the process of approval, the Vice Chancellor had conveyed to the MHRD that the said text may be deleted in order to avoid any ambiguity and that the matter shall be reported to the

Academic Council and Executive Council of the University for information and ratification in due course of time.

***The Academic Council noted and ratified the action taken.***

**Item No. 2.16(T): To place before Academic Council the disciplines relevant/ allied/ concerned/ appropriate for the purpose of recruitment to teaching positions.**

The University has received large number of applications against the advertisement for various faculty positions sanctioned by the UGC. The University intends to constitute and hold meetings of the Screening Committee so that the selection Committee for appointment of faculty on regular basis could be held as soon as the names of the Visitor's Nominee are received.

In order to avoid any ambiguity with regard to assessing eligibility requirements, the following are proposed as disciplines considered relevant/allied/concerned/appropriate for the faculty positions in different discipline.

- 1. For Business and Management Sciences:** Relevant management related disciplines shall be those as Commerce, Applied Economics, Business Economics, Industrial Sociology, Psychology (Organizational / Industrial Psychology), Marketing Management, Financial Administration , Financial Management, Human Resource Management, International Business, Tourism administration, Statistics, Operational Research, Business Law, Production & Industrial Engineering, Industrial management, Computer Applications and any other discipline found to be relevant by the Screening/Selection Committee.
- 2. For Economics:** Concerned/allied/ appropriate /relevant disciplines in Economics shall be those as Economics, Industrial Economics, Agriculture Economics, International Economics and any other discipline found to be relevant by the Screening/Selection Committee.
- 3. For Social Work:** Concerned/allied/ appropriate /relevant disciplines in Social Work shall be those as Social Work, Sociology, Psychology, Development Studies, Social Anthropology and any other discipline found to be relevant by the Screening/Selection Committee.
- 4. For Library Science:** Concerned/allied/ appropriate /relevant disciplines shall be those as Library Science, Library Information System and any other discipline found to be relevant by the Screening/Selection Committee.

5. **For appointment in English:** Concerned/allied/ appropriate /relevant disciplines shall be those as English, Comparative Literature, Translation & Interpretation, Linguistics and any other discipline found to be relevant by the Screening/Selection Committee.
6. **For Mathematics:** Concerned/allied/ appropriate /relevant disciplines in Mathematics shall be those as Mathematics, Statistics, Applied Mathematics, Industrial Mathematics, Operations Research and any other discipline found to be relevant by the Screening / Selection Committee.

*The Academic Council approved the proposal. The Council was of the opinion that the relevant/allied/concerned/appropriate disciplines, if any, should be included in the advertisement, in future.*

**Item No. 2.17(T): To place before the Academic Council the weightages to be given to the elements identified under each criterion required for the direct recruitment to the post of Assistant Professor, Associate Professor and Professor.**

The University has received large number of applications against the advertisement for various faculty positions sanctioned by the UGC. The University intends to constitute and hold meetings of the Screening Committee so that the selection Committee for appointment of faculty on regular basis could be held as soon as the names of the Visitor's Nominees are received.

'UGC Regulation on Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for Maintenance of Standards in Higher education - 2010' stipulates that the criteria, minimum scores for API for Direct Recruitment of Teachers in the University and weightages to different components of assessment must be adhered. Accordingly, the following is submitted for the consideration and approval of the Academic Council

	<b>Assistant Professor/ equivalent cadres (Stage 1)</b>	<b>Associate Professor/ equivalent cadres (Stage 4)</b>	<b>Professor/ equivalent cadres (Stage 5)</b>
Minimum API Scores	Minimum qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria / weightages	<b>a) Academic Record and Research Performance (50%)</b> <ul style="list-style-type: none"><li>• Matric – 5%</li></ul>	<b>a) Academic Background (20%)</b> <ul style="list-style-type: none"><li>• 10+2 – 5%</li></ul>	<b>a) Academic Background (20%)</b> <ul style="list-style-type: none"><li>• UG – 5%</li></ul>

<p>(Total weightages = 100)</p>	<ul style="list-style-type: none"> <li>• 10+2 – 5%</li> <li>• UG – 15%</li> <li>• PG – 25%</li> </ul> <p><b>b) Assessment of Domain Knowledge and Teaching Skills (30%)</b></p> <ul style="list-style-type: none"> <li>• Based on presentation to be made by the candidate on any topic selected from the concerned Programme of Studies in front of Selection Committee for about 10-12 minutes.</li> </ul> <p><b>c) Interview performance (20%)</b></p>	<ul style="list-style-type: none"> <li>• UG – 5%</li> <li>• PG – 10%</li> </ul> <p><b>b) Research performance based on API score and quality of publications (40%)</b></p> <ul style="list-style-type: none"> <li>• For 300 API score = 20 Marks</li> <li>• For every 10 API score = 1 Mark</li> </ul> <p>(Subject to Maximum score of 40)</p> <p><b>c) Assessment of Domain Knowledge and Teaching Skills (20%)</b></p> <ul style="list-style-type: none"> <li>• Based on presentation to be made by the candidate on any topic selected from the concerned Programme of Studies in front of Selection Committee for about 10-12 minutes.</li> </ul> <p><b>d) Interview performance (20%)</b></p>	<ul style="list-style-type: none"> <li>• PG – 15%</li> </ul> <p><b>b) Research performance based on API score and quality of publications (40%)</b></p> <ul style="list-style-type: none"> <li>• For 400 API score = 20 marks</li> <li>• For every 20 API score = 1 mark</li> </ul> <p>(Subject to Maximum score of 40)</p> <p><b>c) Assessment of Domain knowledge and teaching skills (20%)</b></p> <ul style="list-style-type: none"> <li>• Based on presentation to be made by the candidate on any topic selected from the concerned Programme of Studies in front of Selection Committee for about 10-12 minutes.</li> </ul> <p><b>d) Interview performance (20%)</b></p>
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*The Academic Council approved the proposal to adopt the 'UGC Regulation on Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for Maintenance of Standards in Higher education - 2010' with the above elaborations. The Academic Council put on record its appreciation for such hard work done by the Vice-Chancellor in devising the objective, transparent modities for implementing the UGC regulations. It felt confident that this type of exercise shall be a guiding tool for other Universities in the country. The Council further decided that the University should fill up urgently required posts by way of taking persons on deputation and employing retired personnels.*

**Item 2.18(T): To place before the Academic Council modification/amendment in the Ordinance No. 2: Admission of Students**

Based on the experience of admission during the academic year 2010-11, the following modification/amendment is proposed in Ordinance No. 2: Admission of Students, as approved by the AC/EC:

1. Para 5(b)(3) be modified such that the minimum eligibility condition for admission in the Research Degree Programme shall be 55% in the specified subject (instead of 60%). [Justification: The minimum qualifying marks required for recruitment to Assistant Professor post in colleges/universities, as per UGC regulations is 55%.]
2. Para 7: be modified as under:
  - Para 7(b) to read as "Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the School Board, candidates equivalent to three times the number of seats shall be called for Group Discussion/Personal Interview (GD/PI) strictly on the basis of merit of the relevant common admission test."
  - Para 7(c) to read as "Subject to the fulfilment of the minimum cut off Marks as prescribed from time to time by the School Board, final selection for admission shall be made on the basis of the merit of the composite score determined as under.

- Para 7(c) change the Table as under:

Weightage of different Components of the Composite Score			
Components	UG	PG	RD
Scores obtained in HEAT/FEAT/TREAT as applicable	50%	50%	50%
Percentage of Marks in 10th	20%	10%	10%
Percentage of Marks in 10+2	30%	10%	10%
Percentage of Marks in UG degree	NA	30%	10%
Percentage of Marks in PG degree	NA	NA	20%
Total	100%	100%	100%

- Insert the following in Para 7:  
Para 7(d): The JRF/NET/SLET qualified candidates shall be exempted from TREAT for admission to RD Programmes. For the purpose of calculating composite score, the JRF qualified candidates shall be deemed to have scored 100% marks in the TREAT whereas the NET/SLET qualified candidates shall be deemed to have scored marks equivalent to the marks scored by the topper of that year's TREAT.

Para 7(e): Subject to the fulfilment of minimum eligibility conditions for admission, a teacher who has been awarded Teacher Research Fellowship by the UGC and is working in any institution of higher education shall be exempted from the requirement of appearing in TREAT and that he/she shall be considered at par with NET/SLET qualified candidates.

Para 7(f) Subject to the fulfilment of the following conditions, a person already employed in teaching/research profession shall be exempted from the requirement of appearing in TREAT and shall be treated at par with NET/SLET qualified candidates:

- i) He/she must meet the minimum eligibility condition for admission in the Research Degree Programme;
- ii) He/she has been working as Lecturer/Assistant Professor/Associate Professor/Professor or in an equivalent position on a regular basis for at least 10 (Ten) years in a state or central university/government or government-aided college/institution of national importance/government research institution or laboratory.
- iii) His/her application for admission in the Research Degree Programme has been duly forwarded by the present employer with the undertaking that he/she shall be granted leave to pursue the Programme of Studies on full-time basis.

***The Academic Council approved the proposal except Table under Para 7(c).***

**Item 2.19(T): To report to the Academic Council decision of the Vice Chancellor with regard to admission in the Research Degree (RD) Programme during the Academic Session 2010-11**

1. The University in its Prospectus – 2010, had advertised 10 seats for RD Programmes in every department viz., Economics, English, Library Science, Mathematics, Social Work and 30 Seats for School of Business and Management Sciences. However, the UGC (MINIMUM STANDARDS AND PROCEDURE FOR AWARDS OF MPhil/PHD. DEGREE), REGULATION, 2009, provides that an eligible faculty supervisor shall not have, at any given point of time, more than 8 PhD scholars and 5 MPhil scholars. This in view, and given the availability of eligible faculty supervisors to guide research scholars in the University, the number of seats for admission in RD Programme were restricted as under:
  - Management: 16
  - Social Work: 08
  - Economics: 08

- Library Science: Nil
- English: 08
- Mathematics: 16

2. With a view to ensure quality, only such candidates, who scored at least 55% in the composite score (weightages of Academic Score, TREAT Score and Personal Interview) were considered successful for admission to Research Degree Programmes. However, 5% relaxation was given to candidates belonging to SC/ST/PH category.”

**The Academic Council noted and ratified the action taken.**

*The Academic Council expressed its satisfaction on the progress made in the establishment of the University so far. In particular, the Academic Council put on record its appreciation and commendations for the Vice Chancellor and his small team for the starting of the new academic programmes and the all round progress of the university.*

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

(Prof.Arvind K. Aggrawal)  
Officer on Special Duty (Academic)  
Central University of Himachal Pradesh

Countersigned

(Prof. Furqan Qamar)  
Vice-Chancellor - Chairman

**Action Taken Report (ATR) on the decisions of the 1st meeting of Academic Council held on 10.7.2010.**

Item No.	Item	Decision Taken	Action taken
Item 1.1	Matters pertaining to the Establishment of the University: (a) Appointment and joining of the first Vice Chancellor (b) Constitution of the first Executive Council (c) Constitution of the first Academic Council	The Academic Council noted the information	The item(s) being reported items, no action is required.
Item 1.2	Progress in Transfer of land for the Permanent Campuses of the University	The Academic Council expressed its satisfaction over the progress and noted the information	The item being reported items, no action is required.
Item 1.3	Progress relating to Temporary Offices/ Temporary Campuses (a) Temporary Offices of the University (b) Temporary Building for the Academic Activities of the University	The Academic Council expressed its satisfaction over the progress made by the University and noted the same.	The item(s) being reported items, no action is required.
Item 1.4	Launch of university website	The Academic Council, viewed the web-site of the University ( <a href="http://www.cuhimachal.ac.in">www.cuhimachal.ac.in</a> ) and unanimously approved the action.	The item being reported items, no action is required.
Item 1.5:	Proposal for Grant submitted to the UGC for the financial year 2010-11	The Academic Council noted the action	The item was reported to the Executive Council in its meeting held on 24.7.2010.
Item 1.6	Organisation of Brainstorming Session on Vision Document	The Academic Council noted with appreciation	The item being reported items, no action is required
Item 1.7	Vision Document and Strategic Plan of the University	The Academic Council unanimously approved the Vision Document &	The item was placed before the Executive Council



		<p>Strategic Plan and authorised the Vice Chancellor to make suitable modification(s) in the Schools/ Departments/Centres in the light of the suggestions made by the members.</p> <p>The following specific suggestions as made by the Academic Council were incorporated/reflected in the Vision Document &amp; Strategic Plan and the document was approved by the Academic Council:</p> <ol style="list-style-type: none"><li>1. Department of Pharmacy and Pharmacology be named as Department of Pharmaceutical Sciences.</li><li>2. Department of Public Health &amp; Preventive Healthcare and Department of Pathology and Diagnostics are to be integral part of the College of Medical Sciences and, therefore, be removed from the School of Health &amp; Allied Sciences.</li><li>3. Department of Nanoscience be renamed as Department of Nanoscience and Materials and consequentially the Departments of Polymer Sciences, Functional Ceramics and Biomaterials be done away with.</li><li>4. Department of GIS and Remote Sensing Application should be removed as it is already covered under the Department of Geography.</li></ol>	<p>vide item No.1.19 of its meeting held on 24.7.2010</p>
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		<p>5. Centre for Water Conservation &amp; Hydrological Sciences be renamed as Centre for Hydrological Sciences &amp; Hydro Energy.</p> <p>6. Centre for Human Ecology and Environmental Research be renamed as Centre for Natural Resource Management &amp; Human Ecology.</p> <p>7. Department of Foundations of Education be renamed as Department of Educational Studies</p> <p>8. Department of Teachers Training be renamed as Department of Teacher Education.</p> <p>9. Department of Educational Technology &amp; Innovation be conceptualised as a Centre to begin with.</p> <p>10. Department of Nutrition &amp; Food Technology be included in the School of Health &amp; Allied Sciences rather than in the School of Life Sciences.</p> <p>11. Centre for WTO &amp; WIPO related Laws be renamed as Centre for the Study of WTO, WIPO &amp; IPR related Laws.</p> <p>12. Department of Family and Community Sciences (the new nomenclature and evolved form of the Department of Home Sciences) be also included in the School of</p>	
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		<p>Social Sciences.</p> <p>13. Department of Mathematics &amp; Operations Research be renamed as Department of Mathematics.</p> <p>14. Department of Industrial &amp; Applied Mathematics be subsumed into the Department for Mathematics.</p> <p>15. Centre for Entrepreneurship Development &amp; Microfinance be renamed as Centre for Entrepreneurship &amp; Innovation.</p> <p>16. Department of Biotechnology and Genome be assigned to the School of Engineering Sciences &amp; Technology rather than being in the School of Life Sciences.</p> <p>17. An umbrella clause be inserted in the appropriate ordinances that the teachers of the university shall be deemed to be appointed in the University and that they may be placed in any school/department/centres as the situation warrants and circumstances require in the best interest of the university.</p>	
Item 1.8	Development Proposals of the University	The Academic Council agreed that the Vision Document and Strategic Plan as approved by it under Agenda Item No. 1.8 is comprehensive enough	The item was placed before the Executive Council vide item No.1.20 of its meeting held on 24.7.2010

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		and approved the same as the Development Proposal of the University.	
Item 1.9 & 1.9(s)	Draft Statutes (a)Draft Statute 40: relating to the Establishment of Schools of Studies and Departments of Studies: Section under 26(k) read with Section 27(2) and Statute 15(1) of the Central Universities Act 2009 provide for the establishment of Schools of Studies and Departments of Studies by way of framing the said Statute. Accordingly, the draft Statute 40 is as annexed herewith for consideration and approval (Annexure 1.9A).	The Academic Council considered the Statute and, after suitably incorporating the specific suggestions made under Item 1.8 above, recommended the same for the approval of the Executive Council.	The item was placed before the Executive Council vide item No.1.22 of its meeting held on 24.7.2010
	(b)The following additional draft Statutes as annexed herewith were placed for consideration and approval of the Academic Council as a Supplementary Agenda (Annexure 1.9(s)A).  Draft Statute 16(4): Appointment of Heads of the Departments Draft Statute 16(5): Appointment of Directors of the Centres Draft Statute 41: Constitution of Planning Board Draft Statute 42: Appointment of Dean Students' Welfare (DSW) as an Officer of	The Academic Council considered and with the modification that the term of office of the Dean Students' Welfare should be three years (instead of five years) recommended the same for the approval of the Executive Council.	The item was placed before the Executive Council vide item No.1.22 of its meeting held on 24.7.2010

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	the University		
Item 1.10 Item 1.10(S)	Draft Ordinances (a)The draft Ordinances 1 to 20, as annexed herewith were placed before the Academic Council for consideration and approval. (Annexure 1.10A).	The Academic Council considered and recommended the same for the approval of the Executive Council.	The item was placed before the Executive Council vide item No.1.23 of its meeting held on 24.7.2010
Item 1.11	<p>Rate of Honorarium payable to Members/ Experts / Resource persons</p> <p>The university has to engage the services of external experts and resource persons for various academic and administrative consultations and meetings like Ad-hoc Boards of Studies, Meetings of Scrutiny committee, Resource persons for preparation of question banks, paper setting for entrance examination, interviews etc. The following rates of honorarium are proposed to be paid in this regard:</p> <p>Sitting Fees/Honorarium to Members of University Authorities: Rs. 2000/= per day</p> <p>Experts/Members of various University level Committees-planning &amp; monitoring committee/Selection Committee/screening committee/Academic Advisory Committee:Rs. 2000/= per day</p>	The Academic Council considered and recommended the same for the approval of the Executive Council.	The item was placed before the Executive Council vide item No.1.24 of its meeting held on 24.7.2010

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	Experts/members of ad-hoc Board of Studies various/ Curriculum Development Committees/other School level/Department level committees Rs. 1000/=per day		
Item 1.12	First Annual Report of the University (pertaining to the period January 20 to March 31 2010)	The Academic Council considered and approved the same.	The item was placed before the Executive Council vide item No.1.31 of its meeting held on 24.7.2010
Item 1.13	Curriculum Development Committees & Ad-hoc Board of Studies	The Academic Council considered and authorised the Vice Chancellor to constitute the required Curriculum Development Committee and ad hoc Board of Studies and also to take all the necessary action in the matter.	The item was placed before the Executive Council vide item No.1.32 of its meeting held on 24.7.2010
Item 1.14	(i)Considering the letter of UGC to explore the possibilities for providing free education and/or vocational degree to the dependent children of Leprosy affected persons (Annexure 1.14(i)A).	The Academic Council considered the matter and approved that children of the leprosy affected persons admitted to the programme of studies be given full freeship. The possibility of arranging vocational and degree courses for such children may be considered at appropriate time in future. The UGC may be apprised accordingly.	The item was placed before the Executive Council vide item No.1.16 of its meeting held on 24.7.2010
	(ii)Establishment of Mother Teresa Chair in the University as per the circular of Government of India.	The Academic Council considered and approved in principle the establishment of Mother Teresa Chair in the University subject to sanction and release of	The item was placed before the Executive Council vide item No.1.3(S) of its meeting held on 24.7.2010

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		required funds by the UGC/MHRD for establishment of said Chair.	
	(iii) Logo of the University - Some logos were presented before the Academic Council for its consideration	The Academic Council considered the logos and felt that more entries be invited and if the need be the University may organise a competition with the offer of prize The Academic Council authorised the Vice Chancellor to constitute a Committee of experts to finalise the Logo of the University.	The item was placed before the Executive Council vide item No.1.33 of its meeting held on 24.7.2010

***The Academic Council expressed its satisfaction on the progress made in the establishment of the University so far. In particular, the Academic Council put on record its appreciation and commendations for the Vice Chancellor and his small team for preparing an excellent Vision Document and Strategic Plan of the University in such a short period of time. The meeting ended with a vote of thanks to the Chair.***

**University Prospectus 2010-11**

**CENTRAL UNIVERSITY  
OF  
HIMACHAL PRADESH**

[Established under the Central Universities Act 2009]

PO Box 21, DHARAMSHALA, DISTRICT KANGRA,  
HIMACHAL PRADESH [INDIA] - 176215  
[www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)



**PROSPECTUS - 2010-11**



**The Visitor of the University:**

Smt. Pratibha Devi Singh Patil,  
Her Excellency, The President of India

**The Vice Chancellor:**

Prof. Furqan Qamar

**The Executive Council:**

Prof. Furqan Qamar, Vice Chancellor, Central University of Himachal Pradesh (Chairman)  
Ms. Vibha Puri Das, Secretary, MHRD or her representative  
Dr. Srikant Baldi, Principal Secretary, Higher Education, Government of H. P.  
Prof. D.T. Khathing, Vice Chancellor, Central University of Jharkhand, Ranchi  
Prof. Pritam Singh, former Director, IIM Lucknow; Professor Emeritus, MDI,  
Prof. A.N. Rai, Vice Chancellor, Mizoram University, Aizawl  
Prof. N. Satyamurthy, Director, Indian Institute of Science Education & Research (IISER), Mohali  
Prof. V.S. Vyas, Deputy Chairman, State Planning Board, Rajasthan, Jaipur  
Prof. S.P. Thyagrajan, former Vice Chancellor, Madras University  
Dr. D.S. Rathore, former Vice Chancellor, Himachal Pradesh Krishi Viswavidyalaya, Palampur  
Prof. S.P. Singh, former Vice Chancellor, HNB Garhwal University, Srinagar, Uttarakhand

**The Academic Council:**

Prof. Furqan Qamar, Vice Chancellor, Central University of Himachal Pradesh (Chairman)  
Prof. M. Shamim Jairajpuri, former VC, Maulana Azad National Urdu University,  
Prof. Devi Singh, Director, IIM Lucknow  
Prof. Peter Ronald deSouza, Director, IIAS, Shimla  
Prof. (Miss) Kamal Singh, Vice Chancellor, Sant Gadge Baba Amravati University,  
Prof. Sudhanshu Bhushan, Head, Higher Education, NUEPA, New Delhi  
Prof. Mohd. Miyan, Vice Chancellor, Maulana Azad National Urdu University, Hyderabad  
Prof. Pulin B Nayak, Delhi School of Economics, Delhi University, Delhi  
Prof. Shyam Menon, Vice Chancellor, Ambedkar University, New Delhi  
Prof. Faizan Ahmad, Director, Centre for Multi-disciplinary Research in Basic Sciences, JMI, New Delhi  
Prof. Tapti Basu, Professor of Journalism and Mass Communication, University of Kolkata  
Prof. Anil Kumar Singh, Department of Chemistry, IIT Mumbai,  
Prof. V.C. Pande, Head, Department of Medieval & Modern History, University of Allahabad  
Prof. B. B. Dhar, former Professor of Mining, IIT BHU  
Prof. Y Narsimhulu, Director, Academic Staff College, University of Hyderabad, Hyderabad  
Prof. R.S. Dubey, Former Vice Chancellor, Guru Ghasidas University, Bilaspur, Chhattisgarh  
Dr. M.D. Tiwari, Director, IIIT Allahabad  
Prof. Ramesh C. Sharma, Head, Deptt. of Environmental Sciences, HNB Garhwal University (Central University), Srinagar, Uttarakhand  
Prof. Vibha Chaturvedi, Department of Philosophy, University of Delhi  
Prof. Deepak Pental, Vice Chancellor, Delhi University, Delhi  
Shri Saurabh Srivastava, Head, Education Initiative, NASSCOM

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## DATES TO REMEMBER

### SCHEDULE FOR ADMISSION IN RD PROGRAMMES:

26 <sup>th</sup> August 2010	Issue of Prospectus
15 <sup>th</sup> October 2010	Deadline for Submission of Applications
15 <sup>th</sup> November 2010	Issue of Hall Tickets for TREAT
Third Week of December 2010	Date of Conduct of TREAT
First Week of January 2011	Declaration of Selected Candidates to be called for GD/PI
2 <sup>nd</sup> Week of January 2011	GD/PI of the Candidates
3 <sup>rd</sup> Week of January 2011	Declaration of Selected Candidates on the Website
4 <sup>th</sup> Week of January 2011	Registration for RD Programme of Studies
1 <sup>st</sup> Week of February 2011	Course work begins

### SCHEDULE OF ADMISSION FOR THE PG PROGRAMMES

Dates	Events
26 <sup>th</sup> August 2010	Issue of Prospectus
16 <sup>th</sup> September 2010	Deadline for Submission of Applications
21 <sup>st</sup> September 2010	Display of the list of the Candidates called for GD/PI
26 <sup>th</sup> -29 <sup>th</sup> September 2010	GD/PI at the University
30 <sup>th</sup> September 2010	Declaration of List of Selected Candidates including waiting list
4 <sup>th</sup> October 2010	Deadline for Fees Payment
5 <sup>th</sup> October 2010	Registration of waitlisted candidates
6 <sup>th</sup> October	Declaration of list of selected candidates from the waitlist
8 <sup>th</sup> October	Deadline for deposit of fees by the wait-listed candidates
6 <sup>th</sup> October 2010	Classes Begin for First Semester



## MESSAGE FROM THE VICE CHANCELLOR

Welcome to the Central University of Himachal Pradesh (CUHP).

The University is opening its portals to all those who have been keenly waiting for an opportunity to study in a curricular framework that is at par with the best practices in the world. The most salient feature of the University is its unique and innovative curricular framework which is comparable to the best universities of the world. All Programmes of Studies are planned to be modular with lateral exit and entry and are inherently multi-disciplinary, thereby enabling students to make their own basket of courses to complete their chosen Programme of Studies. This has been possible through Comprehensive Choice Based Credit System. This also includes accepting transfer of credits earned by students in other recognised universities and enabling them to accumulate certain credits from other institutions of repute in India and abroad. The University has a semester system and operates on comprehensive continuous internal assessment. The focus is to help students realise their full potential and acquire knowledge, values and skill sets and develop aptitude required for the contemporary world of work.

While we wanted to launch our academic programmes only after the University had all the physical facilities, infrastructure and intellectual resources were put in place, there have been suggestions from a large number of experts and potential students to launch some of our academic programmes from temporary campuses. In deference to the popular demand, we are launching select academic programmes from this academic session from a newly constructed Temporary Academic Block located in Shahpur, District Kangra. Efforts are also on to organise such facilities as residence for the students and faculty.

In the beginning, you may not have the kind of physical comfort as one may expect from a pioneering central university in Himachal Pradesh. But that would be more than duly compensated by the stimulating intellectual environment and innovative Programmes of Studies, which shall enable you to stand apart and make rapid strides in your career.

It bestows a great opportunity on you to lay foundations of new traditions of excellence in learning and human behaviour in the campus of this university and I am sure that your stint with this university will contribute immensely in fulfilment of your cherished goals towards excellence in career building and development of your personality into a good human being. I am confident that you would be able to realize your full potential and make a mark in social and corporate life of our Nation. You would chart a new path of excellence and meet the challenges of the globalised world. I am quite sure that with our combined efforts the Central University of Himachal Pradesh will carve out its hallowed status in the national and international arena of higher education and that together we shall be able to contribute to the welfare and development of the local people, culture and society of Himachal Pradesh and larger community of academia and nation as well.

**A Word of Caution:** *Should you take this University as just one more institution of higher education or another opportunity to get your degree, you are in for disappointment. You need to identify yourself with the vision, mission, objectives and innovative curricular framework to get the best out of this University. Please note that our curricular framework requires students to spend twice as much time doing different kinds of assigned academic works than the classroom lectures.*

**Furqan Qamar**  
**Vice-Chancellor**

## ABOUT THE UNIVERSITY:

**Genesis:** Prime Minister in his address to the nation on August 15, 2007, announced the establishment of a Central University in each of the states that did not have a central university so far. Subsequently, 11th Plan provided for the establishment of 16 new Central Universities. Accordingly, the Central Universities Act 2009 (No. 25 of 2009) which received Presidential assent on 20th March 2009 provided for the establishment of Central University of Himachal Pradesh amongst others.

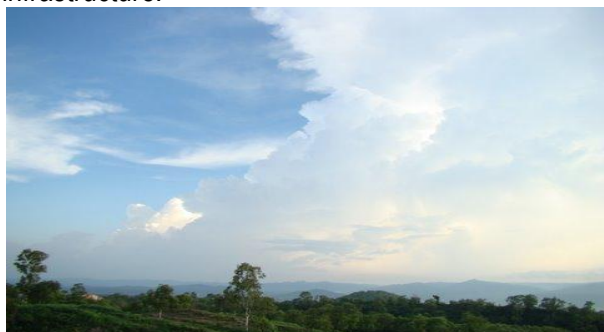
**Establishment of the University:** The Central University of Himachal Pradesh is established under the Central Universities Act 2009 (No. 25 of 2009) enacted by the Parliament. The University is funded and regulated by the University Grants Commission (UGC). The University became functional with the assumption of charge by the first Vice Chancellor on 20th January 2010.

While development of own infrastructure of the University may take a while, the University has

**Headquarters of the University:** Headquarter of the University is located in Dharamshala, District Kangra, Himachal Pradesh. Dharamshala is a place with profile and is known worldwide. Serene Location, pleasant climatic condition, spiritual atmosphere of the location provides an attractive ambience conducive to academic pursuits.

**Permanent Campuses:** It has been decided at the highest level that the University will have twin campuses:

**Beas Campus** which shall be located in Dehra and will have bulk of the infrastructure accommodating about 70 percent of the academic activities and infrastructure.



an ambitious Vision document evolved in consultation with eminent experts in the field of education.

The Vision Document and Strategic Plan of the University as approved by the statutory authorities of the University are available at the website of the University ([www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)).

Accordingly, in due course of time, the University will grow to have purpose built, state of the art 150 Acre campus in Dharamshala and 900 Acre campus in Dehra and will have seventeen Schools of Studies with nearly 90 Departments of Studies and about 50 Centres of Studies.

**Dhauladhar Campus** which shall be located in Dharamshala and will house about 30 percent of the academic activities and infrastructure.



## TEMPORARY CAMPUS:



**Camp Office:**

The Camp Office of the University is presently located in the Sanskriti Sadan (Writers' Home) at Dharamshala (Near International Cricket Stadium).



**Accessibility & Connectivity:** The nearest airport is Kangra Airport at Gaggal which is about 20 Minutes away from Dharamshala while Dehra is at an hour's drive. Nearest major railway stations are Pathankot and Una, from where Dharamshala is at two hour's drive while Dehra takes over two to three hours. Dehra can also be reached via Chandigarh which takes about four hours by road. There are direct trains from Delhi, Chandigarh and other major routes of rail network passing through or terminating at Pathankot and Una. The Temporary Academic Block (TAB) of the Central University of Himachal Pradesh at Shahpur is easily connected by air from Kangra Airport at Gaggal at a distance of 40 Kms on Pathankot-Mandi Highway. Also from Pathankot Railway station it is approximately 70 Kms on Pathankot-Mandi Highway on way to Dharamshala. All buses from Pathankot scheduled for Dharamshala pass through Shahpur bus stand which is very close to the Temporary Academic Block (TAB) of the Central University of Himachal Pradesh. It is located nearly 27 Kms from Dharamshala on Pathankot – Mandi Highway.

**Temporary Academic Block (TAB):** The Temporary Academic Block of the University is located in a newly constructed College Building at Shahpur, District Kangra.



Purpose-built, it is an eye-catching spacious three-storeyed building located amidst picturesque surroundings.



Adequate to cater the present needs of classrooms, labs, faculty and students, it may provide inspiring space for academics. Large open space surrounding the building could provide facilities for outdoor games and sports facilities.

## SALIENT FEATURES OF THE UNIVERSITY:

**Admission Based on Single Common Entrance Test:** The University has introduced aptitude-based common entrance examination for admission in all its Programmes of Studies. Candidates seeking admission in the University shall be required to fill up only a single admission form indicating their preference of Programmes of Studies and shall be required to take only one entrance examination. Accordingly, the University has introduced:

- **HEAT (Higher Education Aptitude Test):** as a single common entrance test for admission in undergraduate programmes across all disciplines;
- **FEAT (Further Education Aptitude Test):** as a single common entrance test for admission in postgraduate programmes across all disciplines;
- **TREAT (The Research Entrance Aptitude Test):** as a single common entrance test for admission to MPhil/PhD programmes across all disciplines;



EC Meeting in Progress in the University Board Room

**Innovative Programmes & Curricular Framework:** Guided by the reforms agenda in higher education and learning from the experiences of the best universities of the world, the University has introduced a number of innovations, as detailed below:

- **Semester-based Academic Calendar:** Needless to mention that all academic programmes of the University – Undergraduate (UG), Post Graduate (PG) and MPhil/PhD i.e. Research Degrees (RD) - are based on semester system, designed at par with global practices in terms of effective number of teaching days and teaching-learning inputs.
- **All Programmes based on Comprehensive Choice Based Credit System:** The University has introduced Comprehensive Choice Based Credit System (CCBCS) largely on the lines of the best universities of the world.
- **Programmes of Studies are defined in terms of Credits** (as opposed to papers/courses in the conventional system). A student shall be required to accumulate:
  - 120 UG Credits to earn a UG degree
  - 80 PG Credits to earn a PG degree
  - 60 RD Credits to earn an MPhil degree
  - 120 RD Credits to earn a PhD degree.
- **Students Mobility and Credit Transfer:** The University has designed a framework to facilitate credit accumulation by its students from other recognised universities of India and abroad. The university has developed a structured mechanism to work out the equivalence and accept the transfer of credits earned by its students from other universities as per the relevant Ordinance of the Central University of Himachal Pradesh.

- **Students would be able to accumulate required number of credits from across disciplines.** Departments of Studies would not design Programmes of Studies, as such. Instead, they would just:
  - ✓ design and offer courses, based on the expertise and specialisation of their faculty members.
  - ✓ specify pre-requisite and co-requisites for each course offered.
  - ✓ guide the students to make their own basket of courses to accumulate the required credits to complete their Programme of Studies.
  - ✓ Thus, the focus is on 'learner-centred approach (as opposed to the conventional 'teacher-centred approach') to accommodate learner's needs and expectations to have wider choices in content, mode and pace of learning.
- **Computation of Credits based on a Holistic Approach to Learning.** In the Central University of Himachal Pradesh: 1 credit is defined as equivalent to the Total Student's Efforts (TSE) of 30 Hours comprising:
  - ✓ 10 Contact Hours (Classroom Teaching); and
  - ✓ 20 Hours of other curricular and co-curricular workload (i.e. individual work, group work, obligatory work placement, optional work placement, literature survey, library work, data collection, field work, assignments, projects, papers, practicals, and preparation for examination).

Thus, the focus is on in-depth learning driven by intrinsic curiosity and mastery of the subject by balancing the taught content with independently self-directed learning.

- **All Programmes of Studies to be Modular:** All Programmes of Studies in the university are designed as modular with exit and lateral entry option. While most students may want to complete their UG/PG/RD without any break, some may opt out of the Programme of Studies mid way due to their own personal compelling reasons. The University, therefore, provides a structured framework for students to opt out mid-programme, whereby, depending on the extent of time spent on campus and credits accumulated by them, they will be awarded certificate/diploma/advanced diploma. For instance, if any student wants to quit studies after two semesters, he/she can do so and would be awarded an appropriate Certificate/Diploma/Advanced Diploma and can rejoin his/her studies from this point within two years again. Thus:
  - a student admitted to UG Programme may get:
    - ✓ Certificate (if opts out after 2 Semesters with 40 UG Credits);
    - ✓ Diploma (if opts out after 4 Semesters with 80 UG Credits); or
    - ✓ Bachelor's Degree (if stays on to complete full 6 semesters with 120 UG Credits).
  - a student admitted to PG Programme may be conferred:
    - ✓ Advanced Diploma (if opts out after 2 semesters with 40 PG credits); or
    - ✓ Master Degree (if stays on for full 4 semesters with 80 PG credits).

Those who, thus opt out, would be eligible to join laterally to complete and earn their degree, if they return to the university within the next two years.



- **All Programmes of Studies to be Multi-disciplinary:** While Departments of Studies of the University are designed around basic disciplines (to enable faculty members to continue to focus on their specialised areas of research) each Programme of Studies of the university is multi-disciplinary as the student is empowered to accumulate required number of credits from a wide variety of courses offered though out the university (e.g. a student will be entitled to learn mathematics with music, physics with philosophy, technical courses with humanities and so on. Accordingly:
- at the UG level, a student would be required to accumulate:
    - ✓ 50% Credits through Department wide courses,
    - ✓ 25% Credits through School wide courses,
    - ✓ 25% Credits through University wide courses
  - at the PG level, a student would be required to accumulate:
    - ✓ 70% Credits through Department wide courses
    - ✓ 20% Credits through School wide courses
    - ✓ 10% Credits through University wide courses

For the credits to be accumulated through Department wide courses, two or more departments could come together to enable students to obtain an interdisciplinary degree, say for example, Departments of Management and Computer Sciences may come together to say that if an undergraduate student has accumulated 50% credits from these two departments, he/she shall get a BBA (e-Commerce) and so on.

- **All Programmes to be based on Comprehensive Continuous Internal Assessment and Grading System:** Students in all Programmes of Studies across disciplines and at all levels shall be assessed through comprehensive continuous internal assessment based on quizzes, assignments, independent works, group works, mid-terms and end-semester examination. The University shall have the Grading System.
- **Innovative Research Degree Programmes:** Admission to all MPhil/PhD programmes are to be made on the basis of TREAT (except those who have qualified UGC NET and/or JRF as they are not required to appear for TREAT) and that the students shall be required to undergo course work of 20 credits, which shall be common to MPhil and PhD programmes but depending upon the number of credits accumulated, a student would be awarded either an MPhil or a PhD degree as under:

<b>MPhil</b> (if a student accumulates 60 RD credits comprising course work (20 Credits), dissertation (20 credits), publications (10 credits) and teaching assistantship (10 credits).	<b>PhD</b> (if a student accumulates 120 RD credits comprising course work (20 credits), dissertation (60 credits), publications (20 credits) and teaching assistantship (20 credits).
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**All candidates admitted to MPhil/PhD Programmes shall be eligible to receive Fellowships and Contingency Grant as applicable to Non-JRF candidates as per the UGC Rules**

## THE TEMPORARY ACADEMIC BLOCK (TAB):



Facade of the TAB at Shahpur

Development of physical facilities and infrastructure for the two campuses of the university may take some time. In the interim, the University shall commence its academic activities from the Temporary Academic Block (TAB) located at Shahpur. The Temporary Academic Block (TAB) will have the following facilities:

- **Classrooms:** The TAB has adequate classrooms to cater to the present needs of the Programmes of Studies being launched by the University. Classrooms are functionally furnished and soon would be equipped with requisite multimedia aids for teaching.
- **Language Lab:** University has already initiated steps to have a state of art multimedia language lab for helping the students to augment their linguistic and communicative proficiency. This lab would not only teach students English speaking but also other aspects of language such as grammar, phonetics and would assist the students in self assessment and help the faculty in evaluation of students' progress in the language lab related course.
- **Library:** University is in the process of developing a Central Library with adequate number of books, journals and reference material related to the disciplines in which Programmes of Studies are being offered in this Session 2010-11. Website of the University already provides links to e-resources. These will be further enhanced and upgraded to provide e-learning resources and materials including e-books and e-journals.
- **ICT Lab:** A state of art computer lab equipped with high-end PCs loaded with necessary software will be available for students. A 1 GBPS fibre optic connectivity under the National Knowledge Network (NKN) has also been sanctioned, in principle and efforts are on to get the same installed at

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the earliest. In the interim, a 10 MBPS dedicated Optic Fibre connectivity has already been sanctioned and installed by the INFLIBNET.

- **Internet:** The TAB is going to be equipped with wi-fi connectivity and students can access the internet through their own laptops.
- **Facilities for Extra-curricular Activities:** In the beginning limited facilities for games, sports and other extracurricular facilities would be made available at the Temporary Campus. These may include outdoor games such as volleyball & basketball. Besides, a functional gym and facilities for select indoor games may also be arranged.
- **Cultural Activities:** The University will promote Cultural Societies, Debating Club, Music Club, Nature Club, Film Club, Theatre Group, Photography Club etc.
- **Common Rooms:** There shall be separate common rooms for girls and boys with limited canteen facilities.
- **Faculty Rooms and Cabins:** To promote interaction of students with the faculty, counselling, advising etc, the faculty members of the University shall be provided with Faculty Rooms and Cubicles.



Inner Court of TAB at Shahpur

## FACULTY AND INTELLECTUAL RESOURCES:

University is committed to provide quality teaching-learning environment on its campus from the start. Therefore, the university is in the process of recruiting and contracting teachers in various capacities so as to provide expertise of experienced and well qualified teachers.

**Full Time Faculty:** University Grants Commission has already sanctioned the following faculty positions and the University is initiating the process of recruiting quality teachers against these posts:

Programmes of Studies	Professors	Associate Professors	Assistant Professors
<b>School of Business &amp; Management Sciences</b>			
MBA, MBA (Insurance & Financial Services), MBA (Entrepreneurship Development) & MPhil/PhD	3	6	9
<b>School of Mathematics, Computer &amp; Information Sciences</b>			
MPhil/PhD in Mathematics	1	2	3
M. Lib. Sc. (Integrated Dual Degree Programme) & MPhil/PhD in Library Science	1	2	3
<b>School of Social Sciences</b>			
MA & MPhil/PhD in Economics	1	2	3
MSW & MPhil/PhD in Social Work	1	2	3
<b>School of Humanities &amp; Languages</b>			
MPhil/PhD in English	1	2	3

**Visiting/Guest Faculty:** Besides, the full time faculty, the University shall invite eminent and experienced academicians, professionals and practitioners to teach a module. This shall help in quality inputs in teaching.

**Honorary/Adjunct Faculty:** Renowned persons known for their expertise and experienced educationists of repute may also be involved in teaching and research as Honorary/Adjunct Faculty.

**Special/Invited Lectures:** Besides, Special Lectures from invited scholars/professionals/practitioners would be a regular feature of the University for the academic growth and augmentation of the curricular framework of various Programmes of Studies.





**Other Support Facilities:**

- **University-Industry Interaction Cell:** The University shall strive to have a vibrant university-industry interface aimed at collaborative works in the arena of curricula development, shared teaching, research and praxis.
- **Placement Cell:** There shall be a placement centre to advise and guide students in finding suitable placements.
- **Counselling & Guidance Centre:** Students of the University would be provided with expert counselling and guidance.
- **Grievance Redressal Cell:** University shall have a cell to address the grievances of students in order to promote cohesive corporate living on the campus.
- **Committee for Prevention of Sexual Harassment:** To prevent any incidence of Sexual Harassment there shall be a duly constituted Committee in accordance with the relevant guidelines.
- **Anti-Ragging Committee:** The University is committed to prevent ragging. To prevent any incidence of ragging there shall be a duly constituted Committee in accordance with the relevant guidelines.
- **Healthcare:** Initially, the healthcare facilities may be provided through recognised medical practitioner(s) and hospital(s) to cater to the elementary and emergency medical care of the students, faculty and staff.
- **Hostels/Halls of Residence:** Once University infrastructure is complete then it will be fully residential. For the time being

limited residential facilities in rented accommodation may be provided by the university. University may also facilitate to find suitable residential accommodation for students in and around the campus. Till the university comes up with its own hostels the students are free to make their own arrangement for residential needs.



## THE PROGRAMMES OF STUDIES:

During the Academic Session 2010-11, the University proposes to offer the following programmes\*:

Programmes of Studies	Programme Duration	Total Credits	Intake
<b>School of Business &amp; Management Sciences</b>			
▪ MBA	4 Semesters	80 PG Credits	30
▪ MBA (Insurance & Financial Services)	4 Semesters	80 PG Credits	30
▪ MBA (Entrepreneurship Development)	4 Semesters	80 PG Credits	30
▪ M. Phil./ Ph. D.	3/6 Semesters	60/120 RD Credits	30
<b>School of Mathematics, Computer &amp; Information Sciences</b>			
<b>Department of Mathematics</b>			
▪ MPhil/PhD	3/6 Semesters	60/120 RD Credits	10
<b>Department of Library Science</b>			
▪ M.Lib.Sc. (Integrated Dual-Degree Programme)**	4 Semester	80 PG Credits	30
▪ MPhil/PhD	3/6 Semesters	60/120 RD Credits	10
<b>School of Social Sciences</b>			
<b>Department of Economics</b>			
▪ MA	4 Semesters	80 PG Credits	30
▪ MPhil/PhD	3/6 Semesters	60/120 RD Credits	10
<b>Department of Social Work</b>			
▪ MSW	4 Semesters	80 PG Credits	30

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▪ MPhil/PhD	3/6 Semesters	60/120 RD Credits	10
<b>School of Humanities &amp; Languages</b>			
<b>Department of English &amp; Foreign Languages</b>			
▪ MPhil/PhD	3/6 Semesters	60/120 RD Credits	10

\* University may launch all or some of the above programmes depending on the number of suitably qualified candidates seeking admission and availability of suitably qualified faculty resources.

\*\* A student admitted to M. Lib. Sc. (Integrated Dual-Degree Programme), if opts out after successfully completing two semesters with 40 PG Credits, shall be awarded the degree of B. Lib. Sc. Those who thus opt out, shall be eligible to lateral entry if they return to the University within the next two years to complete remaining two semesters and get the desired degree of M. Lib. Sc.

### A Brief Outline of the PG Programmes:

At PG Level a student shall be required to accumulate credits from university wide courses, School wide courses and Department wide courses as under:

Course Type	Weight (%)	Credits	Contact Hours	TSE Workload Hours
<b>University Wide Courses</b>	10	8	80	240
<b>School Wide Courses</b>	20	16	160	480
<b>Department Wise Courses</b>	70	56	560	1680
<b>Total Requirements:</b>	<b>100</b>	<b>80</b>	<b>800</b>	<b>2400</b>

### Semester Wise Break Up:

Each Semester a student will have to accumulate 20 credits with commitment with total commitment of 600 Workload hours comprising 200 Contact Hours plus 400 hours of other workload

### A Brief Outline of the RD Programmes (MPhil/PhD):

At RD level the education components shall be as follows:

Educational Components	Credit Requirements
------------------------	---------------------

	MPhil	PhD
Course Work*	20	20
Dissertation	20	60
Publications	10	20
Teaching Assistantship	10	20
Total	60	120

\*Course work would normally be completed in the first Semester

- Computation of Credits for Publication:** An objective and transparent framework has been evolved. Accordingly, credits for publication can be accumulated through:
  - Popular article published / paper presented in national seminars/ conferences/ workshops (2 credits each),
  - Papers presented in international seminars/ conferences/ workshops (4 credits),
  - Paper in approved refereed national journal (5 credits each)
  - Paper in approved refereed international journal (10 credits each).

To facilitate the process, each department shall maintain an updated list of approved journals.
- Computation of Credits for Teaching Assistantships:** Credits for Teaching Assistantships for the MPhil and PhD degree could be accumulated through:
  - Independent teaching of a one-semester course (5 credits) – Head of the Department concerned shall be required to audit & certify the workload claimed by the research scholar in this respect.
  - Involvement in assessment, evaluation, examination, course development, development of reading lists etc. (1 credit for every three hours of involvement). Supervisor concerned shall be required to audit and certify the workload claimed by the research scholar in this respect.

Further details on the curricula and courses for various programmes of studies shall be furnished in the Students' Hand Book, to be issued after admission is completed. The Handbook shall, inter alia, provide Course Catalogue, Course Outline, and Rules relating to Examination, Attendance, Residence and Good Conduct in and outside the Campus etc



Members & Participants of the first EC



Members & Participants of the first AC





Participants of the Brainstorming Session on  
Vision of the University



Independence Day Celebration in the University

**If this appears interesting and stimulating please read on..... and if you feel like being a part of this innovative initiative..... download and duly fill up the application form and send the same well in time.**

## APPLICATION FOR ADMISSION:

- 1) All admissions shall be based on the applications received in the prescribed form in response to the admission notification and issue of Prospectus.
- 2) Prospectus along with the application form can be downloaded free of cost from the university website ([www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)).
- 3) Print out of the Prospectus and application form may also be obtained from the Camp Office of the Central University of Himachal Pradesh, P.O. Box 21, Dharamshala, District Kangra 176 215 (H.P.) on a payment of Rs.100/-. (Rs. 150/=, payable through DD in favour of Central University of Himachal Pradesh, payable at Dharamshala).
- 4) Application form for admission must be accompanied by a non-refundable **Application Fee through Bank Draft payable at Dharamshala in favour of the Central University of Himachal Pradesh**, as under:

Category of Candidates	For Application to PG Programme			For Application to RD Programme		
	Application Processing Fee	FEAT Fees	Bank Draft Required	Application Processing Fee	TREAT Fees	Ban Draft Required
General Category	150	.....	150	150	250	400
OBC Category	100	.....	100	100	200	300
SC/ST/PH	50	.....	50	50	100	150

- 5) Duly completed application form for admission in the PG programme must reach the office of the University at Dharamshala on or before 16<sup>th</sup> September, 2010.
- 6) Duly completed application form for admission in the RD (i.e. MPhil/PhD) Programme must reach the office of the University at Dharamshala on or before 15<sup>th</sup> October 2010.
- 7) Irrespective of the number of courses applied for, a candidate is required to fill up only one application form clearly indicating the order of preference for the programme(s).
- 8) Applicants for admission shall be required to indicate their choices of Programme of Studies in order of their preference and the admission shall be made strictly on the merit based on the composite score of the selection criteria as specified in this Prospectus.

## RESERVATION OF SEATS IN ADMISSION:

- 9) The University shall follow reservation in admission as mandated under the Central Educational Institutions (Reservation in Admission) Act 2006 as amended from time to time.

- 10) The University shall also follow reservation in admission in all Programmes of Studies in accordance with the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
- 11) Accordingly, the University shall reserve in all Programmes of Studies seats for admission as under for the students belonging to:
- i) Scheduled Caste (SC) Category 15.0%
  - ii) Scheduled Tribe (ST) Category 7.5%
  - iii) Other Backward Classes (OBC) Category 27.0%
  - iv) Persons with Disabilities (PWD) 3.0%
- Persons suffering from not less than forty per cent (40%) of any disability as certified by a competent medical authority, would be considered for admission under this category.
- v) One seat in all PG Programmes shall be reserved for Kashmir Migrants on supernumerary basis, on the production of substantial evidence in the form of documents issued by the competent authorities as per Government of India norms.
- 12) Candidates seeking admission under the reserved categories shall be required to fulfil the prescribed conditions of admission requirement of the Course.
- 13) Application Form of a candidate in the reserved category must be submitted along with the Caste/Tribe/Non-creamy layer certificate issued by the competent authority as per the enclosed certificate format with the application form.
- 14) Application Form received without the required certificates shall be rejected.
- 15) If a candidate in the reserved category qualifies for admission in the general category he/she shall be treated as a general category candidate. If sufficient number of candidates are not available to fill up the seats reserved for Scheduled Tribes, these may be filled up by suitable candidates from Scheduled Castes and vice-versa.

## MINIMUM ELIGIBILITY CONDITIONS:

- 16) The minimum eligibility requirements and selection criteria for admission in the Programmes of Studies are as under:

Sl. No.	Programme of Study	Minimum Eligibility Requirement
1	Postgraduate (PG) Programme	A minimum of 50% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination.
2	Research Degree (RD) Programme i.e. MPhil/PhD	A minimum of 60% Marks or an equivalent grade in Master's/PG degree of a recognised University or an equivalent examination in the specified discipline.

- 17) **Relaxation in Minimum Qualifying Marks:** Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.

## SELECTION CRITERIA FOR ADMISSION:

- 18) All applicants seeking admission to a Programme of Study shall be required to appear in and qualify the relevant specified Single Common Entrance Examination as under:

Sl. No	For Admission in	Specified Relevant Test
1	UG Programme Presently not on offer	HEAT: Higher Education Admission Test
2	PG Programme	FEAT: Further Education Admission Test Not applicable for this session 2010-2011
3	RD Programme See Schedule	TREAT: The Research Entrance Aptitude Test (UGC-CSIR NET and/or JRF qualified candidates are exempted from TREAT)

- 19) Based on the merit of the relevant single common admission test as specified above, candidates equivalent to three times the number of seats will be called for personal interview/group discussion/interaction. Thus, the final selection for admission shall be made strictly on the basis of the merit of the composite score determined as under:

Sl. No.	Weightage of different Components of the Composite Score			
	Components	UG	PG	RD
1	Scores obtained in HEAT/FEAT/TREAT as applicable	50%	50%	50%
2	Percentage of Marks in 10th	15%	10%	10%
4	Percentage of Marks in 10+2	20%	10%	10%
5	Percentage of Marks in UG degree	NA	20%	10%
6	Percentage of Marks in PG degree	NA	NA	10%
7	Personal Interview/GD	15%	10%	10%
	Total	100%	100%	100%

## SELECTION CRITERIA FOR ADMISSION IN PG PROGRAMMES - ACADEMIC SESSION 2010-11:

- 20) Notwithstanding the above provisions, the University has decided to admit students, in PG Programme of Studies, in the Academic Session 2010-11, on the basis of marks obtained in the qualifying examination, past academic records and performance in the group discussion/personal interviews. Thus for admission in the PG Programmes of Studies in the Academic Session 2010-11, the merit shall be computed as under:

Sl. No.	Weightage of different Components of the Composite Score	
	Components	Weightage

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1	Scores obtained in FEAT	Nil
2	Percentage of Marks in 10th	20%
3	Percentage of Marks in 10+2	20%
4	Percentage of Marks in UG degree	40%
5	Percentage of Marks in PG degree	NA
6	Personal Interview/GD	20%
	Total	100%

### SCHEDULE FOR ADMISSION IN PG PROGRAMMES:

Dates	Events
26 <sup>th</sup> August 2010	Issue of Prospectus
16 <sup>th</sup> September 2010	Deadline for Submission of Applications
21 <sup>st</sup> September 2010	Display of the list of the Candidates called for GD/PI
26 <sup>th</sup> -29 <sup>th</sup> September 2010	GD/PI at the University
30 <sup>th</sup> September 2010	Declaration of List of Selected Candidates including waiting list
4 <sup>th</sup> October 2010	Deadline for Fees Payment
5 <sup>th</sup> October 2010	Registration of waitlisted candidates
6 <sup>th</sup> October	Declaration of list of selected candidates from the waitlist
8 <sup>th</sup> October	Deadline for deposit of fees by the wait-listed candidates
6 <sup>th</sup> October 2010	Classes Begin for First Semester

### SELECTION CRITERIA FOR ADMISSION IN RD ( MPhil/PHD) PROGRAMMES - ACADEMIC SESSION 2010-11:

21) Admission to RD Programmes (i.e. MPhil/PhD) shall be on the basis of marks obtained in TREAT and marks obtained in the qualifying examination, past academic records and performance in the group discussion/personal interviews.

Sl. No.	Weightage of different Components of the Composite Score	
	Components	Weightage
1	Scores obtained in TREAT	50%

2	Percentage of Marks in 10th	10%
3	Percentage of Marks in 10+2	10%
4	Percentage of Marks in UG degree	10%
5	Percentage of Marks in PG degree	10%
6	Personal Interview/GD	10%
	Total	100%

**22) Syllabus, Coverage and weightage of different Components of TREAT**

Broadly, aptitude based test comprising, 180 Multiple Choice Questions (MCQs) of 3 Hours duration, TREAT shall broadly have the following components. There shall be no negative marking.

- (1) Verbal Ability: Intended to test the candidate's understanding of the basic rules of grammar and English usage, this section will cover Pronouns, Misplaced Modifiers, Subject-Verb agreement, Parallel Construction, Verbs, Quantifiers, Comparatives and Idiomatic Expression, Vocabulary, Synonyms and Antonyms and Sentence completion.
- (2) Critical Reasoning: Intended to assess aspirants' ability to analyze arguments, find underlying assumptions, discern flaws in arguments and ascertain their validity and also to assess aspirants' ability to critically evaluate statements and situations; the questions in this part shall be based on short passages.
- (3) Reading Comprehension: Intended to assess candidates' ability to understand and analyze information presented in text and also to assess aspirants' ability to apply concepts and information presented in a passage to parallel situations, in this part, candidates shall be provided one or more passages accompanied by sets of questions.
- (4) Quantitative Aptitude & Numerical Ability: This section is intended to assess the quantitative aptitudes of the applicants. Intended to evaluate aspirants' understanding and ability to apply the knowledge of basic mathematical concepts. This section shall have questions pertaining to functions, algebra, coordinate system, inequalities, time, speed, distance, ratios and proportions, sets, profit & loss, simple and compound interest and elementary statistics central tendency, dispersion, Probability etc.
- (5) Data Analysis and Data Sufficiency: Intended to measure candidates' ability to analyze a situation and make decisions based on available data, this section shall have questions based on data given either in a tabular form or in the form of diagrams of different types, this section shall comprise of questions based on graphs, tables, bar chart etc.
- (6) Reasoning and General Intelligence: Intended to assess aspirants' ability and capacity to draw inferences from various given situations and their ability to use logic and general intelligence, this section will have questions that will require aspirants to use logic to draw inferences and make effective decisions.

## SCHEDULE FOR ADMISSION IN RD PROGRAMMES:

26 <sup>th</sup> August 2010	Issue of Prospectus
15 <sup>th</sup> October 2010	Deadline for Submission of Applications
15 <sup>th</sup> November 2010	Issue of Hall Tickets for TREAT
Third Week of December 2010	Date of Conduct of TREAT
First Week of January 2011	Declaration of Selected Candidates to be called for GD/PI
2 <sup>nd</sup> Week of January 2011	GD/PI of the Candidates
3 <sup>rd</sup> Week of January 2011	Declaration of Selected Candidates on the Website
4 <sup>th</sup> Week of January 2011	Registration for RD Programme of Studies
1 <sup>st</sup> Week of February 2011	Course work begins

## ADMISSION OF THE FOREIGN NATIONALS/ NRIs/ PIOs - SUPERNUMERARY SEATS:

- 23) In all the courses 15% seats may be filled as Supernumerary Seats meant for Foreign Nationals (FN), Non-Resident Indians (NRI) and Persons of Indian Origin (PIO) category candidates. Out of the above 15% Supernumerary Seats, one-third shall be earmarked for the children of Indian workers in the Gulf.
- 24) Candidates belonging to the FN/NRI/PIO category shall not be required to appear for the single common entrance examination of the University will have to fulfil minimum eligibility conditions for admission. Additionally, they may be required to qualify internationally accepted aptitude tests like SAT/GMAT/GRE/TOEFL as prescribed for admission in different programme of studies as specified in the Prospectus of the University.
- 25) Admission to these category of students shall be granted on merit determined either by their past academic records or by internationally conducted aptitude tests for admission in higher education or a combination thereof with due regards to need for providing opportunities to the nationals belonging to different countries.
- 26) Candidates seeking admission under the above quota of Supernumerary Seats shall be required to submit their application on a prescribed form, along with the certified copies of all the necessary documents, as per the procedure specified in the Prospectus, to the office of the Foreign Students Advisor (FSA) in advance throughout the year but not later than 30<sup>th</sup> April (This particular session, not later than 30<sup>th</sup> September 2010).
- 27) Application for admission should be submitted to the Dean of the School / Head of the Department concerned along with the attested / certified copies of all the necessary documents.



- 28) Candidates seeking admission under FN/NRI/PIO category shall be required to pay fees and other charges as applicable to their category and as specified in the ordinances relating to fee structure and as notified in the Prospectus.
- 29) Candidates admitted under the FN/PIO category shall be required to undergo a medical test (including test for HIV AIDS) within a week from the date of admission.
- 30) Candidates admitted under the FN/PIO category shall be required to produce STUDENT VISA within one month of the date of completion of the admission but prior to the commencement of the academic session and submit a copy of the same in the Office of the Foreign Students Advisor, failing which their admission shall stand cancelled.
- 31) Candidates selected for admission under the NRIs/PIOs category shall be required to pay a sum of US \$ 1000/= (or an equivalent sum in Indian Rupees) per semester in addition to the fees as applicable to the Programme of Studies to which selected for admission.
- 32) Candidates selected for admission under the Foreign Nationals category shall be required to pay a sum of US \$ 1500/= (or an equivalent sum in Indian Rupees) per semester in addition to the fees as applicable to the Programme of Studies to which selected for admission.

## COMPLETION OF ADMISSION FORMALITIES:

- 33) No candidate shall be entitled to claim admission as a matter of right and that the University reserves the right to refuse admission in any individual case without assigning any reason.
- 34) A candidate shall be considered as admitted to a Programme of Studies and be eligible to avail the privileges of a student of the University only after he/she has completed all admission formalities including payment of the prescribed fees, as per the Prospectus. If a candidate fails to complete the admission formalities by the prescribed date, he/she will automatically forfeit his/her right of admission.
- 35) List of selected candidates shall be displayed on the university website ([www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)) and on the Notice Boards of the Camp Office at Dharamshala and Temporary Academic Block at Shahpur of the Central University of Himachal Pradesh. No intimation to the selected candidates will be sent by post.
- 36) The candidates shall be required to get their admission completed by the dates given in the Academic Calendar for the Session 2010-11.
- 37) The selected candidates shall be required to produce, for verification at the time of interview/ last date for completion of the admission formalities, the following documents in original:
  - a) Certificates, Diplomas, Degrees, Mark-Sheets of all educational qualifications
  - b) In case of the working students, a No Objection Certificate (NOC) from the employer clearly mentioning that the employer has no objection in the candidate's pursuing higher education in

the Central University of Himachal Pradesh on full time basis and that the candidate shall be granted leave of the kind due to pursue higher studies.

- c) In case of gap between the qualifying examination and the year of seeking admission in the university, the candidate shall be required to submit an affidavit indicating the reasons for such gaps and the activities in which he/she was engaged during the intervening period.
- 38) Admission to a Programme of Studies will be granted only to those candidates whose results of the qualifying examinations are complete in all respects.
- 39) Admission of candidates to a Programme of Studies shall be subject to the clearance from the Proctor of the University.
- 40) In case of candidates seeking admission after a gap of three or more academic years of their taking last Certificate/ Diploma/ Degree/ Post-Graduate Degree from this University or any other University/Educational Institution/Board, the admission shall be subject to the clearance by the Admission Review Committee consisting of the Dean Students' Welfare (DSW), the Dean of the School concerned, the HOD concerned, and the Proctor.
- 41) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice Chancellor and other authorities of the University.
- 42) All the students admitted to a Programme of Studies shall be required to submit Transfer Certificate/Migration Certificate in original within 30 days from the date of admission, failing which their admission in the university may be cancelled.

## **GENERAL RULES RELATING TO ADMISSION:**

- 43) The University shall be open to the persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him to be to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof.
- 44) The University shall maintain an all- India character and high standards of teaching and research and shall admit students strictly on merit following a Means-Blind Admission Policy in order to attract the most meritorious students so as to offer equitable access to all belonging to different sections and strata of the society.
- 45) No candidate, pursuing a full-time programme of study in the University shall be allowed to take up a job without prior and explicit permission of the University.
- i) Provided that those already employed at the time of admission shall submit, within thirty days, in original, a certificate from their employer to the effect that the employer has granted him/her leave for the whole duration of the Programme of Studies.

- ii) Provided further that the above shall not prohibit, exclude or exempt a student from undergoing obligatory or optional work placement, if completion of the Programme of Studies in which he/she has taken admission, so requires.
- 46) No student pursuing a Programme of Studies in the University shall be permitted to take any other regular examination leading to another degree of this University or any other education institutions. However a student would be eligible to take courses, subject to the prior permission of the Dean of the School concerned, under Career Oriented Proficiency/Certificate/Diploma Programmes simultaneously either from CUHP or any other university/ educational institution/board etc.
- 47) Provided further that a student may also be permitted to take additional courses, over and above the minimum prescribed for a semester. In such a case, the following conditions shall apply:
- i) He/she shall be required to pay fees for the additional courses registered
  - ii) his/her marks sheet would reflect such courses having been studied by him as additional courses
  - iii) the additional courses so taken, would not be considered for the computation of total credit for the award of the degree.
- 48) Similarly, a person who is not a student of a university and is not registered for any Programme of Studies of the university, may, with the prior permission of the Dean of the School concerned, be allowed to register for select courses of the university subject to the following conditions:
- i) No more than two courses in a semester may be allowed to be taken.
  - ii) He/she shall meet minimum eligibility conditions to pursue such courses.
  - iii) He/she shall be required to pay a Non-refundable Registration fee of Rs 2000/= per semester Plus the Tuition Fees twice the rate as applicable to such courses.
  - iv) He/she shall not be considered to be a student of the University and shall, therefore, not be eligible to the privileges of a student of the University. However, he/she shall be subject to the disciplinary jurisdiction of the University authorities.
  - v) Subject to the successful completion of all credit requirements for the courses so taken, he/she shall be eligible to receive a testimonial from the university indicating the courses that he/she has so attended and qualified. This may however, not entitle him/her to receive any certificate/diploma/degree of the university.
- 49) If at any time it is discovered that a candidate has made a false or incorrect statement or has furnished false or incorrect information or has used any other fraudulent means have been used for securing admission his / her name shall be removed from the rolls of the University.
- 50) A Student admitted to the University shall be a member either of a Hall of Residence Hostel or Non-Resident Students Centre of the University.
- 51) A student admitted to a Programme of Study if detained due to the shortage of attendance in the first Semester, will no longer remain the student of the University. Such students will have to seek fresh admission and will be required to go through the entire admission process including the entrance examination.

## ACADEMIC CALENDAR FOR 2010 - 11:

52) The academic calendar and commencement of classes for all Programmes of Studies shall be in accordance with the guidelines/regulations issued by the UGC and/or other national level regulatory bodies as issued and amended from time to time. For the academic session 2010-11, it shall be as under:

<b><u>Monsoon Semester</u></b>	
Dates	Activities
6 <sup>th</sup> October 2010	Classes Begin
2 <sup>nd</sup> Week of December 2010	Mid Term Exams
25 <sup>th</sup> December 2010 – 2 <sup>nd</sup> January 2011	Winter Vacation (curtailed )
3 <sup>rd</sup> January 2011	Classes Resume
3 <sup>rd</sup> Week of February 2011	Final Exams
4 <sup>th</sup> Week of February 2011	Declaration of Result on Website
<b><u>Spring Semester</u></b>	
Dates	Activities
1 <sup>st</sup> Week of February 2011	Commencement of Courses for RD Programme
4 <sup>th</sup> Week of February 2011	Deposit of Fees for Second Semester
4 <sup>th</sup> Week of February 2011	Classes Begin for Second Semester
2 <sup>nd</sup> Week of May 2011	Mid Term Exams
1 <sup>st</sup> - 2 <sup>nd</sup> week of July 2011	Final Exams
16 <sup>th</sup> July – 7 <sup>th</sup> August 2011	Summer Vacation (curtailed)
Last week of July 2011	Result Declarations of Website
1 <sup>st</sup> week of August 2011	Fees Deposit for Next Semester

This Academic Calendar for the Session 2010-11 is designed such that the University ensures a minimum of 90 days of teaching in a semester and to this end the vacations have been curtailed.

## SCHEDULE OF FEES FOR PG & RD PROGRAMMES:

Heads of Fees	PG Programmes	RD Programmes
<b>One Time</b>		
Alumni Registration Fee	100	100
Security Deposit/Caution Money (refundable)	4000	4000
University Registration/Enrolment Fee	500	500
<b>Per Credit</b>		
Examination Fee	50	100
Research Supervision Fees		200
Subject Association	10	20
Teaching learning Resource	20	30
Tuition Fee	100	200
<b>Per Semester</b>		
Admission Fees	500	500
Campus Development & Beautification	100	100
Convocation Fee	50	50
Cultural Activities	50	50
Development Fee	500	500
Electricity & Water	100	100
Foundation Day Celebration Fee	50	50
Games & Sports	50	50
ICT Lab Fee	100	100
Language Lab Fee	100	100
Library Fee	200	400
Magazine Fee	50	50
Medical Fees	50	50
Non Resident Student Centre Fee	50	50
Students Welfare Fee	50	50

**Note:**

1. For MPhil/PhD students, Tuition fees shall be chargeable for the course work only
2. For MPhil/PhD students, Examination fees shall be chargeable for the course work and for dissertation work only
3. Research Supervision fees shall be chargeable for dissertation work only
4. Professional Development Fees shall be chargeable as under:
  - a. Rs 4000/ per semester from the students admitted to MBA/MBA (Insurance & Financial Services)/MBA (Entrepreneurship Development);
  - b. Rs 2000/ per semester from the students admitted to MSW/M.Lib.Sc

## CONTACT PERSONS



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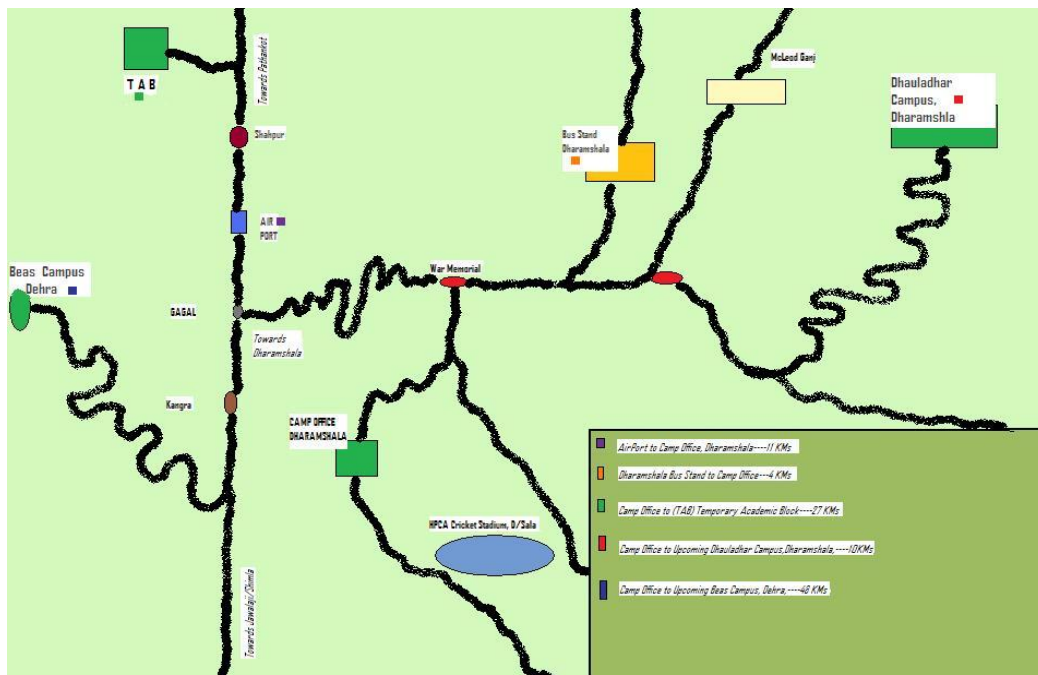
The Central University of Himachal Pradesh pursues a policy of zero tolerance of Ragging and Sexual Harassment.

### DISCLAIMER

The information given in this Prospectus pertains only to the Programmes of Studies offered by the Central University of Himachal Pradesh during the Academic Session 2010-11 and are subject to the Act, Statutes, Ordinances and Regulations of the University. The information contained in this Prospectus is only indicative and must not be used for legal purposes.



ROAD MAP for the UNIVERSITY



Site for the Dhauladhar Campus



Site for the Beas Campus



A view of the Temporary Academic Block



A view of the Camp Office



DRAFT ORDINANCES 21-29

S.No	Title
21	SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH)
22	CONSTITUTION, POWERS AND FUNCTIONS OF THE SCHOOL BOARD
23	TRAVELING AND HALTING ALLOWANCE RULES
24	CADRE RECRUITMENT RULES INCLUDING MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF
25	THE ALUMNI ASSOCIATION
26	GAMES AND SPORTS COMMITTEE
27	PROCEDURE FOR CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTION AND OTHER AGENCIES INCLUDING LEARNED BODIES OR ASSOCIATIONS
28	EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEE
29	STANDING COMMITTEE ON EQUIVALENCE FOR RECOGNITION OF EXAMINATIONS/DEGREES

**Draft Ordinance 21**  
**SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH)**  
**(In Compliance with Section 28(n) of the Act)**

- 1) The Central University of Himachal Pradesh shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitisation and elimination of sexual harassment.
- 2) In order to take proactive steps and sustained efforts towards gender sensitisation and prevention of workplace harassment of all kind, the University shall have an Apex Committee consisting of the following:
  - a) Three persons, of whom at least two shall be women, from amongst the teachers of the University, to be appointed by the Vice Chancellor, the senior most of the woman member shall be the Chairperson.
  - b) Two persons, of whom at least one shall be a woman, from amongst the non-teaching staff of the University, to be nominated by the Registrar.
  - c) Two persons, of whom at least one shall be a woman, from amongst the Students of the University, to be nominated by the Dean of Students' Welfare (DSW).
  - d) One representative of an NGO engaged in women rights, gender issues and social development etc. to be appointed by the Vice Chancellor.
  - e) One person to be appointed by the Vice Chancellor from the Students' Council.
- 3) The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice Chancellor may decide from time to time.
- 4) The Apex Committee shall, with the approval of the Vice Chancellor of the University:
  - a) evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence;
  - b) promote gender equity, obliterate gender-bias, eliminate discrimination against women, prevent and protect women from sexual harassment and gender-based violence;
  - c) take measures necessary for creating a social and psychological environment for harmonious and healthy relationship at workplace;
  - d) shall design and organise awareness campaigns, gender-sensitisation programmes, orientation and training for sensitising the students, staff and teachers of the University about gender-based discrimination and workplace harassment;
  - e) organise counselling, guidance and help centres aimed at preventing and protecting women against discrimination and sexual harassment;

- f) frame and issue policies and guidelines of good conduct and behaviour amongst the students, staff, and teachers of the university;
  - g) ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints;
  - h) fulfil the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace; and
  - i) take suo-motu cognizance of any act of gender discrimination, gender bias and sexual harassment on the campus and direct the Complaint Committee to look into the matter and make their recommendations for their redressal.
- 5) For effective and efficient discharge of the complaints against sexual harassment, the University shall have a University Complaint Committee (UCC) consisting of the following members:
- a) One of the Members of Apex Committee to be appointed by the Vice Chancellor, who shall be the chairperson.
  - b) Three persons to be appointed by the Vice Chancellor from amongst the women teachers of the University.
  - c) One person to be nominated by the Registrar from amongst the women non-teaching staff of the University.
  - d) The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice Chancellor may decide from time to time.
- 6) The Complaint Committee shall have the rights and duties to:
- a) receive and register, in strict confidentiality, complaints from students, staff and teachers of the University and/or from any other person from outside the university against sexual harassment by a student, staff, teacher, service provider of the University;
  - b) request the university authorities to initiate necessary action for lodging complaint with the appropriate authorities, in case of sexual harassment by an outsider, i.e., by a person or persons unconnected with the University;
  - c) take cognizance of complaints about sexual harassment, and conduct enquiries, provide assistance and redressal to the victims and recommend penalties and other action to be taken; and
  - d) conduct a formal enquiry against the student/teacher/non-teaching staff /service provider of the University allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- 7) Sexual harassment shall include such unwelcome sexual behaviour (whether directly or by implication) as:

- a) Unwanted physical contact and advances;
  - b) A demand or request for sexual favours;
  - c) Making a sexually-coloured remarks;
  - d) Exhibiting/displaying/showing pornography; and/or
  - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- 8) The aggrieved party may lodge complaint of sexual harassment, either in writing or orally, directly to the Vice-Chancellor, or to the Chairperson or to any Member of the Complaint Committee.
- 9) In case the complaint is made orally, the same shall be recorded in writing by one of the Members of the Complaint Committee and shall be read out to the complainant and signed by the complainant and countersigned by the member.
- 10) The complaint received as such or as recorded in writing shall be forwarded to the Complaint Committee for conducting enquiry.
- 11) The Complaint Committee shall hear both the parties involved, i.e., the complainant and the accused in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- 12) The enquiry shall be conducted under the rules and procedures already laid down by the University and will be in conformity with the principles of natural justice.
- 13) The formal enquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC (University Complaint Committee) finds it impractical to dispose off the case within the given time, it will be recorded in writing, and the period may be extended by the Vice Chancellor.
- 14) Depending upon the severity of the case, the University Complaint Committee may
- a) In case of employees of the University, recommend disciplinary action including penalty and punishment as per university rules;
  - b) In case of outsiders/service providers to the University, request the university authorities to initiate necessary action for lodging complaint with the appropriate authorities; and
  - c) In case of students, the penalty, punishment and disciplinary action against the offender may include:
    - i) Warning
    - ii) Written apology
    - iii) Fine in cash
    - iv) Bond of good behaviour
    - v) Debarring entry into hostel/campus
    - vi) Withholding examination results
    - vii) Expulsion from the university
    - viii) Denial of re-admission

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**DRAFT ORDINANCE NO. 22**  
**CONSTITUTION, POWERS AND FUNCTIONS OF THE SCHOOL BOARD**  
**{Statute 15(3) & (4) of the Statutes of the Central Universities Act, 2009}**

- 1) Each School shall have a School Board which shall consist of the following members:
  - a) Dean of the School who shall be the Chairperson;
  - b) Heads of the Departments in the School;
  - c) Directors of the Centres in the School;
  - d) All Professors in the School;
  - e) One Associate Professor from each Department/Centre in the School to be appointed by rotation in order of seniority from each Department/Centre in the School;
  - f) One Assistant Professor from each Department/Centre in the School to be appointed by rotation in order of seniority from each Department/Centre in the School;
  - g) Three experts not in the service of the University having special knowledge of the subject or subjects concerned, around which the Departments/Centres in the School are organised, nominated by the Academic Council;
  - h) Two professors to be nominated by the Vice Chancellor from amongst the professors of the Allied & Cognate Schools/Discipline;
- 2) The term of the Office of the members other than ex-officio members shall be three years and they shall be eligible for re-nomination.
- 3) The School Board shall, subject to the overall supervision of the Academic Council of the University, perform the following functions:
  - a) To prescribe the qualifications for and procedures for admission of candidates to the various Programmes of Studies in the Departments/Centres of the School;
  - b) To co-ordinate the teaching and research work in the Departments/Centres in the School;
  - c) To consider and approve subjects for research for various degrees and other requirements of research degrees, as recommended by the Board of Studies.
  - d) To constitute committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department/Centre in the School and to supervise the work of such committees;
  - e) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments/Centres or committees mentioned in clause (d) above;

- f) To consider schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- g) To promote and review research within the School and to submit reports on research to the Academic Council;
- h) To frame general rules and guidelines for the evaluation of continuous internal assessment including the Counselling Activities & Tutorials(CAT), assignments, quizzes, sessional work, Mid-Term and End-Semester Examinations;
- i) To recommend to the Academic Council, the award of research degrees to candidates who have been found qualified and fit to receive such degrees;
- j) To consider and act on any proposal regarding the welfare of the students of the School;
- k) To perform all other functions which may be prescribed by the Act, the Statutes and the Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice - Chancellor; and
- l) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

#### **Meetings of the School Board**

- 4) The Board shall hold at least two ordinary meetings in an Academic year, one in each semester;
- 5) The Dean may convene special meetings of the Board at his/her own initiative or at the suggestion of the Vice - Chancellor or on a written request from at least one-fifth of the members of the Board;

#### **Quorum**

- 6) The quorum for the meeting of the Board shall be one-third of its total members.

#### **Notice**

- 7) Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.
- 8) The Dean may convene emergency meeting of the Board at short notice.

#### **Rules of Business**

- 9) Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.



**DRAFT ORDINANCE No. 23**  
**TRAVELING AND HALTING ALLOWANCE RULES**  
**Section 28(o); Statute 2(iii) and 12(xx)**

- 1) These Rules may be called the Travelling and Halting Allowance Rules of the Central University of Himachal Pradesh and shall apply to the members of the authorities of the University, members of the Committee(s) appointed by the authorities or by the Vice Chancellor; and the officers, employees and teachers of the University.
- 2) The officers, employees and teachers of the University will be paid travelling/ halting allowance for travel in connection with:
  - a) Official work including deputation to accompany students on excursion, educational tour, field work etc.
  - b) Research, Fieldwork, Consultancy and/or Extension work etc.
  - c) Participation, as a nominated delegate of the University, in congresses, conferences, seminars, workshops, trainings and management development programmes, etc.
  - d) Such other duties as may be assigned to a person by the Vice Chancellor and/or the University authorities.
- 3) Claim for TA/DA shall not be entertained unless prior approval of the competent authority has been obtained for undertaking such journeys as under:
  - a) Travel in connection with participation in congresses, conferences, seminars, workshops, trainings, management development programmes, etc. as a nominated delegate of the University, shall require prior approval of the Vice Chancellor.
  - b) Travel in connection with research work/field works by teachers including Head of the Department/Director of Centre and other Research/Technical Staff of the University shall require prior sanction of the Deans of the School concerned. Provided that the Dean of the School shall ensure that the travel is in connection with respect to projects already approved by the University and that the expenditure shall be within the sanctioned provision.
  - c) Travel in connection with teachers/staff accompanying students on excursion, educational tour, field work etc. shall require prior approval of the Heads of the Department/Directors of the Centres. Provided that the Heads/Directors shall ensure that the excursion/tours/field works is prescribed as a component of the course and that necessary provisions are available in the approved budget of the University.
  - d) Travel in respect of Coaches, Convenors, Teams or any other person(s) in connection with Activity Clubs/Societies etc. shall require prior approval of the Dean of Students' Welfare. Provided that the Dean of Students' Welfare shall ensure that the travel is in connection with activities already approved by the University and that the expenditure shall be within the sanctioned provision.

- e) Travel by Deans, Registrar, Finance Officer, Controller of Examination, Librarian and Dean of Students' Welfare, shall require prior sanction and approval of the Vice Chancellor.
  - f) Travel in connection with work assigned to a person by the Vice Chancellor and/or University authorities shall require sanction and approval of the Vice Chancellor.
  - g) Travel in connection with approved official work, shall require prior sanction of the Dean, Registrar, Finance Officer, Controller of Examination, Heads of the Departments/Directors of the Centres, Librarian and Dean of Students' Welfare, with respect to the staff working with them.
- 4) **Travelling and Halting Allowance:** Travelling and Halting Allowance shall be applicable to various categories as per **Schedule A**.
- 5) **Daily Allowance:** Daily Allowance shall be payable to various categories as per **Schedule B** and shall be subject to Govt of India rules as notified from time to time.
- 6) Members of the authorities other than the employees of the University who reside at Headquarters shall be entitled to travelling allowance for attending meetings of authorities or Committees as prescribed under 2(a) above.
- 7) The Vice Chancellor shall have power to grant travelling and halting allowance at any other rate or rates in special cases, if necessary.
- 8) Travel in connection with the funded research projects/consultancy/extension work (i.e., projects sanctioned to a teacher/staff/researcher by an agency other than the University) shall be governed by the TA/DA rules as applicable to the project and specified by the funding agency. Provided that if the rules of the funding agency are silent on the subject, then the project/consultancy/extension shall be governed by the TA/DA rules of the University.
- 9) If a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he/she shall be entitled to travelling/halting allowance for onward journey only.
- 10) If a member of the vacation staff is recalled from outside, during vacation, to attend meetings or any other official work of the University, he/she will be entitled to travelling allowance for the journey undertaken from the place of stay outside to the place of the meeting and back but not to any halting allowance.
- 11) An employee recalled to duty before the expiry of leave sanctioned to him/her will be entitled to draw travelling allowance from the place at which the communication reaches him/her provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travelling allowance may be allowed at the discretion of the Vice Chancellor.

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- 12) For travel in connection with conference/seminar/workshop etc. with the financial assistance under the scheme "Unassigned Grants" of University Grants Commission, shall be governed by the rules of unassigned grants as prescribed by the UGC.
- 13) In respect of teachers nominated/deputed to attend the conferences/ seminar/ workshop from out of the University funds other than unassigned grants, the following cases of teachers shall be considered for approval by the competent authority:
  - a) A person who is nominated or elected as President or Chairman of the Conference/meeting/session etc.
  - b) A person whose paper has been accepted for being presented at the Conference/Seminar.
  - c) The travelling allowance shall not exceed the actual travelling expenses and halting allowance that may be paid in special cases to the participating teachers, shall be decided by the Vice Chancellor.
- 14) On educational tour/field work trips, the railway fare will be allowed at the concessional rate, where such concession is permissible under the railway regulations, by the class to which the person is entitled according to his/her grade.
- 15) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his/her travelling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until the account of the first advance has been rendered.
- 16) The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any, shall, however, be refundable immediately. Unless permitted by the Vice Chancellor the entitlement of a person to travelling and halting allowances is forfeited as deemed to have been relinquished if the claim is not submitted within one year from the date on which they become due.
- 17) Travelling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect.
- 18) The Vice-Chancellor will be his/her own Controlling Officer and shall also be the Controlling Officer in the case of Deans, Registrar, Finance Officer, Controller of Examination, Librarian and Dean of Students' Welfare.
- 19) The Deans, Directors/HoDs, Registrar, Finance Officer, Controller of Examination, Librarian and Dean of Students' Welfare shall be the Controlling Officers in respect of the staff working under them.
- 20) It shall be the duty of a Controlling Officer before signing or countersigning a travelling allowance:
  - a) To see that the halt has not been unnecessarily or unduly protracted;
  - b) To satisfy himself/herself that travelling allowance for journey by Rail has been claimed for the class of accommodation actually used;

- c) To observe any other instructions which the University may issue for his/her guidance from time to time.
- 21) The Controlling Officer may disallow any claim, which in his/her opinion, does not fulfil the above conditions.
- 22) The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a journey performed in the University's interest within a radius of 8 kms from his/her headquarters when a staff car/ University conveyance is not made available and no travelling allowance is admissible. Rules in this regard shall be as per Govt. of India rules issued and amended from time to time.

**Scale of conveyance:** The conveyance hire reimbursed shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a conveyance. If the places to be visited are not connected by public conveyance, scooter/auto rickshaw fare may be paid.

Note 1: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his/her residence the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him/her.

Note 2: In the case of a person less than in the rank of Assistant or equivalent, conveyance expenses may be paid to him/her, if he/she is required to come to office outside the ordinary hours of duty and does not receive any special remuneration/overtime allowance.

Note 3: When a person travels in a class lower than that he/she is entitled, he/she shall be entitled to the reimbursement fare of the class actually used.

- 23) If there is any confusion or overlap, the Govt. of India Rules shall prevail.**
- 24) Anything which is not contained in this ordinance may be dealt as per the rules of the Government of India.**

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## Schedule A: Travelling & Halting Allowance

Categories	Journey By Air	Journey By Train/Rail	Travel by taxi/ own car	Journey by Road/Road Mileage
Non-Official Members of the University authorities/ Committees and Experts	According to the entitlements to which he/she was entitled before retirement. Other non-official members/experts will be entitled to travel by air by the cheapest fare in economy class inclusive of Development Fee charged, if any. The journey by private airlines is also permissible subject to the condition that the fare charged is not more than Air India Fare or where Air India does not operate.	Entitled to travel by all trains including Rajdhani Express/Shatabdi Express. They will be entitled to travel by the class of entitlement before retirement. The cancellation charges shall also be reimbursable in case of cancellation or postponement of meeting by the University.	Entitlement limited to 350 kms (one side) or actual distance covered whichever is less @ Rs.8.00 per km. If the distance covered is more than 350 kms (one side) the reimbursement will be limited to 350 kms (one side) only or as may be amended by the UGC from time to time.	The taxi/own car (AC/non-AC) fare from residence to airport/railway station/Bus stand and from the place of meeting to airport/railway station/ bus station/residence shall be payable @ Rs.16.00 per km and auto rickshaw/ scooter @ Rs.8.00 per km or as may be amended by the UGC from time to time.
Official Members of the University authorities/ Committees	According to the entitlements as per their Grade Pay according to the Govt of India Rules	According to the entitlements as per their Grade Pay according to Govt of India Rules	Rs.8.00 per km limited to 350 kms (one side) or actual distance covered whichever is less or as may be amended by the UGC from time to time..	As per Govt of India Rules
The Vice Chancellor	Executive/ Business Class	Air conditioned First Class or the highest class of accommodation provided by the Railway	As per Govt of India Rules	Actual as per Govt of India Rules
Employees drawing grade pay of Rs.10,000/- and above and those in pay scale of HAG+ and above	Business/Club class	AC First class	As per Govt of India Rules	As per Govt of India Rules
Employees drawing grade pay of Rs.7,600, 8000, 8700, 8900 and 9000/-	Economy Class	AC First class	As per Govt of India Rules	As per Govt of India Rules
Employees drawing grade pay of Rs.5,400, 6000, 6600, 7000,	Economy Class	AC II Tier	As per Govt of India Rules	As per Govt of India Rules
Employees drawing grade pay of Rs.4,200, Rs.4,600 & Rs.4800.	Not Entitled	AC II Tier	As per Govt of India Rules	As per Govt of India Rules
Employees drawing grade pay below Rs.4,200	Not Entitled	First Class/AC III Tier/AC Chair car	As per Govt of India Rules	As per Govt of India Rules
<p><b>Note 1:</b> 'Pay' means, pay in the revised scales of pay, special pay, non practicing allowance, personal pay and any other emoluments which may be specially classed as pay, actually drawn by the person.</p> <p><b>Note 2 :</b> In the case of re-employed persons, 'pay' will include the amount of original pension and pension equivalent of retirement gratuity which he has been allowed to draw in addition to pay on re-employment. If the total of pay plus pension etc. exceeds the maximum of the pay scale of the post, such excess will be ignored.</p> <p><b>Note 3:</b> Contractual/fixed salary employees/workers or part time workers shall rank in such grade as the Vice Chancellor may decide on a case to case basis.</p>				

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**Schedule B: Daily Allowance**

<b>Categories</b>	<b>Daily Allowance</b>
Non-official Outstation members/experts	Rs.1000.00 per day (inclusive of boarding/lodging) if the Member/ Expert stays in a Hotel and produces a Receipt. Rs.250.00, if the member/expert makes his own arrangements irrespective of the classification of the city or arrangement made and the expenditure borne by the University, for stay (lodging only) in any State Guest House or for single room in medium range ITDC or State run Tourist hotels/hostels or registered societies like IIC, India Habitat Centre, for which prior approval of the University is required to be obtained.
Non-official Local Members/Experts	No DA is payable to local members/experts.
Official Members of the University authorities	As per their entitlements according to Govt of India Rules
Members of the Committees appointed by the University authorities and Experts	As per their entitlements according to Govt of India Rules
The Vice Chancellor	As applicable to HAG+ Officers
Employees drawing grade pay of Rs.10,000/- and above and those in pay scale of HAG+ and above	Reimbursement for Hotel accommodation/guest house of up to Rs. 5000/- per day; reimbursement of AC taxi charges of up to 50 kms per day for travel within the city; and reimbursement of food bills not exceeding Rs. 500/- per day.
Employees drawing grade pay of Rs.7,600, 8000, 8700, 8900 and 9000/-	Reimbursement for Hotel accommodation/guest house of up to Rs.3000/- per day; reimbursement of non-AC taxi charges of up to 50 kms per day for travel within the city; and reimbursement of food bills not exceeding Rs. 300/- per day.
Employees drawing grade pay of Rs.5,400, 6000, 6600, 7000	Reimbursement for Hotel accommodation/guest house of up to Rs.1500/- per day; reimbursement of taxi charges of up to Rs.150 per day for travel within the city and reimbursement of food bills not exceeding Rs.200/- per day.
Employees drawing grade pay of Rs.4,200, Rs.4,600/- & Rs.4800/-	Reimbursement for Hotel accommodation / guest house of up to Rs.500/- per day; reimbursement of taxi charges of up to Rs.100 per day for travel within the city and reimbursement of food bills not exceeding Rs.150/- per day.
Employees drawing grade pay below Rs.4,200.	Reimbursement for Hotel accommodation / guest house of up to Rs.300/- per day; reimbursement of travel charges of up to Rs.50 per day for travel within the city and reimbursement of food bills not exceeding Rs.100/- per day.
<b>Note:</b> The non-official as well as official members of the authorities/committees and the Experts, other than university employees, shall also be entitled for sitting fee/honorarium which shall also be payable as per University Rules.	

**DRAFT ORDINANCE No. 24**

**CADRE RECRUITMENT RULES INCLUDING MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES  
OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF**

*28(1)(o) read with Statute 23(2) of the University Act & Statutes*

1. The employees of the university, other than teachers and other academic staff, shall be grouped in to Group A, B and C category and such other categories as classified by Govt. of India from time to time.
2. The age, qualifications and method of recruitment for appointment to various posts in the university shall be such as may be prescribed in the cadre recruitment rules or as determined by the Executive Council from time to time.
3. The emoluments of employees shall be as prescribed by Govt. of India / UGC from time to time.

**SELECTION COMMITTEE:**

4. The constitution of the Selection Committee for appointment by direct recruitment of various categories of employees shall be as per Schedule I.
5. The candidates will be selected by Selection Committee through personal interview. The University reserves the right to short-list the candidates to be called for interview by a Screening Committee constituted by the Vice Chancellor.
6. The University may conduct competitive written test / trade test /technical test for the selection of such posts and that the candidates may be short-listed for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled-up.
7. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
8. The recommendations of the Selection Committee in respect of the posts of group A will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council.
9. The Vice-Chancellor shall make appointments on the basis of the recommendations of the Selection Committee to the posts of Groups B & C.
10. The rules and procedures prescribed by the Govt. of India/UGC in respect of the reserved categories shall be followed as provided in Section 7 of the University Act and as prescribed by the GOI/UGC from time to time.
11. The Central Civil Services Rules in regard to Pay & Allowances, Leave, Pension and PF shall be followed subject to amendments, if any, from time to time.
12. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
13. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
14. No recommendation should be made with a condition attached to it.
15. The Vice Chancellor shall have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts.
16. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged etc. candidates as per rules of GOI/UGC.



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17. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications & age etc, it shall be so stated and recorded.
18. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so by giving reasons therefore.
19. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
20. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict/short-list the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
21. The in-service candidates shall be required to apply through proper channel.
22. Outstation candidates called for interview for the Statutory Positions shall be paid upto 2-AC fare.
23. Outstation candidates belonging to SC/ST/PH categories called for interview for Group A Post will be paid up to 2-AC fare and for Group B & C posts, the candidates shall be paid equivalent to return single second class railway fare towards journey expenses on production of proof.
24. The Chairman of the Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act, Statutes & Ordinances.
25. Canvassing in any form by the candidate and/or on his/her behalf will disqualify such candidate.
26. The Selection Committee's recommendations, when approved shall remain valid for a period of one year from the date of such approval.
27. The University shall encourage candidates to apply online by logging on to the website of the University. However, application forms for various posts may be downloaded, free of cost from the University Website or may be purchased from the University for the price as determined by the University from time to time.
28. The applicants shall be required to pay a non-refundable application fee as prescribed by the University from time to time. The application fee for the SC/ST/PH category candidates shall be one-fourth of the application fee so prescribed. In-service candidates of the University need not pay any application fee.
29. In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the High Court in whose jurisdiction the University is located.

### **Promotion Policy:**

30. Promotional avenues to the non-teaching staff shall be in accordance with the Rules as determined by the Executive Council.

### **Departmental Promotion Committee:**

31. The constitution of the Departmental Promotion Committee for promotion to non-teaching posts shall be as per Schedule II:

### **CADRE RECRUITMENT RULES**

32. The University shall have the following methods of recruitment for employees of the university, other than teachers and other academic staff:
  - a. By direct recruitment;
  - b. By promotion;
  - c. By deputation of employees whose services are borrowed from other organisations;

- d. By appointment of contract service; and
  - e. Re-employment of persons who retired from service.
33. Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the next lower grade in a service, subject to such conditions of eligibility as may be prescribed by the Executive Council.
34. Every appointment by promotion shall be on the basis of qualifications, suitability, past performance and conduct, as evident in the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.
35. The scales of pay for the posts in various cadres of employees shall be as prescribed by the GOI/ UGC from time to time, and emoluments shall be drawn at the minimum of the scale or at such higher stage as may be fixed in accordance with the rules prescribed.
36. Provided that the pay scales may be revised from time to time by GOI/UGC and upon such revision, every employee shall have an option, to be exercised in writing within a prescribed time limit, as to the pay scale in which he/she shall draw his/her emoluments.

**Qualifications, experience and age etc. for selection to the statutory, non-teaching posts.**

37. The qualifications, experience and age etc., required for different posts are set out in Schedule III and for such other posts that may be created in future, the same shall be prescribed in these rules as approved by the Executive Council in accordance with the GOI / UGC Guidelines.

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## Schedule I: Composition of Selection Committee for appointment by direct recruitment

<b>For Group A &amp; B Posts (Other than Statutory Positions)</b>		
1.	The Vice Chancellor or his/her Nominee not below the rank of Professor or, the Pro-Vice Chancellor	Chairman
2	Two members of the Executive Council nominated by the Vice Chancellor	Members
3	Two Experts not in the service of the University to be nominated by the Vice Chancellor	Members
4	Head of the Office/Dean of the School concerned	Member
5	One person to be nominated by the Vice Chancellor, who is a woman, a SC/ST Category and one minority community member, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	Member
6	The Registrar	Member
<b>For Group C Posts</b>		
1	Registrar	Chairman
2	One Member of the Executive Council to be nominated by the Vice Chancellor	Member
3	Two members of the teaching staff of the University to be nominated by the Vice-Chancellor	Members
4	One expert not in service of this University, to be nominated by the Vice-Chancellor	Member
5	Head of the Office/Dean of the School	Member
6	One person to be nominated by the Vice Chancellor, who is a woman, a SC/ST Category and one minority community member, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	Member

## Schedule II: Composition of Departmental Promotion Committee for appointment by promotion to non-teaching posts

<b>For Appointment by Promotion to non-teaching posts with the grade pay of Rs. 2,800- or below (or equivalent slab in the revised scale)</b>		
1	Registrar	Chairman
2	Dean of School or Head of the Section concerned	Member
3	Two persons not in the service of the University to be nominated by the Vice Chancellor, one of whom shall be SC/ST category, a woman and a minority community person, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	Members
4	Deputy Registrar (Administration)	Member
<b>For Appointment by Promotion to non-teaching posts with grade pay of above Rs. 2800 &amp; upto Rs. 4600 (or the equivalent slab in the revised scale)</b>		
1	Pro Vice Chancellor or one of the Deans to be nominated by the Vice Chancellor	Chairman
2	Registrar	Member
3	Two Members of the Executive Council to be nominated by the Vice Chancellor	Members
4	Dean of the School or Head of the Section concerned	Member
5	Two persons not in the service of the University to be nominated by the Vice Chancellor, one of whom shall be SC/ST category, a woman and a minority community person, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	Members
<b>For Appointment by Promotion to non-teaching posts with grade pay of Rs. 4800 or above (or the equivalent slab in the revised scale)</b>		
1	Vice Chancellor or the Pro Vice Chancellor in case the Vice Chancellor is not available	Chairman
2	Registrar	Member
3	Two members of the Executive Council to be nominated by the Vice Chancellor	Member
4	Dean of the School or Head of the Section concerned	Member
5	Two persons not in the service of the University to be nominated by the Vice Chancellor, one of whom shall be SC/ST category, a woman and a minority community person, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	Members

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## Schedule III: Minimum Prescribed Qualification for Statutory and Non-teaching Positions

Positions & Pay Scale	Minimum & Desirable Qualification & Age Limit
<b>Statutory Posts</b>	
<b>REGISTRAR</b> Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)	<b>Minimum Qualifications:</b> <ol style="list-style-type: none"> <li>i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</li> <li>ii. At least 15 years of experience as Assistant Professor in AGP of Rs 7000 and above or with 8 years of service in the AGP of 8000 and above including as Associate Professor along with the experience in educational administration  <div style="text-align: center;">OR</div>                     Comparable experience in research establishment and / or other institutions of higher education.  <div style="text-align: center;">OR</div>                     15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</li> </ol> <p><b>Age of Superannuation:</b> 62 Years</p>
<b>FINANCE OFFICER</b> Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)	<b>Minimum Qualifications:</b> <ol style="list-style-type: none"> <li>i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</li> <li>ii. At least 15 years of experience as Assistant Professor in AGP of Rs 7000 and above or with 8 years of service in the AGP of 8000 and above including as Associate Professor along with the experience in educational administration  <div style="text-align: center;">OR</div>                     Comparable experience in research establishment and/or other institutions of higher education  <div style="text-align: center;">OR</div>                     15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</li> </ol> <p><b>Desirable:</b> Preference will be given to candidates with M.Com./M.B.A. (Finance)/CA/ICWA/SAS and/or appropriate experience of financial management of which 8 years as Deputy Registrar or an equivalent post of a University/Government.</p> <p><b>Age of Superannuation:</b> 62 Years</p>
<b>LIBRARIAN</b> Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)	<b>Minimum Qualifications:</b> <ol style="list-style-type: none"> <li>i. Master's Degree in Library Science/ Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.</li> <li>ii. At least thirteen years' experience as a Deputy Librarian in a University Library or eighteen years' experience as a College Librarian.</li> <li>iii. Evidence of innovative Library service and organization of published work.</li> </ol> <p><b>Desirable:</b> M. Phil./ Ph. D. Degree in Library Science/Information Science/Documentation/ Archives and manuscript keeping.</p> <p><b>Age of Superannuation:</b> 62 Years</p>
<b>CONTROLLER OF EXAMINATIONS</b> Pay Scale: Rs.37400-67000 (Grade Pay Rs.10,000/-)	<b>Minimum Qualifications:</b> <ol style="list-style-type: none"> <li>i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</li> <li>ii. At least 15 years of experience as Assistant Professor in AGP of Rs 7000 and above or 8 years of service with AGP of 8000 and above including as Associate Professor along with the experience in Higher Educational Administration  <div style="text-align: center;">OR</div>                     Comparable experience in research establishments and / or other institutions of higher education.  <div style="text-align: center;">OR</div>                     15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</li> </ol> <p><b>Desirable:</b> Adequate experience in the pre-conduct and post-conduct of</p>

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	University examinations or other comparable examinations; working knowledge of examination software and results automation.  <b>Age of Superannuation: 62 Years</b>
<b>Group A Posts</b>	
<b>DEPUTY REGISTRAR</b> Pay Scale: Rs.15600-39100 (Grade Pay Rs.7,600/-)	<b>Minimum Qualifications:</b> i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. ii. Nine Years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration. OR Comparable experience in research establishment and / or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post in a university / similar institution.  <b>Desirable:</b> Good working knowledge of computer application.  <b>Age of Superannuation: 60 Years</b>
<b>DEPUTY FINANCE OFFICER</b> Pay Scale : Rs.15600-39100 (Grade Pay Rs.7,600/-)	<b>Minimum Qualifications:</b> i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. iii. Nine Years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration. OR Comparable experience in research establishment and / or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post.  <b>Desirable:</b> Preference will be given to candidates with M.Com./M.B.A. (Finance)/ ICWA/CA/SAS  <b>Age of Superannuation: 60 Years</b>
<b>DEPUTY LIBRARIAN:</b> Pay Scale : Rs.15600-39100 (Academic Grade Pay Rs.8000/-)	<b>Minimum Qualifications:</b> i. Master's Degree in Library Science / Information Science /Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale; ii. Five years experience as an Assistant University Librarian /College Librarian. iii. Evidence of innovative Library services, and organisation of published work and professional commitment, computerization of Library.  <b>Desirable:</b> M. Phil./ Ph.D. Degree in Library Science/Information Science /Documentation / Archives and Manuscript-keeping, Computerisation of Library.  <b>Age of Superannuation: 60 Years</b>
<b>DEPUTY CONTROLLER OF EXAMINATION</b> Pay Scale : Rs.15600-39100 (Grade Pay Rs.7,600/-)	<b>Minimum Qualifications:</b> i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. ii. Nine Years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration. OR Comparable experience in research establishment and / or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post.  <b>Desirable:</b> Adequate experience in the pre-conduct and post-conduct of university examinations or other comparable experience; working knowledge of

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	<p>examination software and results automation.</p> <p><b>Age of Superannuation:</b> 60 Years</p>
<p><b>SYSTEMS ADMINISTRATOR</b> Pay scale Rs.15600-39100 (Grade Pay Rs.7,600/-)</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Electronic Engineering/Computer Engineering with 5 years' experience in computing.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>ii. M.Sc. with PGDCA with 7 years experience in computing.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>iii. M.C.A. with 7 years Experience in computing.</li> </ul> <p>All Degrees/Diplomas shall be from recognized University / Institution with minimum 55% marks.</p> <p><b>Desirable:</b> Adequate experience in Computer Hardware and software &amp; other comparable experience in office automation/ e-governance/ ERP/ Networking.</p> <p><b>Age of Superannuation:</b> 60 Years</p>
<p><b>INTERNAL AUDIT OFFICER</b> Pay Scale : Rs. 15600 - 39100 (Grade Pay 7,600/-)</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. IA&amp;AS/SAS/CA/ICWA or equivalent Accounts qualifications;</li> </ul> <ul style="list-style-type: none"> <li>ii. Deputy Controller/ Deputy Director (Audit) in the scale of 15600-39100+GP 7600</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>iii. Assistant Controller/ Assistant Director (Audit)/ Senior Audit Officer or equivalent in the Scale of Rs 15600-39100+GP 5400 with 5 years experience</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>iv. 15 years combined experience Assistant Controller/ Assistant Director (Audit)/ Senior Audit Officer &amp; Section Officer (Audit).</li> </ul> <p><b>Desirable:</b> Preference will be given to candidates having experience of working in organisations having Double entry system of accounting and working in universities or similar organisations and knowledge of computer applications.</p>
<p><b>EXECUTIVE ENGINEER</b> Pay scale Rs.15600-39100 (Grade Pay Rs.6,600/-)</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelors Degree in Civil Engineering from a recognised university/Institution;</li> <li>ii. 10 years of experience in design, systems and construction of building, roads, sanitary and water supply systems including maintenance of the same, of which 5 years' experience as Assistant Engineer or comparable post.</li> </ul> <p><b>Desirable:</b> Post-graduate Degree in structures/Structural/Civil Engineering.</p> <p><b>Age of Superannuation:</b> 60 Years</p>
<p><b>ASSISTANT REGISTRAR AND ITS EQUIVALENT POSTS</b> Pay Scale : 15600-39100 (Grade Pay Rs.5,400/-)</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</li> <li>ii. Five years of experience as Section Officer in Central /State University/Government Department.</li> </ul> <p><b>Age of Superannuation:</b> 60 Years</p>
<p><b>ASSISTANT FINANCE OFFICER</b> Pay Scale : 15600-39100 (Grade Pay Rs.5,400/-)</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</li> <li>ii. Five years of experience as Section Officer / Superintendent in Central /State University/Government Departments.</li> </ul> <p><b>Desirable:</b> Preference will be given to candidates with M.Com./MBA (Finance)/ CA/ICWA/SAS</p> <p><b>Age of Superannuation:</b> 60 Years</p>
<p><b>ASSISTANT CONTROLLER OF EXAMINATION</b> Pay Scale : 15600-39100</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</li> </ul>

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(Grade Pay Rs.5,400/-)	<p>ii. Five years of experience as Section Officer / Superintendent in Central /State University / Government Departments.</p> <p><b>Desirable:</b> Adequate experience in the conduct of university examinations or some other comparable examinations; working knowledge of examination software and results automation.</p> <p><b>Age of Superannuation:</b> 60 Years</p>
<p><b>PUBLIC RELATIONS OFFICER</b> Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)</p>	<p><b>Minimum Qualifications:</b></p> <p>i. Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</p> <p>ii. Five years of experience as editor/sub-editor/deputy editor/correspondent/Assistant Public Relations Officer in a reputed National level Media Organisation or in an equivalent post in Central /State University / similar institution/Government Department.</p> <p><b>Desirable:</b></p> <p>i. Master's Degree in Communication and Journalism from a recognised University;</p> <p>ii. Experience in the News desk/editorial Department of any established English/Hindi Newspapers accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies; and</p> <p>iii. Knowledge of two or more Indian Languages with proficiency in English &amp; Hindi with good working knowledge of computer applications.</p> <p><b>Age of Superannuation:</b> 60 Years</p>
<p><b>MEDICAL OFFICER</b> Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)</p>	<p><b>Minimum Qualifications:</b></p> <p>i. Medical Graduate (Allopathic), i.e., MBBS registered with the Medical Council of India (MCI)</p> <p>ii. Five years of experience as General Duty Officer in a residential teaching institution or a hospital of repute.</p> <p><b>Desirable:</b> Candidates with post-graduate qualifications in <b>Medicine/Surgery</b> will be preferred.</p> <p><b>Age of Superannuation:</b> 60 Years</p>
<p><b>ASSISTANT LIBRARIAN</b> Pay scale Rs.15600-39100 (Academic Grade Pay Rs.6,000/-)</p>	<p><b>Minimum Qualifications:</b></p> <p>i. Master's Degree in Library Science/Information Science/Documentation or an equivalent professional degree with at least 55% marks or an equivalent grade of B in a 7 point scale wherever grading system is followed</p> <p>ii. Consistently good academic record with knowledge of computerization of library.</p> <p>iii. Qualifying in the National Level Eligibility Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iv. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree), Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian.</p> <p><b>Age of Superannuation:</b> 60 Years</p>
<p><b>INFORMATION SCIENTIST</b> Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)</p>	<p><b>Minimum Qualifications:</b></p> <p>i. Bachelors Degree in Computer Engineering OR</p> <p>ii. Master's Degree in Computer Application (MCA) OR</p> <p>iii. Master's Degree in Library and Information Science (M.Lib or M.Lib.Sc.) and Post Graduate Diploma in Computer Application (PGDCA) OR</p> <p>iv. Bachelors Degree in Library and Information Science B.Lib or B.L.I.Sc) with three years' experience in the field and Post Graduate Diploma in Computer Application (PGDCA).</p>



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	<p>All Degrees/Diplomas shall be from recognized University / Institution with minimum 55% marks</p> <p><b>Desirable:</b> Adequate experience in Computer software &amp; other comparable experience in office automation/ e-governance/ ERP/ Networking.</p> <p><b>Age of Superannuation:</b> 60 Years</p>
<p><b>SYSTEMS ANALYST</b> Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>i. Bachelors Degree in Electronic Engineering/Computer Engineering with 5 years' experience in computing. OR</li> <li>ii. M.Sc. with PGDCA with 7 years' experience in computing. OR</li> <li>iii. M.C.A. with 7 years' Experience in computing.</li> </ol> <p>All Degrees/Diplomas shall be from recognized University / Institution with minimum 55% marks</p> <p><b>Desirable:</b> Adequate experience in Computer software &amp; other comparable experience in office automation/ e-governance/ ERP/ Networking.</p> <p><b>Age of Superannuation:</b> 60 Years</p>
<b>Group B</b>	
<p><b>SECTION OFFICER</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>i. Graduate in any discipline with good working knowledge of computer applications.</li> <li>ii. 5 years of experience as Superintendent/Assistant in Central/State Universities or similar other institutions/Government Departments</li> </ol> <p><b>Age of Superannuation:</b> 60 Years <b>Age limit for direct recruits:</b> 40 years</p>
<p><b>PRIVATE SECRETARY</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>i. Graduate in any discipline with proficiency in English and good working knowledge in computer application.</li> <li>ii. English Typing speed, 40 wpm.</li> <li>iii. English Stenography speed 120 wpm.</li> <li>iv. Five years of Experience as Personnel Assistant in Central/State Universities or similar other institutions/ Government Department.</li> </ol> <p><b>Desirable:</b> Knowledge of Hindi Typing <b>Age of Superannuation:</b> 60 Years <b>Age limit for direct recruits:</b> 40 years</p>
<p><b>PERSONAL ASSISTANT</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>i. Graduate in any discipline with proficiency in English and good knowledge of computer application</li> <li>ii. English Typing speed, 40 wpm.</li> <li>iii. English Stenography speed 100 wpm.</li> <li>iv. Five Years of Experience as Stenographer in Central/State Universities or similar other institutions/ Government Department.</li> </ol> <p><b>Desirable:</b> Knowledge of Hindi Typing <b>Age of Superannuation:</b> 60 Years <b>Age limit for direct recruits:</b> 40 years</p>
<p><b>STATISTICAL OFFICER</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>i. Graduate with at least 55% of marks</li> <li>ii. Five years of experience as Assistant in Central/State Universities or similar other institutions/ Government Department.</li> <li>iii. Good working knowledge of Computer Applications and Statistics</li> <li>iv. Proficiency in collection and collation of data, tabulation and statistical analysis</li> </ol> <p><b>Age of Superannuation:</b> 60 Years <b>Age limit for direct recruits:</b> 40 years</p>
<p><b>ASSISTANT ENGINEER (Civil)</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>i. Bachelor's Degree in Civil Engineering</li> <li>ii. Five years of experience of supervising Civil works in any Govt. / Govt.</li> </ol>

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	<p>approved A Class Contractor, of which at least three years' experience should be as Junior Engineer</p> <p><b>Age of Superannuation: 60 Years</b> <b>Age limit for direct recruits: 40 years</b></p>
<p><b>ASSISTANT ENGINEER (Electrical)</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>iii. Bachelor's Degree in Electrical Engineering</li> <li>iv. Five years of experience of supervising Civil works in any Govt. / Govt. approved A Class Contractor, of which at least three years' experience should be as Junior Engineer (Electrical)</li> </ul> <p><b>Age of Superannuation: 60 Years</b> <b>Age limit for direct recruits: 40 years</b></p>
<p><b>PROFESSIONAL ASSISTANT</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. M. Lib/M. Lib. Sc or equivalent degree in Library/Information Sciences OR</li> <li>ii. PG with B. Lib Information Science with 3 years experience. OR</li> <li>iii. Graduate with B.Lib. Information Science with 5 years experience.</li> <li>iv. Good knowledge of computer application</li> </ul> <p>All Degrees/Diplomas shall be from recognized University / Institution with minimum 55% marks</p> <p><b>Age of Superannuation: 60 Years</b> <b>Age limit for direct recruits: 40 years</b></p>
<p><b>STAFF NURSE</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. 10+2 in Science Stream from a recognised Board</li> <li>ii. Bachelor's Degree in Nursing Or</li> </ul> <p>Three-year Diploma in Nursing/GNM from a recognized Institution/ Authority with a minimum of 2 years experience in Nursing in a reputed Hospital or Clinic.</p> <ul style="list-style-type: none"> <li>iii. Registration with Nursing Council of India/State</li> </ul> <p><b>Age of Superannuation: 60 Years</b> <b>Age limit for direct recruits: 40 years</b></p>

<b>Group C</b>	
<p><b>ASSISTANT</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree</li> <li>ii. Three years Experience as UDC / Office Assistant in Central/State Universities or similar other institutions/ Government Department.</li> <li>iii. Good working knowledge of computer applications.</li> </ul> <p><b>Age of Superannuation: 60 Years</b> <b>Age limit for direct recruits: 35 years</b></p>
<p><b>JUNIOR ENGINEER (Civil)</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Civil Engineering with at least three years experience in supervision of erection/ maintenance of Civil works. or</li> <li>ii. Three-years Diploma in Civil Engineering with at least five years experience in supervision of erection/ maintenance of Civil works.</li> <li>iii. Good working knowledge of computer applications.</li> </ul> <p><b>Age of Superannuation: 60 Years</b> <b>Age limit for direct recruits: 35 years</b></p>
<p><b>JUNIOR ENGINEER (Electrical)</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)</p>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>iv. Bachelor's Degree in Electrical Engineering with at least three years experience in supervision of erection/ maintenance of Electrical works.</li> </ul>

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	<p style="text-align: center;">or</p> <p>v. Three-year Diploma in Electrical Engineering with at least five years experience in supervision of erection/ maintenance of Electrical works.</p> <p>vi. Good working knowledge of computer applications.</p> <p><b>Age of Superannuation:</b> 60 Years <b>Age limit for direct recruits:</b> 35 years</p>
<p><b>GUEST HOUSE MANAGER</b> Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)</p>	<p><b>Minimum Qualifications:</b></p> <p>i. Bachelor's Degree</p> <p>ii. Five years of experience of managing a Canteen or a Mess attached to a Students Hostel or Guest House of a University or Institution of higher learning.</p> <p><b>Age of Superannuation:</b> 60 Years <b>Age limit for direct recruits:</b> 35 years</p>
<p><b>SEMI PROFESSIONAL ASSISTANT</b> Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)</p>	<p><b>Minimum Qualifications:</b></p> <p>i. Bachelor's Degree in Library/ Library &amp; Information Sciences</p> <p>ii. Good working knowledge of computer applications</p> <p><b>Desirable:</b> Master's Degree in Library/ Library &amp; Information Sciences or PG Diploma in Library Automation and Networking or PGDCA.</p> <p><b>Age of Superannuation:</b> 60 Years <b>Age limit for direct recruits:</b> 35 years</p>
<p><b>PHARMACIST</b> Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)</p>	<p><b>Minimum Qualifications:</b></p> <p>i. 10+2 in Science stream from a recognised Board/University</p> <p>ii. A Minimum of Two-year Diploma in Pharmacy</p> <p>iii. Registration with Pharmacy Council of India/State</p> <p>iv. 5 years experience as a Compounder/Pharmacist in a reputed dispensary or hospital.</p> <p><b>Age of Superannuation:</b> 60 Years <b>Age limit for direct recruits:</b> 35 years</p>

<p><b>TECHNICAL ASSISTANT</b> Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)</p>	<p><b>Minimum Qualifications:</b></p> <p>i. Bachelor's Degree in Sciences</p> <p style="text-align: center;">OR</p> <p>ii. 10+2 with a minimum of Three-years Diploma in the relevant field.</p> <p>iii. Good working knowledge of computer applications and maintenance of computer lab.</p> <p><b>Age of Superannuation:</b> 60 Years <b>Age limit for direct recruits:</b> 35 years</p>
<p><b>X-RAY TECHNICIAN</b> Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)</p>	<p><b>Minimum Qualifications:</b></p> <p>i. 10+2 in Science stream</p> <p>ii. Diploma in Radiology from recognized institutions.</p> <p>iii. Two years experience in handling X- Ray equipment of 300 M.A or above and in doing radiological reading/investigations/sonography in a hospital or clinic of repute.</p> <p><b>Age of Superannuation:</b> 60 Years <b>Age limit for direct recruits:</b> 35 years</p>
<p><b>LAB TECHNICIAN</b> Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)</p>	<p><b>Minimum Qualifications:</b></p> <p>i. 10+2 in Science stream</p> <p>ii. Diploma in Laboratory Technology or its equivalent from recognized institutions.</p> <p>iii. Two years experience as Laboratory Technician in a Hospital/Clinic/Diagnostic Lab of repute with familiarity in handling sophisticated equipments.</p>

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	<p><b>Age of Superannuation:</b> 60 Years  <b>Age limit for direct recruits:</b> 35 years</p>
<p><b>STENOGRAPHER</b>  Pay scale Rs.5200-20200  (Grade Pay Rs.2,400/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>Bachelor's Degree in any discipline with knowledge of computer application.</li> <li>English Typing Speed 35 wpm</li> <li>English shorthand speed 80 wpm</li> <li>A minimum of two years experience in Stenography</li> </ol> <p><b>Desirable:</b> Knowledge of Hindi Typing</p> <p><b>Age of Superannuation:</b> 60 Years  <b>Age limit for direct recruits:</b> 35 years</p>
<p><b>UPPER DIVISION CLERK</b>  Pay scale Rs.5200-20200  (Grade Pay Rs.2,400/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>Bachelor's degree or its equivalent with good working knowledge of computer application</li> <li>A minimum of three years experience as Junior /Office Assistant in Central/State Universities or similar other institutions/ Government Department.</li> </ol> <p><b>Age of Superannuation:</b> 60 Years  <b>Age limit for direct recruits:</b> 35 years</p>
<p><b>LIBRARY ASSISTANT</b>  Pay scale Rs.5200-20200  (Grade Pay Rs.2,000/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>10+2 with Diploma in Library Sciences</li> </ol> <p><b>Desirable:</b> Lower Grade Typing, Data entry operation or experience of working in computerized library.</p> <p><b>Age of Superannuation:</b> 60 Years  <b>Age limit for direct recruits:</b> 30 years</p>
<p><b>LAB ASSISTANT</b>  Pay scale Rs.5200-20200  (Grade Pay Rs.2,000/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>10+2 in Science stream with three years experience of working in a lab in an educational institution</li> </ol> <p><b>Age of Superannuation:</b> 60 Years  <b>Age limit for direct recruits:</b> 30 years</p>
<p><b>LOWER DIVISION CLERK</b>  Pay scale Rs.5200-20200  (Grade Pay Rs.1,900/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>10+2 or equivalent qualification from a recognized Board or University with at least 2nd Division.</li> <li>English Typing speed of 30 WPM</li> <li>Good working knowledge of computer applications</li> </ol> <p><b>Desirable:</b> Bachelor's degree in any discipline with good academic record.</p> <p><b>Age of Superannuation:</b> 60 Years  <b>Age limit for direct recruits:</b> 30 years</p>
<p><b>CARETAKER</b>  Pay scale Rs.5200-20200  (Grade Pay Rs.1,900/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>10+2 from a recognised Board or University.</li> <li>Experience of maintenance including sanitation, upkeep &amp; security.</li> </ol> <p><b>Age of Superannuation:</b> 60 Years  <b>Age limit for direct recruits:</b> 30 years</p>
<p><b>DRIVER</b>  Pay scale Rs.5200-20200  (Grade Pay Rs.1,900/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>8th Class Pass</li> <li>Valid Driving License for Light / Medium Vehicles</li> <li>At least 3 years experience of driving Light/Medium Vehicle  (Selection is to be made by Driving Test and Interview)</li> </ol> <p><b>Age of Superannuation:</b> 60 Years  <b>Age limit for direct recruits:</b> 30 years</p>
<p><b>ELECTRICIAN</b>  Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)</p>	<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"> <li>10th Class or equivalent with Industrial Training Institute Certificate in Electrician Trade with at least 60% marks</li> <li>Two years experience as Electrician in reputed organization</li> </ol> <p><b>Age of Superannuation:</b> 60 Years</p>

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	<p><b>Age limit for direct recruits: 30 years</b></p>
<p><b>COOK</b> Pay scale Rs.5200-20200 (Grade Pay Rs.1,900/-)</p>	<p><b>Minimum Qualifications:</b> i. 8th Class Pass ii. At least 3 years in the Kitchen of Hostel/Canteen/Guest House/restaurant.</p> <p><b>Age of Superannuation: 60 Years</b> <b>Age limit for direct recruits: 30 years</b></p>
<p><b>LIBRARY ATTENDANT</b> Pay scale Rs.4440-7440 (Grade Pay Rs.1800/-)</p>	<p><b>Minimum Qualifications:</b> 10th Class from a recognised Board/University or its equivalent with certificate course in Library Science from a recognized Institute.</p> <p><b>Age of Superannuation: 60 Years</b> <b>Age limit for direct recruits: 30 years</b></p>
<p><b>LAB ATTENDANT</b> Pay scale Rs.4440-7440 (Grade Pay Rs.1,800/-)</p>	<p><b>Minimum Qualifications:</b> 10th Class from a recognised Board/University or equivalent with Science subjects.</p> <p><b>Age of Superannuation: 60 Years</b> <b>Age limit for direct recruits: 30 years</b></p>
<p><b>OFFICE ATTENDANT/HOSTEL ATTENDANT</b> Pay scale Rs.4440-7440 (Grade Pay Rs.1,800/-)</p>	<p><b>Minimum Qualifications</b> A minimum of 10th Class pass</p> <p><b>Age of Superannuation: 60 Years</b> <b>Age limit for direct recruits: 30 years</b></p>
<p><b>KITCHEN ATTENDANT / CLEANER</b> Pay scale Rs.4440-7440 (Grade Pay Rs.1,800/-)</p>	<p><b>Minimum Qualifications:</b> 8th Class pass with experience of working in the Kitchen/Hostel/ Canteen or any large eating-houses.</p> <p><b>Age of Superannuation: 60 Years</b> <b>Age limit for direct recruits: 30 years</b></p>
<p><b>fgUnh Vadd is cS.M : 5200-20200 (xzsm is : .1,900/-)</b></p>	<p><b>U;wure@vfuok;Z vgZrk,a@;ksX;rk,a fdlh ekU;rk izklr fo ky;@cksMZ Is 12oha ijh{kk mRrh.kZ A</b> <b>fgUnh Vad.k esa xfr lhek% 25 'kCn izfr feuV IsokfuofrZ vk;q % 60 o"kZ vk;q lhek % 25 o"kZ Is vf/kd u gks</b></p>
<p><b>fgUnh vuqoknd is cS.M : 9300-34800 (xzsm is : .4,200/-)</b></p>	<p><b>U;wure@vfuok;Z vgZrk,a@;ksX;rk,a fdlh ekU;rk izklr fo'ofok ky; Is vaxszth@fgUnh esa LukrdsRrj dh mikf/k vkSj Lukrd Lrj ij vaxszth@fgUnh vfuok;Z@oSdfYid fo"k; ds :i esa jgh gks ;k ijh{kk dk ek/e jgh gksA</b> <b>fgUnh Is vaxszth vkSj vaxszth Is fgUnh esa vuqokn esa ekU;rk izklr fMlyksek@izek.k i= ikB~;dze fd;k gks ;k dsUnzh;@jkT; ljdkj ,oa Lok;Rr laLFkkvksa ds dk;kZy;ksa esa fgUnh Is vaxszth vkSj vaxszth Is fgUnh esa vuqokn dk;Z dk 2 o"kZ dk vuqHko gksA okaNuh; % laLd`r vFkok fdlh Hkkjrh; Hkk"kk dk Kku gksA</b> <b>lhek% 25 'kCn izfr feuV IsokfuofrZ vk;q % 60 o"kZ vk;q lhek % 30 o"kZ Is vf/kd u gks</b></p>
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**DRAFT ORDINANCE NO: 25**

**THE ALUMNI ASSOCIATION**

***Under Clause 35(2) of the Central Universities Act 2009***

1. There shall be an Alumni Association of the University.
2. The objective of the Association shall be to promote the objectives of the University, to maintain contacts and solidarity among the graduates of the University, and to raise funds for the development of the University.
3. The membership of the Association shall be open to all degree holders of the University, including the holders of diplomas and certificates.
4. The membership fee for the Association, shall be Rs. 500/= per year and Rs. 10,000/= for life or as decided by the Executive Council of the University from time to time.
5. There shall also be an Alumni Association Admission fee of Rs 100/= which shall be collected at the time of admission of students in the university.
6. The application for membership shall be in a form prescribed by the University.
7. The Executive Committee of the Association shall consist of the (a) President ; (b) Vice President; (c) General Secretary; (d) Joint Secretary; and (e) 10 other Members.
8. The Vice-Chancellor shall be the ex-officio Patron. All other office -bearers and members of the Association shall be elected for a term of three years.
9. No member of the Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least five years' standing.
10. Provided that the condition relating to the completion of one year membership shall not apply in case of the first election.
11. The funds of the Association shall be managed by the Finance Officer of the University who will maintain a separate Account for the purpose.
12. The elections of the Association and all its meetings shall be conducted in the manner to be prescribed by Regulations.
13. In case of any difficulty in operating any clause of the Ordinance the matter shall be referred to the Vice-Chancellor whose decision thereon shall be final.

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**DRAFT ORDINANCE NO: 26**  
**GAMES AND SPORTS COMMITTEE**

*Under Section 28 (1) (o) of the Central Universities Act 2009*

1. There shall be a Games and Sports Committee consisting of the following members, namely:
  - a. The Dean of Students' Welfare, who shall be the Chairperson;
  - b. Two prominent sportspersons to be nominated by the Vice Chancellor;
  - c. Presidents of various Games and Sports Clubs;
  - d. One Outstanding Sportsman/Sportswoman from among the students on rolls, nominated by the Chairman for a period of one year; and
  - e. The Director of Physical Education, who shall be the Ex-Officio Member-Secretary of the Games and Sports Committee.
2. The Committee shall :
  - a. take measures to attract the sports talent available in the University;
  - b. make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
  - c. Propose the budgetary requirements for games and sports;
  - d. allocate finances to the various Clubs;
  - e. maintain the play-grounds, gymnasia, swimming pools and other sports facilities of the University;
  - f. hold/organise contests, competitions, tournaments, athletic meets etc.;
  - g. recommend to the Vice-Chancellor the names of outstanding players/ sportspersons to be nominated for admission under sports quota, if any;
  - h. recommend to the Vice Chancellor names of the Outstanding player/Sportspersons for training/coaching facilities/stipend, if any; and
  - i. perform such other functions, as may be assigned to it by the Executive Council/ Academic Council/ Vice Chancellor from time to time.
3. The Director, Physical Education will operate the budget under the supervision of the Dean of Students' Welfare.
4. The Committee shall hold its meetings at least once in two months under the supervision of the DSW.
5. One-third of the total members shall form the quorum for a meeting of the Committee.

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**DRAFT ORDINANCE NO: 27**  
**PROCEDURE FOR CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES,**  
**INSTITUTIONS AND OTHER AGENCIES INCLUDING LEARNED BODIES OR ASSOCIATIONS**

*Under Section 28(1)(k) of the Central Universities Act 2009*

1. In consonance with the provision under section 5, 6(x) (xiv) of the Central Universities Act 2009, the University envisages to network and collaborate with other institutions of repute from India and abroad.
2. The University may network and collaborate with Institutions of higher Education, research institutions, industry, and/or NGOs of National and International repute.
3. The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for its faculty, research scholars and students.
4. With the above in view, the University may enter into Memorandum of Understanding (MOU) with other institutions of national and international repute.
5. Any proposal received and/or initiated by the University to enter into an MOU with other institutions shall be examined by a Committee comprising the following:
  - a. The Pro Vice Chancellor (PVC) or One of Deans, to be nominated by the Vice Chancellor, who shall be the chairperson
  - b. Two faculty members not below the rank of Professor, to be nominated by the Vice Chancellor
  - c. Coordinator, External Relations
  - d. The Deans of the Schools concerned
  - e. The Finance Officer
  - f. The Registrar, who shall be the Member Secretary
6. The Committee, referred as above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation as to whether it is in the interest of the University to enter into the MOU.
7. Recommendations of the Committee together with the draft of the MOU shall be placed for the consideration and approval of the Academic Council and Executive Council of the University.
8. All MOUs are to be for a specified time period and shall be reviewed periodically by the Committee for extension/continuation.

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**DRAFT ORDINANCE No.28**  
**EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEES**  
(Section 28(n) of the Act)

- 1) The University shall constitute a mechanism for the redressal of the grievances of Employees and Students of the University. To this effect the University shall constitute the following three Grievance Redressal Committees:
  - a) Students' Grievance Redressal Committee
  - b) Teachers' Grievance Redressal Committee
  - c) Non-Teaching Staff Grievance Redressal Committee
- 2) **STUDENTS' GRIEVANCE REDRESSAL COMMITTEE:**
  - a) The Students' Grievance Redressal Committee shall comprise the following:
    - i) The Dean of Students' Welfare or such other person to be nominated by the Vice Chancellor, who shall be the Chairman & Convener;
    - ii) Dean of the School concerned;
    - iii) Three persons nominated by the Vice Chancellor; and
    - iv) Three Representatives of the Students' Council.
  - b) Powers and Functions of the Students' Grievance Redressal Committee shall be:
    - i) to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
    - ii) to enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; and
    - iii) to recommend appropriate action against complainant(s), if allegations made are found to be baseless.
- 3) **TEACHERS' GRIEVANCE REDRESSAL COMMITTEE**
  - a) The Teachers' Grievance Redressal Committee shall comprise the following:
    - i) Pro-Vice-Chancellor (PVC) or one of the Deans to be nominated by the Vice Chancellor, who shall be the Chairman & Convener;
    - ii) Three faculty members, not below the rank of Professor to be nominated by the Vice Chancellor;
    - iii) Five teachers representing women, minority, SC, ST, OBC, to be nominated by the Vice Chancellor; and

iv) Dean of the School concerned.

b) The Powers and Functions of the Teachers' Grievance Redressal Committee shall be:

- i) to accept and consider written and signed complaints and petitions of teachers and other academic staff in respect of matters directly affecting them individually or as a group;
- ii) to enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; and
- iii) to recommend appropriate action against complainant(s), if allegations made are found to be baseless.

#### **4) NON-TEACHING STAFF GRIEVANCE REDRESSAL COMMITTEE**

a) The Non-Teaching Staff Grievance Redressal Committee shall comprise the following:

- i) Registrar, who shall be the Chairman & Convener;
- ii) Five persons from the non-teaching staff representing women, minority, SC, ST, OBC, to be nominated by the Vice Chancellor; and
- iii) Head of the Section concerned.

b) Powers and Functions of the Non-Teaching Staff Grievance Redressal Committee shall be:

- i) to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- ii) to enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; and
- iii) to recommend appropriate action against complainant(s), if allegations made are found to be baseless.

5) Grievances pertaining to the Students shall be received in the office of the Dean of Students' Welfare and shall be referred to the Students' Grievance Redressal Committee.

6) Grievances pertaining to the teachers, and other academic staff shall be received in the office of the Pro-Vice Chancellor/Chairman & Convener of the Teachers' Grievance Redressal Committee and shall be referred to the Teachers' Grievance Redressal Committee.

- 7) Grievances pertaining to the non-teaching and other non-academic staff shall be received in the office of the Registrar and shall be referred to the Non-Teaching Staff Grievance Redressal Committees.
- 8) The Grievance Redressal Committees, in their respective areas of jurisdiction, shall observe the following general principles:
  - a) Create awareness among the students, staff and teachers about the grievance redressal mechanism;
  - b) Register and acknowledge grievances received and referred to them;
  - c) To the extent possible, all grievances received shall be settled within a fortnight by arriving at a final decision;
  - d) If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
  - e) As a matter of general rule, no grievances should remain pending beyond the limit of three months;
  - f) The Chairman & Convener of the respective Grievance Redressal Committees should make himself/herself freely available to hear the grievances personally; and
- 9) Aggrieved parties who are not satisfied with redressal by the Grievance Redressal Committee, may appeal to the Vice-Chancellor for a reconsideration and review.

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**DRAFT ORDINANCE 29**  
**STANDING COMMITTEE ON EQUIVALENCE FOR RECOGNITION OF EXAMINATIONS/DEGREES**  
*(Section 28 (1) (o) of the Act)*

1. All proposals and requests for equivalence shall be examined by the Dean of the School concerned with regards to the courses of study and the standard of the Courses. report of the Dean shall be placed before the Standing Committee on Equivalence of Examinations/Degrees.

**Composition of the Standing Committee on Equivalence of Examinations/Degrees**

2. The Standing Committee on Equivalence of Examinations/Degrees shall consist of the following members:
  - i) Pro-Vice-Chancellor or One of the Deans to be nominated by the Vice Chancellor who shall be the Chairman
  - ii) Deans of the Schools;
  - iii) One person nominated by the Academic Council from amongst its members for a period of three years;
  - iv) Registrar; and
  - v) Controller of Examinations.....Member Secretary

**2) The functions of the Committee shall be**

- a) to consider the proposal for the recognition of new courses/examinations/degrees of other Universities/Boards/ Institutions ;
- b) to consider requests for recognition of Examinations/degrees received from other Universities/ Institutions/individual(s) and submit its recommendations to the Academic Council;
- c) to report to the Academic Council on all matters, which are referred to it; and
- d) to prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.

**Rules of Business**

- 3) One third of the members of the Committee shall constitute the quorum for a meeting of the Committee.
  - 4) The Committee shall frame the Rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.
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**CENTRAL UNIVERSITY OF HIMACHAL PRADESH  
DHARAMSHALA DISTT KANGRA (HP) – 176 215**

**Regulation 2**

**REGULATIONS FOR THE CONDUCT OF THE BUSINESS OF THE ACADEMIC COUNCIL  
(Made under the provisions of Section 29 of the Act and Statute 38 of 1st Statutes)**

1. These regulations may be called, “Regulations for the conduct of the business of the Academic Council” and shall come into force from the date of notification.
2. The Vice-Chancellor shall be the Chairman of the Academic Council. In his absence, the person performing his duties in terms of clause (7) of Statute 2 shall be the chairman of the Academic Council.
3. The Registrar shall be the Secretary of the Academic Council and in his absence the person performing his duties in terms of Statute 6(4) shall be the Secretary.
4. The date, time and place for holding the meeting of the Academic Council shall be as fixed by the Chairman.
5. The Registrar, under the direction of the Vice-Chancellor, shall send the notice and agenda at least 15 days before the meeting. The supplementary agenda shall be sent at least 7 days before the date of meeting.
6. No item shall be included in the agenda without the approval of the Vice-Chancellor.
7. An agenda item shall be considered as confidential record.
8. A regular meeting of the Academic Council shall be held at least three times in a year at such time, date and venue, as the Vice-Chancellor may decide.
9. An emergent item of business for the Academic Council, if any, may, at the discretion of the Vice-Chancellor, be disposed off by correspondence or circulation. Such item together with the decision and action taken thereupon shall be reported to the Academic Council at its next regular meeting.
10. A special meeting of the Academic Council shall be convened by the Vice-Chancellor on a date, place and time fixed by him, on a reference by a School or the Executive Council.
11. Nine members of the Academic Council shall form the quorum for the meetings of the Academic Council. Provided that if a meeting of the Academic Council is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the business which was listed for the adjourned meeting.
12. An item proposed by any member(s) and included in the agenda may be withdrawn by the member with the permission of the Chairman.
13. The conduct of business and order of speaking shall be controlled by the Chairman.
14. The Chairman at his own instance or at the instance of any member may call or order any member to participate in the discussion.
15. Ordinarily no business other than that is brought forward in the agenda or supplementary agenda shall be transacted in the meeting. The Chairman may, however, may introduce or permit to introduce any other item for discussion provided that such an item could satisfactorily be dealt with in the meeting without any prior notice.



16. All decisions in the meetings of the Academic Council shall be taken by consensus. However, if circumstances so warrant, the Chairman may resort to voting for taking a decision by majority of the votes of the members present. It shall be for the chairman to decide the manner in which the votes are to be cast. The Chairman shall have a vote and a casting vote.
17. A matter once decided by the Academic Council shall not be reopened within next six months except with the consent of the Chairman.
18. An officer not below the rank of Section Officer may be allowed by the Chairman to be present in the meeting of the Academic Council. The members of the staff may be called in for assistance as and when required.
19. The minutes of the meetings of the Academic Council shall be recorded in writing and signed by the Registrar (Secretary of the Academic Council) and countersigned by the Chairman in confirmation and approval.
20. The Registrar, within seven days after the meeting of the Academic Council, shall send a copy of the minutes to each member of the Academic Council.
21. The decisions recorded in the proceedings shall be implemented by the university and action so taken shall be reported to the Academic Council in its next meeting.
22. Formal confirmation of the minutes will be the first item on the agenda of the following meeting of the Academic Council.

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**DRAFT ORDINANCE 30**  
**MEDIUM OF INSTRUCTION, EXAMINATION, EVALUATION AND GRADING SYSTEM FOR PROGRAMMES OF**  
**STUDIES OTHER THAN THE RESEARCH DEGREE PROGRAMME**  
*Under Section 28(1)(b) , 28 (1)( c) and 28(1)(g) of the Central Universities Act 2009*

**Medium of Instruction & Examination:**

1. The medium of instruction in respect of all Programmes of Studies offered by the Schools, Departments and Centres of Studies shall be English, except in cases of studies/research in Languages.
2. Question Papers of all examinations shall be set and answered in English language, except in case of examinations in languages/literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course.
3. Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, , if any, shall have to be written in English, except in case of the Programmes of Studies in languages/literature, where the same may be required to be written in the respective language.

**Examination System:**

4. All Programmes of Studies of the University shall be offered under Semester System and Examination and evaluation of students shall be through Comprehensive Continuous Internal Assessment (CCA).
5. As a general principle, the Comprehensive Continuous Internal Assessment shall comprise the following components:
  - 5.1. Continuous Internal Assessment.....25%
  - 5.2. Mid Term Examination.....25%
  - 5.3. End-Semester Examination.....50%
6. Depending upon the nature and requirements of a particular course, individual Departments/Centres shall, within the overall framework of Comprehensive Continuous Internal Assessment (CCA) prescribed by the School Board concerned, have freedom to prescribe additional/different components and weightage for different component. Provided that the weightage of the End-Semester Examination shall not be less than 50%.
7. Detailed distribution and break-up of the Comprehensive Continuous Internal Assessment (CCA) shall be specified by the teacher concerned in the Detailed Course Outline for each course taught by him/her during a semester.
8. Except in exceptional cases, the question papers for the Mid-Term Examinations shall be of 2 (Two) Hours duration and shall be set such as to comprise the following sections:
  - 8.1. Section A: shall have 25 (Twenty Five) Multiple Choice Questions (MCQs) of 1 (one) Mark each. All questions in this Section shall be compulsory and no choices shall be given to the examinees (Total 25 Marks);
  - 8.2. Section B: shall have 5 (Five) Short Answer Questions (SAQs) of 5 (Five) Marks each, out of which the examinee shall be required to attempt any three (Total 15 Marks);
  - 8.3. Section C: shall have 3 (Three) Essay/Long Answer Questions (LAQs) with internal choices, of 10 (Ten) Marks each (Total 30 Marks); Alternatively, if the course so requires, this section

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may comprise of a Case Study of 20 Marks and one question with internal choice of 10 Marks;

9. Except in exceptional cases, the question papers for the End-Semester Examinations shall be of 3 (Three) Hours duration and shall be set such as to comprise the following sections:
  - 9.1. Section A: shall have 25 (Twenty Five) Multiple Choice Questions (MCQs) of 1 (one) Mark each. All questions in this Section shall be compulsory and no choices shall be given to the examinees; (Total 25 Marks)
  - 9.2. Section B: shall have 8 (Eight) Short Answer Questions (SAQs) of 5 (Five) Marks each, out of which the examinee shall be required to attempt any five questions; (Total 25 Marks)
  - 9.3. Section C: shall have 5 (Five) Essay/Long Answer Questions (LAQs) with internal choices, of 10 (Ten) Marks each (Total 50 Marks); Alternatively, if the course so requires, this section may comprise of a Case Study of 20 Marks and three questions with internal choice of 10 Marks;

### **Paper Setting & Evaluation:**

10. The overall framework of the Comprehensive Continuous Internal Assessment (CCA), including the broad guidelines regarding the content, format, duration and timings of different components of examination and evaluation shall be as decided by the School Board.
11. Within the overall framework of examination and evaluation as decided by the School Board, the content, format, duration of various components of the CCA shall be decided by the concerned faculty members and notified to students along with the detailed course outline provided at the commencement of each course.
12. Since the University follows Choice Based Credit System (CBCS) and CCA, the question paper for examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator.
13. In case of examinations involving Viva Voce, practicals etc in a course offered by a Department/Centre, the evaluation shall be done by a panel comprising of the Head of the Department/his (her) nominee, the concerned faculty member and an external expert to be appointed by the Dean of the School concerned.
14. Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, shall be evaluated by an external evaluator appointed by the Dean of the School concerned. Provided further that in case of Viva-voce based on the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, evaluation shall be done by a committee comprising of the Advisor concerned, the external evaluator and Dean or his/her nominee.

### **Guidelines for Paper Setting:**

15. The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester.
16. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester.
17. The question papers for the Mid-Term and End-Semester Examinations shall be set such as to encompass total course content covered with limited internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.

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18. The question papers for the Mid-Term and End-Semester Examinations shall be set such as to encompass total course content covered with limited internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.
19. The paper setter shall set the question paper for the Mid-Term Examination in the prescribed format and shall arrange to make adequate number of copies/printouts, which shall be submitted in sealed cover marked as Confidential to the Head of the Department/Director of the Centre, at least ten days prior to the commencement of the Mid-Term Examination;
20. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her;
21. For Mid-Term Examination the Head of the Department/Director of the Centre shall keep the question papers received from the paper setters in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the invigilator concerned.
22. The paper setter for the End Semester Examination shall set the question paper in the prescribed format and shall submit the same in sealed cover marked as Confidential to the Controller of Examinations, at least fifteen days prior to the commencement of the End Semester Examination;
23. Each Paper setter shall also be required to submit in a separate sealed cover the key to the Multiple Choice Questions and synoptic answers to SAQs and LAQs to the Head of the Department/Director of the Centre concerned, along with the question papers. These shall be kept sealed in safe custody by the Head of the Department/Director of the Centre.
24. The question papers set by the paper setters shall be reviewed in the meeting of the Board of Studies of the Department/Centre concerned held immediately after the examination is over and the comments and feedback for further improvement in future shall be recorded and furnished to the paper setter through the Head of the Department/Director of the Centre.

### **Guidelines for Evaluation:**

25. It shall be the bounden duty of the concerned faculty members to: (a) evaluate all assignments, quizzes and mid-term examination answer scripts and return the same to the students within one week of the date of such examination; (b) address questions of students, explain and satisfy them about the marks/grades awarded to them; (c) display the marks/grades awarded to each student on the notice board of the Department/ Centre; and (d) submit the marks/grades awarded to the students to the Head of the Department/Director of the Centre concerned.
26. Each examiner shall be required to evaluate the answer scripts of the End-Semester Examination within one week of the date of examinations and shall be required to return to Controller of Examinations, the evaluated answer scripts along with the award list.
27. Head of the Department/Director of the Centre concerned, shall forward to the Controller of Examination, the consolidated award list of marks/grades awarded to the students in the Continuous Internal Assessment and Mid-Term Examination of each course offered by the Department.

### **Revaluation of Answer Scripts:**

28. A student may apply on the prescribed application form along with the prescribed fees, for revaluation of his/her answer script(s) to the Controller of Examinations within seven working days from the date of declaration of the results.
29. Revaluation of the answer script shall be done by an independent expert on the subject to be appointed by the Controller of Examinations on the recommendations of the Head of the Department/Director of the Centre. Answer scripts shall be revaluated with reference to the key of MCQs and the synoptic answers of SAQs & LAQs submitted by the paper setter; and the marks/grades awarded by the independent expert shall be considered as final.

**Conduct of Examination:**

30. All examinations of the University (except the entrance examinations for admission in different Programmes of Studies) shall be conducted and held at the University Campus only.
31. The Date Sheet for Mid-Term and End-Semester Examination shall be notified by the Controller of Examinations in consultation with Heads of the Department/Directors of the Centres/Deans of the School at least fifteen days prior to the commencement of the examinations.
32. The Mid-Term and End-Semester Examinations shall be conducted under the general supervision of the Head of Department, who shall act as Centre Superintendent for all examinations of the courses of his/her Department. He/she shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination.

**Indiscipline and Unfair Means in Examination:**

33. There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non adherence to such instructions shall attract disciplinary action.
34. Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Unfair practices and Unfair means relating to examination shall mean and include:
  - 34.1. Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination
  - 34.2. Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator/Centre Superintendent.
  - 34.3. Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.
  - 34.4. Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination
  - 34.5. Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile/cell phones/electronic aids, unless otherwise permitted as a component of examination and /or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall,
  - 34.6. Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.
  - 34.7. Attempts of impersonation including writing some other candidate's registration number/roll number in the answer paper and/or Exchanging or attempting to exchange answer sheets or other materials during the course of examination.
  - 34.8. Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator.
  - 34.9. Boycott/walkout of the examination and or causing disturbances of any kind during the conduct of examination.
  - 34.10. Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations.

35. Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing.
36. The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
37. In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent.
38. The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report.
39. All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee. Provided that in case of use of unfair means on a mass scale at an examination centre, the Vice-Chancellor shall have powers to cancel the examination of all the candidates appearing from the centre concerned and order re-examination and initiate further disciplinary action against all concerned.

#### **Examination Discipline Committee**

40. The Examination Discipline Committee shall consist of the following members:
  - 40.1. The Dean of Students' Welfare, who shall be the Chairperson
  - 40.2. The Proctor
  - 40.3. Four faculty members to be nominated by the Vice Chancellor
  - 40.4. The Controller of Examination, who shall be the Member-Secretary
41. The Terms of office of the Members of the Examination Discipline Committee, other than the Ex-Officio Members, shall be three years from the date of appointment and that three Members of the Committee shall constitute the quorum.
42. Centre Superintendent concerned shall be special invitees to the meeting of the Examination Discipline Committee while considering the reported cases of Unfair Means.
43. Depending upon the extent and severity, the punishment for the use of Unfair Means may include:
  - 43.1. Obtaining written apology and undertaking for good behaviour and conduct
  - 43.2. Lowering the Marks/Grade in the examination in which the Unfair Means was used
  - 43.3. Lowering the Marks/Grade in all examination of the Semester
  - 43.4. Awarding **"I"Grade/"F" Grade** to the candidate in the particular examination in which the Unfair Means was used
  - 43.5. Awarding **"I"Grade/"F" Grade** in all Examinations taken by the candidate during the semester
  - 43.6. Debarring for certain specified number of semesters from appearing in examination of the University
  - 43.7. Cancellation of admission from the University
  - 43.8. Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university for certain specified period of time;
  - 43.9. Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university for ever;
44. The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in use of Unfair means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice;

45. All decisions taken by the Committee will be placed before the Vice-Chancellor for approval.
46. A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

#### **Specific Provisions for the Conduct of Entrance Examination for Admission**

47. The University shall conduct Common Entrance Examination by the name of Higher Education Admission Test (HEAT), Further Education Admission Test (FEAT) and The Research Entrance Aptitude Test (TREAT) for admission in the undergraduate, postgraduate and research degree programmes respectively;
48. The Paper Setters for the Common Entrance Examination shall be appointed by the Vice Chancellor
49. The overall administration, conduct, supervision and control of the Common Entrance Examination shall be the responsibility of the Controller of Examinations who with the approval of the Vice Chancellor, shall arrange:
  - 49.1. To get the question papers for the Common Entrance Examination set by the paper setter(s) appointed by the Vice Chancellor
  - 49.2. For the confidential printing of the question papers for the Common Entrance Examination
  - 49.3. To appoint Centre Superintendents for each of the Examination Centres
  - 49.4. For the smooth conduct of the Common Entrance Examination in all Examination centre and exercise general supervision and control
  - 49.5. For the evaluation of the Answer scripts and preparation of the merit list;
50. In the absence of Controller of Examinations or otherwise if the circumstances so warrant the Vice Chancellor may appoint a Coordinator of the Common Entrance Examination who shall perform such functions as specified in the preceding para.
51. The Common Entrance Examination shall be held at the designated Examination Centres as approved by the Academic Council and notified in the University Prospectus.
52. Each Examination Centre shall be under the charge of a Centre Superintendent, who shall ensure smooth and fair conduct of the Common Entrance Examination.
53. During an entrance examination, all candidates shall be under the disciplinary control of the Centre Superintendent, whose instructions on the conduct of examination shall be final and binding. If a candidate disobeys instructions or misbehaves with Centre Superintendent/Supervisory staff/invigilator/any other staff/ other examinees, he/she may be expelled from the examination.
54. Notwithstanding anything contained in these Ordinances, the examination of all such candidates who are found using unfair means in the Common Entrance Examination shall be cancelled and consequently his/her answer script will not be considered for evaluation and preparation of merit list.

#### **Grading System**

55. The University shall have **grading system** based on a **Six (6) point scale** of evaluation of the performances of students in terms of marks, grade points, letter grade and class.
56. The total performance of a student within a semester and the continuous performance from the second semester onwards shall be indicated by the (a) Grade Point Average (GPA); (b) Weighted Average Marks (WAM); (c) Cumulative Grade Point Average (CGPA); and (d) Overall Weighted Percentage Marks



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(OWPM) with the CGPA and OWPM, being the real indicators of a student's performance. These shall be calculated as under:

$$\text{GPA} = (\sum C_i G_i) / (\sum C_i)$$

$$\text{WAM} = (\sum C_i M_i) / (\sum C_i)$$

$$\text{CGPA} = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_{ni})$$

$$\text{OWPM} = (\sum \sum C_{ni} M_{ni}) / (\sum \sum C_{ni}),$$

where

$C_i$  - number of credits for the  $i^{\text{th}}$  course,

$M_i$  - marks obtained in the  $i^{\text{th}}$  course

$G_i$  - grade point obtained in the  $i^{\text{th}}$  course,

$C_{ni}$  - number of credits of the  $i^{\text{th}}$  course of the  $n^{\text{th}}$  semester

$M_{ni}$  - marks of the  $i^{\text{th}}$  course of the  $n^{\text{th}}$  semester

$G_{ni}$  - grade points of the  $i^{\text{th}}$  course of the  $n^{\text{th}}$  semester

### Course-Wise Letter Grade & Grade Point

57. Accordingly, the percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade on a **Six (6)** point scale as under:

Percentage of Marks	Grade Point	Letter Grade
75-100	5.50 - 6.00	O
65-74	4.50 - 5.49	A <sup>+</sup>
60-64	4.00 - 4.49	A
55-59	3.50 - 3.99	B <sup>+</sup>
50-54	3.00 - 3.49	B
00-49	0.00 - 2.99	F

For calculating the exact Grade Point on the basis of marks obtained by a candidate in each course, the following multiplication factor shall be applied:

- 0.02 per mark between 75-100%
- 0.11 per mark between 65-74%
- 0.1225 per marks between 50-64%
- 0.0761 per marks between 0-48%

Provided that the above multiplication factor shall not be applied to OWPM for conversion to CGPA

### CGPA, Overall Letter Grade and Class:

58. The overall cumulative performance of a student shall be indicated by the Cumulative Grade Point Average (CGPA).
59. The marks and the grades obtained in the courses corresponding to the maximum number of credits specified for completion of a Programme of Studies will be taken into consideration in arriving at the OWPM with overall Letter Grade and Class, as under:

OWPM	Letter Grade	Class
75-100	O	Outstanding
65-74	A <sup>+</sup>	First
60-64	A	First
55-59	B <sup>+</sup>	Second
50-54	B	Second
0-49	F	Fail

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60. A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Comprehensive Choice Based Credit System shall be deemed to have completed the Programme of Studies.
61. A student who obtains 75 and above in OWPM shall be deemed to have passed the Examination in FIRST CLASS (Outstanding) provided he/she has successfully completed all the courses prescribed at the first appearance.

### **Ranking of Students:**

62. The first two ranks in every Programme of Studies shall be decided on the basis of OWPM.

### **Attendance:**

63. No student shall be permitted to sit for the End-semester examination in the course in which he/she has secured less than 75% attendance.
64. The teacher handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course and shall display on the Notice Board of the Department the monthly attendance record of each student.
65. All teachers shall intimate the Head of the Department/Director of the Centre concerned, at least seven calendar days before the last instruction day in the semester, particulars of all students who have secured less than 75% attendance in one or more courses.
66. The Head of the Department/Director of the Centre shall display on the Notice Board of the Department names of all students who will not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Dean of the School concerned.
67. The Dean of the School concerned may grant exemption to a candidate who has failed to obtain the minimum prescribed 75% attendance for valid reasons provided that such exemptions shall not be granted for attendance below 65%.

### **Promotion & Progression:**

68. A student shall be required to participate in all components of the Comprehensive Continuous Internal Assessment, as specified in the Detailed Course Outline, failing which he/she shall be deemed to have NOT COMPLETED the course and shall be awarded the "I" Grade. Provided further that the "I" Grade shall also be awarded to a candidate in a course in which he/she has been declared ineligible to appear in the End-Semester Examination of a courses on account not meeting the minimum prescribed attendance requirements for the course.
69. A student who has been awarded "I" Grade shall be required to re-register for the same course, when it is offered in the next semester(s), or shall have to register for another course under the overall framework of credit accumulation under the Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Studies.
70. A candidate shall be deemed to have successfully completed a course except in case where he/she has been awarded the "I" Grade or "F" Grade.
71. A student who has successfully completed a course shall not be permitted to repeat the course to improve his/her grade;

72. A candidate shall be required to secure a minimum of 50% Marks, in the course taken, to successfully complete that course, failing which he/she shall be deemed to have failed in the course and shall be awarded the **"F" Grade**.
73. The **"F" Grade** once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester in which the candidate has appeared for clearance of the arrears.
74. If a student has been awarded **"F" Grade**, he/she shall be required to repeat the only the End-Semester Examination i.e. he/she shall be required to reappear in End-Semester Examination of that course when that course is offered next. Provided further that a student shall not be permitted to repeat/reappear in the Continuous Internal Assessment and/or the Mid-Term Examination and that the marks/grade obtained by him earlier shall be carried forward for declaring the result.
75. A student with **"F" Grade** in a course shall be permitted to repeat/reappear in the End-Semester Examination of the Course for maximum number of three times i.e. a student with arrears on account of **"F" Grade**, shall be permitted to repeat/reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations.
76. If a student secures **"F" Grade** in a Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report etc as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc for a maximum of three times(including the first submission).
77. There shall be no system of compartmental/supplementary examination.
78. To remain on the rolls of the University, a student must:
  - 78.1. maintain a minimum Cumulative Grade Point Average (CGPA) of.....
  - 78.2. ensure that he/she successfully completes .....% of the courses registered

#### **Grade Card**

79. The grade card issued at the end of the semester to each student will contain the following:
  - 79.1. Marks obtained for each course registered in the semester
  - 79.2. Credits earned for each course registered for that semester
  - 79.3. Performance in each course indicated by the letter grade
  - 79.4. Grade Point Average (GPA) of all the courses registered for that semester
  - 79.5. Weighted Average Marks (WAM) of all the courses registered for that semester
  - 79.6. Cumulative Grade Point Average (CGPA),
  - 79.7. Overall Weighted Percentage of Marks (OWPM)
  - 79.8. The class and the grade of all the courses, after completing the programme.

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**ORDINANCE 31**  
**CURRICULAR FRAMEWORK, PROGRAMME OF STUDIES AND CONDITIONS FOR AWARD OF DEGREES,  
DIPLOMAS AND CERTIFICATES**  
*Under Section 28(1)(b) , 28 (1)( c) and 28(1)(g) of the Central Universities Act 2009*

**Curricular Framework:**

1. The curricular framework of the Central University of Himachal Pradesh shall be learner-centred and based on the holistic approach to higher education. Focussed on in-depth learning, the curricula and syllabi shall be linked to research & scholarship and shall be continuously reviewed and updated on the basis of feedback and evaluation.
2. The teaching-learning process (classroom activities, self-learning, work placement, assessment, and evaluation) shall aim at nurturing and development of:
  - a. *Knowledge & Comprehension* - general, domain specific, discipline specific, organisation-specific, application-orientation;
  - b. *Abilities & Skills* - verbal, numeric, synthetic, analytic, soft-skills, entrepreneurial skills, leadership, team-working; and
  - c. *Values & Aptitude* - human values, work ethics, work culture, positive thinking, empathy, emotional intelligence.
3. The curricula and pedagogy of all Programmes of Studies shall seek to:
  - a. incorporate exposure to current and emerging knowledge, theory and practice;
  - b. inculcate research aptitude and skills through project work, literature survey, data collection, analysis, interpretation and inference;
  - c. develop critical thinking and pursuit of knowledge; and
  - d. develop ability to apply knowledge and skill for appraisal, evaluation and problem solving.
4. In order to promote learning driven by the intrinsic curiosity and mastery of the subject, the curricula shall aim at striking a fine balance between the taught content and independent learning by students.
5. With a view to discourage rote learning, the curricula of all Programmes of Studies shall aim at assessing the Total Learning Outcome (TLO) by assessing performance of students in terms of knowledge, comprehension, application, analysis and synthesis.
6. Assessment and evaluation of students shall be based on Total Student Effort (TSE). Accordingly, it shall take into account the accomplishment of students across the total workload specifications comprising the:
  - a. Contact Hours/Organised Classroom Activity;
  - b. Practicals/Lab work/Tutorial/Teacher-led Activities
  - c. individual/Group Work;
  - d. Obligatory/Optional Work Placement;
  - e. Literature Survey/ Library work;
  - f. Data Collection/Field work/Project Work;
  - g. Papers/Projects/Dissertation/Seminar;
  - h. Assignments/Quizzes/mid-term
  - i. End-semester examination.

**Semester System:**

7. All Programmes of Studies offered by the University shall be based on the Semester-System. Accordingly, the Academic Calendar of the University shall be divided into (a) Monsoon Semester (Semesters I & III) spanning from 16<sup>th</sup> July to 15<sup>th</sup> December; and (b) Spring Semester (Semesters II & IV) spanning from 16<sup>th</sup> January to 15<sup>th</sup> June. Each Semester shall have a minimum of 90 days of teaching spread over 18 weeks.

**Choice Based Credit System (CBCS):**

8. All Programmes of Studies in the University shall be based on a Comprehensive Choice-Based Credit System (CBCS).

9. The curricula for all Programmes of Studies shall offer wide choices to students in terms of courses, content, mode and pace of learning and shall encourage students to choose their own basket of courses and decide their own pathways and pace of learning.
10. In order to enable students decide their pathways and exercise choices for basket of courses in each semester, they will be assisted by Faculty Advisor who will guide them in exercising their choices;
11. The School Boards shall specify broad framework, set standards and benchmarks by pre-specifying educational components, learning outcomes and workloads to be followed by Departments in designing and delivery of courses;

**Course Catalogue:**

12. The nomenclature/title, educational components, course-requirements including pre-requisites and co-requisites and credits shall be specified by the Board of Studies within the broad framework specified by the School Board.
13. All courses as specified and approved by the Boards of Studies/School Board/Academic Council, shall be listed in the Course Catalogue that shall be continuously reviewed and updated.
14. The Course Catalogue will provide a comprehensive listing and a brief outline of all courses offered across all Departments/Centres/Schools of the University.
15. Each course listed in the Course Catalogue shall indicate its level, pre-requisite(s) and co-requisite(s), expectations in terms of time commitments on the part of students registering for that course and requirements for successful completion of the course.

**Course Registration:**

16. After admission to a Programme of Studies and at the commencement of each subsequent Semester, a student shall be required to register for the Courses he/she intends to undergo during the Semester.
17. The registration for courses shall be made in consultation with the Faculty Advisor(s) and on the prescribed format and shall be duly signed by the Student, Faculty Advisor and Head of the Department/Director of the Centre concerned.
18. A student may be permitted to change the courses, if applicable, within 7 days from the date of course registration.
19. The minimum and maximum number of credits that a students can register for in a semester shall be such as prescribed by the School Board/Academic Council.

**Audit of Course**

20. Subject to the permission of the teacher handling the course, a student may be permitted, on payment of prescribed fees, to audit, a maximum of two courses without assigning any credits.

**Detailed Course Outline:**

21. In order to make programme offerings dynamic, flexible, multi-disciplinary and inter-disciplinary, individual faculty members shall be required to prepare Detailed Course Outline for each course to be taught by them in a particular semester and shall make the same available to each student registered to take the course, at the commencement of each semester.
22. The Detailed Course Outline shall be prepared within the overall framework and broad guidelines as provided by the Board of Studies/School Board/Academic Council and shall include such specific details about a particular course as, completion requirements, assessment criteria, unit-wise course contents, lecture plan, prescribed texts, reading list, planned activities for Students Effort/Teacher-led activities etc.

**Assignment of Credits:**

23. Credit assigned to a particular course will be decided with due regard to specified Learning Outcomes, Educational Components and Workload requirements.
24. As a general rule, a course of 1 Credit shall require a work load of 30 Hours comprising:
- a. 10 Hours of Lectures/ Organised classroom activity/Contact Hours
  - b. 05 Hours of Laboratory Work/Practicals/Field Work/Tutorials/ Teacher-led activities
  - c. 15 Hours of other workload such as independent individual/group work; obligatory/optional work placement; literature survey/library work; data collection/field work; writing of papers/projects/dissertation; seminars etc.
25. Individual Departments/Centres/Schools may depart from the above specified arrangement for specifying credits, depending upon the specific needs and requirements of a course subject to the condition that 1 credit course would entail a minimum total student effort/workload of 30 hours;

**Programmes of Studies:**

26. All Programmes of Studies shall be in general adherence to the minimum eligibility conditions, duration, credit requirements and other conditions of minimum standards as prescribed by the UGC/National Regulatory Bodies/Professional Councils.

**Minimum and Maximum Duration of Programmes of Studies:**

27. Subject to the requirements of the UGC/Regulatory Body/Professional Council concerned, the minimum and maximum duration of all Programmes of Studies introduced and offered by the University shall be such as approved by the Academic Council of the University.

**Minimum Eligibility Requirements and Criteria for Selection for Admission:**

28. Minimum eligibility conditions and criteria for selection of students for admission to various Programmes of Studies including qualifications for admission, age limits and relaxation if any, shall be prescribed by the Academic Council and notified in the Prospectus.

**Credit Requirements for Completion of Programmes of Studies:**

29. Subject to the requirements of the UGC/Regulatory Body/ Professional Council concerned, Credit requirements for completion of a Programme of Studies shall be such as prescribed by the Academic Council of the University.

**Conditions for the Award of the Degree/Diploma/Certificate:**

30. Subject to the requirements of the UGC/Regulatory Body/ Professional Council concerned, the conditions of the award of Degree/Diploma/Certificate shall be such as prescribed by the Academic Council of the University.

**Minimum Eligibility Requirements, Criteria for selection of students for admission, credit requirements for completion and conditions for the award of Degree/Diploma/Certificate for different Programmes of Studies:**

31. Minimum Eligibility Requirements, Criteria for selection of students for admission, credit requirements for completion and conditions for the award of Degree/Diploma/Certificate for different Programmes of Studies, as approved by the Academic Council from time to time is given in Schedule I of this Ordinance.

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Schedule I

Minimum Eligibility Requirements, Criteria for Selection of Students for Admission, Credit Requirements for Completion and Conditions for the Award of Degree/Diploma/Certificate for different Programmes of Studies

**MBA/MBA(Entrepreneurship Development)/MBA(Insurance and Financial Services)**

1. **Programme Duration:**
  - a. Minimum: Two Years (4 Semesters)
  - b. Maximum: Five Years (10 Semesters)
2. **Minimum Eligibility Conditions:**
  - a. A minimum of 50% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination in any discipline.
3. **Relaxation in Minimum Qualifying Marks**
  - a. Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.
4. **Criteria for Selection of Students for Admission:**
  - a. All applicants seeking admission to a Programme of Studies shall be required to appear and qualify in the Further Education Admission Test (FEAT) conducted by the University.
  - b. Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the School Board, candidates equivalent to three times the number of seats shall be called for Group Discussion/Personal Interview (GD/PI) strictly on the basis of merit of FEAT.
  - c. Subject to the fulfilment of the minimum cut off Marks as prescribed from time to time by the School Board, final selection for admission shall be made on the basis of the merit of the composite score as specified in the Ordinances dealing with the admissions.
5. **Credit Requirements**
  - a. For successful completion of the Programme, a student shall be required to accumulate a total of 80 PG Credits as under:

Course Type	Credits Required	Contact Hours/ Lectures	Lab/ Practicals/ Fieldwork/ Tutorial	Other Work Load	TSE Workload Hours
University Wide Courses (30%)	24	240	120	360	720
School Wide Courses (40%)	32	320	160	480	960
Department Wide Courses (30%)	24	240	120	360	720
<b>Total Requirements:</b>	<b>80</b>	<b>800</b>	<b>400</b>	<b>1200</b>	<b>2400</b>

- b. The maximum number of credits that a student may earn in a Semester shall not exceed 20, and he/she shall be required to register for such number of courses accordingly.
    - c. In order to enable a student to pursue the chosen Programmes of Studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75% of the courses would be treated as Part-Time Students.
6. **Conditions for the Award of Degree/Diploma/Certificate:**
  - a. **Master's Degree:** A student admitted to the Programme shall be awarded Masters Degree if he/she successfully completes 4 semesters with 80 PG credits
  - b. **Advanced Diploma:** In case a student admitted to the Programme opts out of the Programme after successful completion of 2 semesters with 40 PG credits, he/she shall be awarded Advanced Diploma; Provided further that students opting out with the Advanced Diploma may be permitted to get lateral entry into the Programme within a maximum period of two years to complete their Master's Degree.

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## MA (Economics)

### 1. Programme Duration:

- a. Minimum Two Years (4 Semester)
- b. Maximum: Five Years (10 Semesters)

### 2. Minimum Eligibility Conditions:

- a. A minimum of 50% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination in any discipline;

### 3. Relaxation in Minimum Qualifying Marks

- a. Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.

### 4. Criteria for Selection of Students for Admission:

- a. All applicants seeking admission to a Programme of Study shall be required to appear and qualify in the Further Education Admission Test (FEAT) conducted by the University.
- b. Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the School Board, candidates equivalent to three times the number of seats shall be called for Group Discussion/Personal Interview (GD/PI) strictly on the basis of merit of FEAT.
- c. Subject to the fulfilment of the minimum cut off Marks as prescribed from time to time by the School Board, final selection for admission shall be made on the basis of the merit of the composite score as specified in the Ordinances dealing with the admissions.

### 5. Credit Requirements

- a. For successful completion of the Programme, a student shall be required to accumulate a total of 80 PG Credits as under:

Course Type	Credits	Contact Hours/ Lectures	Lab/ Practicals/ Fieldwork/ Tutorial	Other Work Load	TSE Workload Hours
University Wide Courses (30%)	24	240	120	360	720
Department Wide Courses (70%)	56	560	280	840	1680
<b>Total Requirements:</b>	<b>80</b>	<b>800</b>	<b>400</b>	<b>1200</b>	<b>2400</b>

- a. The maximum number of credits that a student may earn in a Semester shall not exceed 20, and accordingly he/she shall be required to register for such number of courses as to earn a maximum of 20 Credits.
- b. In order to enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75 percent of the courses would be treated as Part-Time Students.

### 6. Conditions for the Award of Degree/Diploma/Certificate:

- a. **Master's Degree:** A student admitted to the Programme shall be awarded Masters Degree in Economics i.e. MA (Economics), if he/she successfully completes 4 semesters with 80 PG Credits.
- b. **Advanced Diploma:** In case a student admitted to the Programme opts out of the Programme after successful completion of 2 semesters with 40 PG Credits, he/she shall be awarded Advanced Diploma in Economics;  
Provided further that students opting out with the Advanced Diploma may be permitted to get lateral entry into the Masters Programme within a maximum period of two years to complete their Master's Degree.

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## Masters of Social Work (MSW)

### 1. Programme Duration:

- a) Minimum Two Years (4 Semester)
- b) Maximum: Five Years (10 Semesters)

### 2. Minimum Eligibility Conditions:

- a) A minimum of 50% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination in any discipline.

### 3. Relaxation in Minimum Qualifying Marks

- a) Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.

### 4. Criteria for Selection of Students for Admission:

- a) All applicants seeking admission to a Programme of Study shall be required to appear and qualify in the Further Education Admission Test (FEAT) conducted by the University.
- b) Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the School Board, candidates equivalent to three times the number of seats shall be called for Group Discussion/Personal Interview (GD/PI) strictly on the basis of merit of FEAT.
- c) Subject to the fulfilment of the minimum cut off Marks as prescribed from time to time by the School Board, final selection for admission shall be made on the basis of the merit of the composite score as specified in the Ordinances dealing with the admissions.

### 5. Credit Requirements

- a) For successful completion of the Programme, a student shall be required to accumulate a total of 80 PG Credits as under:

Course Type	Credits	Contact Hours/ Lectures	Lab/ Practicals/ Fieldwork/ Tutorial	Other Work Load	TSE Workload Hours
University Wide Courses (30%)	24	240	120	360	720
Department Wide Courses (70%)	56	560	280	840	1680
<b>Total Requirements:</b>	<b>80</b>	<b>800</b>	<b>400</b>	<b>1200</b>	<b>2400</b>

- b) The maximum number of credits that a student may earn in a Semester shall not exceed 20, and accordingly he/she shall be required to register for such number of courses as to earn a maximum of 20 Credits.
- c) In order to enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75 percent of the courses would be treated as Part-Time Students.

### 6. Conditions for the Award of Degree/Diploma/Certificate:

- a) **Master's Degree:** A student admitted to the Programme shall be awarded Masters Degree in Social Work (i.e. M.S.W), if he/she successfully completes 4 semesters with 80 PG credits
- b) **Advanced Diploma:** In case a student admitted to the Programme opts out of the Programme after successful completion of 2 semesters with 40 PG credits; he/she shall be awarded Advanced Diploma in Social Work; Provided further that students opting out with the Advanced Diploma may be permitted to get lateral entry into the Programme within a maximum period of two years to complete their Master's Degree.

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## M.Lib.Sc. (Integrated Dual Degree)

1. **Programme Duration:**
  - a. Minimum Two Years (4 Semester)
  - b. Maximum: Five Years (10 Semesters)
2. **Minimum Eligibility Conditions:**
  - a. A minimum of 50% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination in any discipline.
3. **Relaxation in Minimum Qualifying Marks**
  - a. Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.
4. **Criteria for Selection of Students for Admission:**
  - a. All applicants seeking admission to a Programme of Study shall be required to appear and qualify in the Further Education Admission Test (FEAT) conducted by the University.
  - b. Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the School Board, candidates equivalent to three times the number of seats shall be called for Group Discussion/Personal Interview (GD/PI) strictly on the basis of merit of FEAT.
  - c. Subject to the fulfilment of the minimum cut off Marks as prescribed from time to time by the School Board, final selection for admission shall be made on the basis of the merit of the composite score as specified in the Ordinances dealing with the admissions.
5. **Credit Requirements**
  - a. For successful completion of the Programme, a student shall be required to accumulate a total of 80 PG Credits as under:

Course Type	Credits	Contact Hours/Lectures	Lab/Practicals/Fieldwork/Tutorial	Other Work Load	TSE Workload Hours
University Wide Courses (30%)	24	240	120	360	720
Department Wide Courses (70%)	56	560	280	840	1680
<b>Total Requirements:</b>	<b>80</b>	<b>800</b>	<b>400</b>	<b>1200</b>	<b>2400</b>

- a. The maximum number of credits that a student may earn in a Semester shall not exceed 20, and accordingly he/she shall be required to register for such number of courses as to earn a maximum of 20 Credits.
    - b. In order to enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75 percent of the courses would be treated as Part-Time Students.
6. **Conditions for the Award of Degree/Diploma/Certificate:**
  - a. **M.Lib.Sc:** A student admitted to the Programme shall be awarded Masters Degree, if he/she successfully completes 4 semesters with 80 PG credits
  - b. **B.Lib.Sc:** In case a student admitted to the Programme opts out of the Programme after successful completion of 2 semesters with 40 PG credits, he/she shall be awarded B.Lib.Sc;  
Provided further that students opting out with the B.Lib.Sc. may be permitted to get lateral entry into the M.Lib.Sc. Programme within a maximum period of two years to complete their Master's Degree.

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## Research Degree (MPhil/PhD) Programmes:

### 2. Programme Duration:

#### a) M. Phil:

- i) Minimum one and a half years (3 Semesters);
- ii) Maximum Two and a half years (5 Semesters). Provided that a further extension of one semester may be granted under special cases.

#### b) Ph. D:

- i) Minimum three years (6 Semesters);
- ii) Maximum Six years (12 Semesters). Provided that a further extension of two semesters may be granted under special cases.

### 3. Minimum Eligibility Requirements:

- a) Master's Degree with a minimum of 55% Marks in the subject concerned or any other disciplined relevant to the subject concerned as notified by the University from time to time;

### 4. Relaxation in Minimum Qualifying Marks

- a) Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.

### 5. Criteria for Selection of Students for Admission:

- a) Admission to the M.Phil and PhD Programme shall be based on the common criteria and all applicants seeking admission to a Research Degree Programme shall be required to appear and qualify in The Research Entrance Aptitude Test (TREAT) conducted by the University.
- b) Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the School Board, candidates equivalent to three times the number of seats shall be called for Personal Interview (PI) strictly on the basis of merit of TREAT.
- c) Subject to the fulfilment of the minimum cut off Marks as prescribed from time to time by the School Board, final selection for admission shall be made on the basis of the merit of the composite score as specified in the Ordinances dealing with the admissions.
- d) The JRF/NET/SLET qualified candidates shall be exempted from TREAT for admission to RD Programmes. For the purpose of calculating composite score, the JRF qualified candidates shall be deemed to have scored 100% marks in the TREAT whereas the NET/SLET qualified candidates shall be deemed to have scored marks equivalent to the marks scored by the topper of that year's TREAT.
- e) Subject to the fulfilment of minimum eligibility conditions for admission, a teacher who has been awarded Teacher Research Fellowship by the UGC and is working in any institution of higher education shall be exempted from the requirement of appearing in TREAT and that he/she shall be considered at par with NET/SLET qualified candidates.
- f) Subject to the fulfilment of the following conditions, a person already employed in teaching/research profession shall be exempted from the requirement of appearing in TREAT and shall be treated at par with NET/SLET qualified candidates:
  - i) He/she must meet the minimum eligibility condition for admission in the Research Degree Programme;
  - ii) He/she has been working as Lecturer/Assistant Professor/Associate Professor/Professor or in an equivalent position on a regular basis for at least 10 (Ten) years in a state or central university/government or government-aided college/institution of national importance/government research institution or laboratory.

- iii) His/her application for admission in the Research Degree Programme has been duly forwarded by the present employer with the undertaking that he/she shall be granted leave to pursue the Programme of Studies on full-time basis.

**6. Credit Requirements:**

- a) **For MPhil:** For successful completion of the RD Programme leading to the award of the MPhil degree, a student shall be required to accumulate a total of 60 RD Credits as under:
  - i) Course Work: 20 Credits
  - ii) Dissertation: 20 Credits
  - iii) Publications: 10 Credits
  - iv) Teaching Assistantships: 10 Credits
- b) **For PhD:** For successful completion of the RD Programme leading to the award of the PhD degree, a student shall be required to accumulate a total of 120 RD Credits as under:
  - i) Course Work: 20 Credits
  - ii) Dissertation: 60 Credits
  - iii) Publications: 20 Credits
  - iv) Teaching Assistantships: 20 Credits
- c) A candidate admitted to the Research Degree (RD) Programme shall be required to complete the prescribed course work in the first two Semesters of his/her admission. Notwithstanding the maximum prescribed duration of the Research Degree Programme, if a candidate fails to complete the prescribed course work in two semesters, his/her admission shall be cancelled and his/her name shall be removed from the rolls of the University. Provided further that no candidate admitted to the Research Degree Programme shall be permitted to proceed with the Dissertation work till such time he/she completes the prescribed course work.
- d) Immediately upon the completion of formalities for admission in the Research Degree Programme, each candidate shall be required to submit in writing, on the prescribed format, as to whether he/she wishes to pursue for the MPhil or the PhD Degree.
- e) In case a candidate admitted to the Research Degree Programme holds MPhil degree from this University or other Universities, the Credit requirements for course work, publication and teaching assistantship shall be adjusted accordingly. Such candidates will, however, be required to complete the full 60 RD Credits for dissertation work along with the balance of the credits for the course work, publication work and teaching assistantship.
- f) Candidates admitted to RD Programme shall be required to complete the course work in the first Semester of his/her admission and accordingly, he/she shall not be permitted to proceed with dissertation work till such time that he/she completes the course work successfully;
- g) **Computation of Credits for Publication Work:** Computation of Credits for Published Work for MPhil and PhD degree would be made as under:
  - i) 2 credits for each popular article published / paper presented in national seminars/ conferences/ workshops
  - ii) 4 credits for each paper presented in international seminars/ conferences/ workshops
  - iii) 5 credits for each Paper in approved refereed national journal
  - iv) 10 credits for each Paper in approved refereed international journal
  - v) Each Department/Centre registering candidates for RD Programme shall be required to maintain an updated list of approved journals for publication
- h) **Computation of Credits for Teaching Assistantships:** Computation of credits for Teaching Assistantships for the MPhil and PhD degree would be made as under:
  - i) 10 credits for Independent Teaching of a one-semester course of two credits;
  - ii) 5 credits for working for shared teaching of a one-semester course of two credits;

- iii) 1 credit for every 3 Hours of involvement in assessment, evaluation, examination, course development, development of reading lists etc. [supervisor concerned to audit the workload claimed under this category and certify]

**7. Conditions for the Award of the Degree:**

**a) MPhil:** A student admitted to the Research Degree Programme shall be awarded MPhil, if he/she successfully completes the requirements of minimum specified number of semesters and accumulation of required number of credits prescribed for MPhil.

Provided further that such candidates may be granted lateral entry into PhD within a maximum period of three years from the date of the award of MPhil to complete their PhD.

**b) PhD:** A student admitted to the Research Degree Programme shall be awarded an PhD if he/she successfully completes the requirements of minimum specified number of semesters and accumulation of required number of credits prescribed for MPhil.

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**DRAFT ORDINANCE 32**  
**FEES and OTHER CHARGES PAYABLE BY STUDENTS OF THE UNIVERSITY**  
**(Under Section 28(1)(e) of the University Act)**

1. The Executive Council on the recommendations of the Academic Council shall, from time to time prescribe the fees and other charges payable by the students of the University.
2. Details of fees and other charges payable by an applicant and students admitted to different Programmes of Studies shall be specified in the Admission Brochure/Prospectus issued by the University from time to time.
3. A student shall be deemed to have been admitted to a Programme of Studies only after he/she pays the fees as prescribed.

**Due Date and Penalty for Delay & Default:**

4. Fees and other charges, for a Semester shall be payable at the time of the commencement of the Semester and shall be required to be paid by students on or before the date fixed by the University.
5. All fees, as prescribed by the University shall be payable in lump sum at the time of admission and part payment shall not be allowed.
6. In case a student does not pay fees on time, he/she shall be liable to pay a fine as follows:
  - a. 10% of the total fees due for the first 10 days
  - b. 15% of the total fees due for the next 10 days
  - c. 20% of the total fees due for the next 10 days
7. In case a student fails to pay his/her fees within 30 days from the last date prescribed for the fees he/she shall be considered as defaulter and his/her name shall be removed from the rolls of the University.
8. The Vice-Chancellor or on his/her behalf any other officer to whom this power is delegated may, on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application explaining the reasons for delay in payment of fees. Provided further, that applications for condoning delay in payment of fees should be submitted by the student well in advance, so that a decision may be taken in time.
9. A student whose name has been struck off from rolls of the University, due to non-payment of fees in time, may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fees as fixed by the University. Provided further that request for re-admission shall be within the same semester and subject to the student fulfilling the requirement of minimum attendance as prescribed by the university.
10. In case a student proposes to withdraw from the University, he/she shall be required to submit a written application in advance to the Dean of the School concerned through the Head of the Department/ Centre intimating the date of his/her withdrawal, failing which he/she shall continue to be on the rolls of the University for the duration of the Semester and shall accordingly be liable to pay the prescribed fees for the whole semester.
11. In case a student, after completing all admission formalities changes his/her Programme of Studies, he/she shall be required to pay the differential fees, if any, by the stipulated date.

**Fees Chargeable from NRI/PIO/Foreign National Category:**

12. Candidates admitted under the NRI/PIO Category shall be required to pay a sum of US\$ 1000/= (or an equivalent sum in Indian Rupees) per semester in addition to the normal fees as applicable to the Programme of Studies to which admitted;



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13. Candidates admitted under the Foreign National Category shall be required to pay a sum of US\$ 1500/= (or an equivalent sum in Indian Rupees) per semester in addition to the normal fees as applicable to the Programme of Studies to which admitted;
14. Foreign students nominated / sponsored by Government of India under various Cultural Schemes would pay normal fee at par with Indian students.

### **Free-ships/Half-free-ships:**

15. In order to support the meritorious but needy students, the university shall grant free-ships to certain percentage of its students, limited to the percentage as may be prescribed by the University Grants Commission (UGC) in this regard from time to time.
16. Award of free-ship shall mean and include exemption from the payment of all fees chargeable by the university on per credit basis, as notified in the prospectus, and shall also include exemption from professional development fees chargeable by the university, if any.
17. Such free-ships shall be granted by the Dean of the School concerned, on the recommendations of a Committee consisting of the following:
  - a. Dean of the School – Chairman
  - b. Heads of Department/Director of Centres of the concerned School.
  - c. One student from each Department/Centre of the School concerned nominated by the Vice-Chancellor on the recommendation of the Dean
18. In case the number of applicants seeking free-ships exceeds the number of free-ships available, the committee referred to as above may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage.
19. Applications for free-ships shall be submitted on the prescribed form to the Dean of the School concerned through the Head of the Department / Director of the Centre within 30 days from the date of commencement of the Semester or by such other date as may be specified by the Dean.
20. While making recommendations on the application of students for grant of free-ship/half-free-ships, the following factors shall be taken into account:
  - a. Financial position of the student;
  - b. Academic record of the student;
  - c. Conduct, regularity and punctuality of the student;
  - d. Progress and performance of the student in studies;
  - e. Any other factor, which shall also be recorded.
21. The list of students selected for the grant of free-ships/ half-free-ships shall be notified by the Dean of the School concerned within 30 days from the last date of the receipt of application.
22. Free-ships/half-free-ships granted during the academic year shall not be renewed automatically in the following year. The Students in need of such concession shall be required to submit fresh applications every year, which shall be considered along with new applications received in the year.
23. A free-ship/half-free-ship granted to a student may be cancelled if his/her conduct or progress in studies is found to be unsatisfactory.

### **Fee Concession for Differently-abled students:**

24. Visually challenged students shall be exempted from payment of Tuition Fees and Professional Development Fees chargeable by the university, if any.
25. Physically challenged Students shall be exempted from the payment of Tuition Fees.
26. The differently-abled students shall also be eligible to apply for free-ship.

**Fees Concession for SC/ST/Kashmiri Migrant Category:**

27. Fees concession for SC/ST/Kashmiri migrant students and any other category as per Govt. of India directives shall be applicable.

**Refund of Fees in case of cancellation/Withdrawal of Admission:**

28. In case a student, after having paid the fees, desires his/her admission to be cancelled, he/she shall be entitled to refund of fees subject to the following rules:
- Students seeking withdrawal/cancellation of admission shall be required to apply in writing to the Dean of the School concerned;
  - In case a student submits application for withdrawal/cancellation of admission prior to the commencement of the academic session, he/she shall be refunded all fees and deposits after a deduction of Rs. 1000/=(Rupees One Thousand only), being the processing fees;
  - In case a student submits application for withdrawal/cancellation of admission after the commencement of the academic session but prior to the closing date of admission such that the seat consequently falling vacant is filled up by another candidate from the waiting list, by the last date of admission, he/she shall be refunded fees with proportionate deductions of monthly fees';
  - In case a student submits application for withdrawal/cancellation of admission after the last date of admission is over such that the seats consequently falling vacant could not be filled up by another candidate from the waiting list, he/she shall be refunded only the Security Deposit/Caution Money;
  - If a Student owes any money to the University on account of any damage, he/she may have caused to the University property, it shall be deducted from the Security Deposit due to him along with outstanding Tuition Fee and fines, if any.

**Refund of Security Deposit/Caution Money etc.:**

29. Security Deposit/ Caution Money are refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him.
30. In case a student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to have been donated by him/her to the Students' Aid Fund. (*Explanation: The period of one calendar year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University*).

**Examination Fees and Other Charges:**

31. Examination fees, including the fees for the statement of marks, as prescribed by the University shall be collected along with fees at the time of admission and at the commencement of each semester;
32. No student shall be permitted to appear in examination unless he/she has paid all fees and cleared all other dues.
33. In addition to the examination fees, a student shall be required to pay additional charges/fees, as prescribed by the University. Details of Other fees and other charges payable by an applicant and students shall be notified in the Students Handbook issued by the University from time to time.
34. Request for addition/alteration in personal details of students as recorded in the Enrolment Register of the University may be considered only after the student has fulfilled the necessary formalities in accordance with rules. No change in the date of birth shall be made unless approved by the competent authority.

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**Schedule 1**  
**FEES PAYABLE BY THE STUDENTS OF THE UNIVERSITY**  
**FOR THE ACADEMIC SESSION 2010-11\***

Heads of Fees	UG Level #	PG Level	RD Level
<b>One Time</b>			
Alumni Registration Fee		100	100
Security Deposit/Caution Money (Refundable)		4000	4000
University Registration/Enrolment Fee		500	500
<b>Per Credit</b>			
Examination Fee		50	100
Research Supervision Fees		....	200
Subject Association Fee		10	20
Teaching Learning Resource Fee		20	30
Tuition Fee		100	200
<b>Per Semester</b>			
Admission Fees		500	500
Campus Development & Beautification Fee		100	100
Convocation Fee		50	50
Cultural Activities Fee		50	50
Development Fee		500	500
Electricity & Water Fee		100	100
Foundation Day Celebration Fee		50	50
Games & Sports Fee		50	50
ICT Lab Fee		100	100
Language Lab Fee		100	100
Library Fee		200	400
Magazine Fee		50	50
Medical Fees		50	50
Non Resident Student Centre Fee		50	50
Students Welfare Fee		50	50

**Note:**

\* The Fees payable by the students is fixed by the Executive Council on the recommendation of the Academic Council and is notified in the Admission Brochure/Prospectus issued by the University from time to time.

# Since the University has not introduced any UG Programme during the academic Session 2010-11, the fees for the UG Programme has not been specified

5. For RD Programme i.e. MPhil/PhD students:

- a. Tuition fees shall be chargeable for the course work only
- b. Examination fees shall be chargeable for the course work and for dissertation work only
- c. Research Supervision fees shall be chargeable for dissertation work only

1. An additional Professional Development Fees shall be chargeable as under:

- a. Rs 4000/ per semester from the students admitted to MBA/MBA (Insurance & Financial Services)/MBA (Entrepreneurship Development);
- b. Rs 2000/ per semester from the students admitted to MSW/M.Lib.Sc

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Schedule 2

**OTHER FEES & CHARGES PAYABLE BY THE STUDENTS OF THE UNIVERSITY  
FOR THE ACADEMIC SESSION 2010-11\***

Sl. No	Head of Other Fees/Charges	Amount (Rs)
1	Cost of Application Form including Prospectus	
	▪ If Downloaded/applying online	Free of Cost
	▪ If obtained by Hand in person	100/=
	▪ If obtained by Post	150/=
2	Application Fees including Fees for HEAT/FEAT/TREAT	
	▪ General Category Candidates	400/=
	▪ OBC Category Candidates	300/=
	▪ SC/ST/Physically Challenged Candidates	100/=
3	Re-registration/Re-admission Fees	500/=
4	Re-checking/Revaluation of examination results/ per Answer Script	100/=
5	Duplicate copy of Statement of Marks/ per Statement of Marks	100/=
6	Transfer/Migration Certificate	50/=
7	Duplicate Copy of Transfer/Migration Certificate	100/=
8	Provisional Certificate	100/=
9	Duplicate Copy of the Provisional Certificate	200/=
10	Degree Certificate (in Person)	100/=
11	Degree Certificate (In absentia)	200/=
12	Duplicate Copy of the Degree	200/=
13	Any other Certificate	50/=
14	Duplicate copy of any other certificate	100/=
15	Addition/alternation in the personal details in the Enrolment Register	500/=
16	Duplicate Identity Card/Library Card/Smart Card/ any other Card	100/=
17	Application Fees for processing request for Transfer of Credits	500/=
*The Other Fees & Charges payable by the students is fixed by the Executive Council on the recommendation of the Academic Council and is notified in the Students handbook issued by the University from time to time		

**DRAFT ORDINANCE 33**  
**Transfer of Credit**  
***Under Section 6(2) (iv) of the Central Universities Act 2009***

- 1) This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad that can work well.
- 2) This Ordinance is aimed at prescribing:
  - a) procedure for facilitating and promoting transfer of credits earned by the students of this University to other Universities/educational institutions; and
  - b) policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.

**Facilitation for Transfer of Credits to other Universities/educational institutions:**

- 3) The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.
- 4) A student of the University seeking transfer of credit to other Universities/ institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examinations.
- 5) The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the same along with the application of the students to the University/ institution concerned.

**Policy and Procedure for accepting Credit Transfer from other Universities**

- 6) The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
  - a) Universities recognised under Section 12(b) of the UGC Act.
  - b) Universities that are members of the Association of Indian Universities.
  - c) Such foreign Universities, the Courses/Programmes of which are recognised as equivalent to those of Indian Universities by the Association of Indian Universities.
  - d) Indian Institutes of Technology (IIT)
  - e) Indian Institutes of Management (IIM)
  - f) National Institutes of Technology (NIT)
  - g) Indian Institutes of Science Education and Research (IISER)
  - h) Indian Institutes of Information Technology (IIIT)
  - i) Schools of Planning and Architecture (SPA)
  - j) All India Institute of Medical Sciences (AIIMS)
  - k) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
  - l) Any other University/ educational institution/ research institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University.
- 7) Request for acceptance of transfer of credits shall be:
  - a) entertained only if received from such candidates who have been duly selected for admission in a Programme of Studies, as per the rules governing admission in the University;
  - b) made by the student concerned within 10 days from the date of his/her admission in the University.
  - c) made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
  - d) supported by such documents as may be prescribed by the Academic Council.

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- 8) Dean of the School concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a Committee comprising a senior faculty as chairperson and two faculty members to process and finalise the request for acceptance of credit.
- 9) The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Studies in which a student has been admitted.
- 10) Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade/ GPA of 2 or above/ a minimum of 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the School concerned in this regard shall be considered as final.
- 11) The credit equivalence for accepting credit transfer shall be determined as under:
  - a) for credit(s) earned by students from Universities that have the credit system in place, a Course work requiring 15 hours of contact hours shall be considered as equivalent to 1 credit of the University;
  - b) for Courses completed from Universities/educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 2 credits of the University; and
  - c) for Courses completed from Universities/educational institutions/research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 2 hours per week it shall be considered as equivalent to 2 credits of the University.
- 12) The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions in full or partial fulfilment of the required Course work. In such cases:
  - a) the student shall be required to obtain prior approval of the Dean of the School;
  - b) the Courses can be undertaken only in the institutions specified in para 8 above; and
  - c) the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 25% of the total credits prescribed for the successful completion of the Programme of Studies

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F. No 3-4/CUHP/GA/2010

Date: 2nd February 2011

Dear Dr. Batra,

With reference to your DO Letter No. F.57-2/2009 CU) dated 9th December 2010 and also the email communication of 30th November 2010, please find enclosed herewith the Proposal, in the prescribed format, for Academic Programmes during the Academic Session 2011-12. Based on the planned activities and expected progress, the total requirements of funds during the financial year 2011-12 is projected as under:

1. Campus Development:	Rs. 6.00 Cr
2. Temporary Accommodation:	Rs. 5.50 Cr
3. Construction of Building:	Rs. 20.00 Cr
4. Recurring Grants in aid general	Rs. 21.50 Cr
<b>Total Requirements:</b>	<b>Rs. 53.00 Cr</b>

Delay in sending the proposal is regretted but the same has not been without a genuine reason. We had been pursuing with the State Government about various issues relating to the transfer of land to the Central University and we wanted to submit proposals for new programmes only if there were to be strong possibility for the transfer of land during 2011-12. Thankfully, most of the issues seems to have been resolved.

Further we wanted to send our proposals with due approval of the Academic Council/Executive Council and had accordingly worked hard to fix the meeting on 15th/16th January 2011. Sadly, that could not be possible. We are, therefore, submitting the proposal in anticipation of the approval of the Academic Council/Executive Council, which are scheduled to meet on 11th/12th February 2011.

With Regards

Yours Sincerely

Furqan Qamar

Vice Chancellor

Dr. (Ms) Renu Batra  
Joint Secretary  
University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi - 110002



## CENTRAL UNIVERSITY OF HIMACHAL PRADESH

PO Box:21, Dharamshala, District Kangra - 176215 (Himachal Pradesh)

### FORMAT REGARDING STATUS OF COURSES TO BE STARTED DURING 2011-2012 AND STUDENTS INTAKE CAPACITY AND ANNUAL REQUIREMENT FOR THE YEAR 2011-2012.

1. **Details of the courses (Department-wise) started during the academic year 2009-10 and 2010-11.**

**(a) 2009-10**

During the academic year 2009-10, the University did not start any Programmes of Studies, as it became functional with effect from 20th January 2010 only.

**(b) 2010-11**

During the academic year 2010-11, the University started the following Programmes of Studies, as sanctioned by the University Grants Commission.

<b>School wise/Department wise Programmes of Studies</b>	
<b>1) School of Business &amp; Management Sciences:</b>	<ul style="list-style-type: none"> <li>i) MBA</li> <li>ii) MBA (Entrepreneurship Development)</li> <li>iii) MBA (Insurance &amp; Financial Services)</li> <li>iv) MPhil/PhD</li> </ul>
<b>2) School of Social Sciences</b>	<ul style="list-style-type: none"> <li>a) <u>Department of Social Work</u> <ul style="list-style-type: none"> <li>i) MSW</li> <li>ii) MPhil/PhD</li> </ul> </li> <li>b) <u>Department of Economics</u> <ul style="list-style-type: none"> <li>i) MA (Economics)</li> <li>ii) MPhil/PhD</li> </ul> </li> </ul>
<b>3) School of Mathematics, Computer &amp; Information Sciences</b>	<ul style="list-style-type: none"> <li>a) <u>Department of Library Science</u> <ul style="list-style-type: none"> <li>i) M. Lib. Sc. (Integrated Dual Degree Programme)</li> <li>ii) MPhil/PhD</li> </ul> </li> <li>b) <u>Department of Mathematics</u> <ul style="list-style-type: none"> <li>i) MPhil/PhD</li> </ul> </li> </ul>
<b>4) School of Humanities &amp; Languages</b>	<ul style="list-style-type: none"> <li>a) <u>Department of English &amp; Foreign Languages</u> <ul style="list-style-type: none"> <li>i) MPhil/PhD</li> </ul> </li> </ul>
<b>Note:</b>	
1. Admission to all PG Programmes were completed and the teaching for 1st Semester commenced on 18th October, 2010. In order to make up for the lost time, the University curtailed the winter and summer vacations so that the academic session could be completed by 15th July 2011	
2. Admission to Research Degree (RD) Programmes i.e. MPhil/PhD shall be completed by 12th February. The list of candidates selected for admission has already been announced Teaching for Course Work is planned to commence w.e.f 14th February 2011.	

2. **Details of approved intake and admitted students in each programme (Department-wise) during the academic year 2009-10 and 2010-11.**

**(a) 2009-2010**

Sl. No.	Name of the School / Department (Course)	Students Intake	Students Admitted	Remarks
1.	Nil	Nil	Nil	Pl. see Note below
Note: The University had commenced operation only with effect from 20th January 2010; hence no Programme of Studies could be started in that year				

**(b) 2010-2011**

As sanctioned by the University Grants Commission, the University launched the following Programmes of Studies during the Academic Session 2010-11

Sl. No.	Name of the School / Department (Course)	Approved Students Intake	Number Applied@	Students Admitted	Remarks
1.	<b>School of Business &amp; Management Sciences</b> a. MBA b. MBA (Entrepreneurship Development) c. MBA (Insurance & Financial Services) d. MPhil/PhD	30 30 30 30	385 338 353 219#	30 30 30 15*	
2.	<b>School of Social Sciences</b> <u>Department of Social Work</u> a. MSW b. MPhil/PhD <u>Department of Economics</u> a. MA (Economics) b. MPhil/PhD	30 10 30 10	237 29# 205 22#	24 01* 11 02*	
3.	<b>School of Mathematics, Computer &amp; Information Sciences</b> <u>Department of Library Science</u> a. M.Lib. Sc. (Integrated Dual Degree Programme) b. MPhil/PhD <u>Department of Mathematics</u> a. MPhil/PhD	30 10 10	223 46# 66#	15 00* 6*	
4.	<b>School of Humanities &amp; Languages</b> <i>Department of English &amp; Foreign Languages</i> a. MPhil/PhD	10	73#	6*	

**@ Details of Applications:** The University had designed a single application form for admission in all Programmes of Studies at a particular level, thereby saving the applicants trouble of filling up multiple application forms. The candidates were required to indicate their choices in order of preference.

- In PG Programmes, **431** candidates applied, of which **422** called for GD/PI and **328** appeared for the GD/PI;
- In Research Degree (RD) Programmes, **455** candidates applied, of which **264** candidates took **TREAT** and 78 appeared for Personal Interview.

**# Details of applications for RD programme:**

- Business & Management Sciences: 134 appeared in TREAT; 46 appeared for Personal interview
- English & Foreign Languages: 46 appeared in TREAT; 13 appeared for Personal interview
- Social Work: 12 appeared in TREAT; 02 appeared for Personal interview
- Economics: 11 appeared in TREAT; 5 appeared for Personal interview
- Library Sciences: 19 appeared in TREAT; 01 appeared for Personal interview
- Mathematics: 42 appeared in TREAT; 11 appeared for Personal interview

**\* Details of Admission in RD Programme:**

Number indicates candidates short-listed for admission on the basis of composite scores based on past academic performance, merit in The Research Entrance Aptitude Test (TREAT) and Personal Interview. Programme to commence on 14th February 2011. The intake has been restricted to the following in view of the number of faculty qualified to supervise Research Programme available as on date.

- Business & Management Sciences: 16
- English & Foreign Languages: 8
- Social Work: 8
- Economics: 8
- Library Sciences: Nil
- Mathematics: 16

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3. Details of filled-up teaching positions against the sanctioned teaching positions (Department-wise).

**2009-2010**

Sl. No.	Name of the School / Department (Course)	Teaching positions approved by UGC	Teaching positions appointed so far		Remarks
			Permanent	Contract / Guest faculty	
	NIL	NIL	NIL	NIL	The University had commenced operation only with effect from 20th January 2010; hence no teaching position was sanctioned by the UGC.

**2010-2011**

Sl. No.	Name of the School / Department (Programmes of Studies)	Teaching positions approved by UGC	Teaching positions appointed so far		Remarks
			Perma- nent	Contract/ Guest faculty	
1.	<b>School of Business &amp; Management Sciences</b> <ul style="list-style-type: none"> <li>▪ MBA</li> <li>▪ MBA (Entrepreneurship Development)</li> <li>▪ MBA (Insurance &amp; Financial Services)</li> <li>▪ MPhil/PhD</li> </ul>	18 (3:6:9)	None	6	Please see Notes below
2.	<b>School of Social Sciences</b> <u>Department of Social Work</u> <ul style="list-style-type: none"> <li>▪ MSW</li> <li>▪ MPhil/PhD</li> </ul> <u>Department of Economics</u> <ul style="list-style-type: none"> <li>▪ MA (Economics)</li> <li>▪ MPhil/PhD</li> </ul>	6 (1:2:3)  6 (1:2:3)	None  None	2  None	
3.	<b>School of Mathematics, Computer &amp; Information Sciences</b> <u>Department of Library Science</u> <ul style="list-style-type: none"> <li>▪ M.Lib.Sc. (Integrated Dual Degree)</li> <li>▪ MPhil/PhD</li> </ul> <u>Department of Mathematics</u> <ul style="list-style-type: none"> <li>▪ MPhil/PhD</li> </ul>	6 (1:2:3)  6 (1:2:3)	None  None	1  2	
4.	<b>School of Humanities &amp; Languages</b> <u>Department of English &amp; Foreign Languages</u> <ul style="list-style-type: none"> <li>▪ MPhil/PhD</li> </ul>	6 (1:2:3)	None	2	

**Notes:**

- Statutes of the University creating the Schools/ Departments are yet to be approved by the Visitor;
- Names of the Visitor's Nominees have not been received;
- The University advertised and recruited teachers at the level of Assistant Professor on Contract basis through Local Selection Committee;
- The sanctioned faculty positions have already been advertised for appointment on regular basis; and Selection Committee shall be held as soon as the names of the Visitor's Nominees are received.

4. **Details of Departments under which courses are to be started during the Financial Year 2011-2012 and Students Intake Capacity in each programme : - 2011-2012**

Sl. No.	Name of the School / Department (Course)	Proposed Students Intake	Teaching Positions Requested from UGC (P:AP:AP)
1.	<b>School of Earth &amp; Environmental Sciences</b> <ul style="list-style-type: none"> <li>▪ MSc (Environmental Sciences)</li> <li>▪ MPhil/PhD</li> </ul>	30 10	1:2:4=7
2.	<b>School of Education</b> <u>Department of Teachers' Training</u> <ul style="list-style-type: none"> <li>▪ MA (Education)</li> <li>▪ MPhil/PhD</li> </ul>	30 10	1:2:4=7
3.	<b>School of Mathematics, Computer &amp; Information Sciences</b> <u>Department of Computer Science &amp; Informatics</u> <ul style="list-style-type: none"> <li>▪ MCA/MSc (Information Technology)</li> <li>▪ MPhil/PhD</li> </ul>	30 10	1:2:4=7
4.	<b>School of Physical &amp; Material Sciences</b> <u>Department of Physics &amp; Astronomical Sciences</u> <ul style="list-style-type: none"> <li>▪ MSc (Theoretical Physics)</li> <li>▪ MPhil/PhD</li> </ul>	30 10	1:2:4=7
5.	<b>School of Mathematics, Computer &amp; Information Sciences</b> <u>Department of Mathematics</u> <ul style="list-style-type: none"> <li>▪ MSc (Industrial Mathematics)</li> </ul>	30	1:2:4=7
6.	<b>School of Life Sciences</b> <ul style="list-style-type: none"> <li>▪ MSc (Computational Biology/Bio-informatics)</li> <li>▪ MPhil/PhD</li> </ul>	30 10	1:2:4=7
7.	<b>School of Humanities &amp; Languages</b> <u>Department of English &amp; Foreign Languages</u> <ul style="list-style-type: none"> <li>▪ MA (English Language &amp; Comparative Literature)</li> </ul> <u>Department of Hindi &amp; Indian Languages</u> <ul style="list-style-type: none"> <li>▪ MA (Hindi)</li> <li>▪ MPhil/PhD</li> </ul>	30 30 10	1:2:4=7 1:2:4=7
8.	<b>School of Tourism, Travel &amp; Hospitality Management</b> <u>Department of Tourism &amp; Travel Management</u> <ul style="list-style-type: none"> <li>▪ MBA (Tourism &amp; Travel)</li> <li>▪ MPhil/PhD</li> </ul>	30 10	1:2:4=7
9.	<b>School of Journalism, Mass Communication &amp; New Media</b> <u>Department of Mass Communication &amp; Electronic Media</u> <ul style="list-style-type: none"> <li>▪ MA (New Media Communication)</li> </ul> <u>Department of Journalism &amp; Creative Writing</u> <ul style="list-style-type: none"> <li>▪ MA (Journalism &amp; Creative Writing)</li> </ul>	30 30	1:2:4=7 1:2:4=7
10	<b>School of Fine Arts &amp; Art Education</b> <u>Department of Visual Art</u> <ul style="list-style-type: none"> <li>▪ MFA (Painting)</li> </ul>	10	1:2:4=7
<ul style="list-style-type: none"> <li>▪ Total Intake = 410 (PG Programme 340+ RD Programme =70)</li> <li>▪ Faculty requirement for the proposed Programmes of Studies = 84 (12:24:48)</li> <li>▪ Floating Faculty Positions at the level of Professors/Associate Professors = 16</li> <li>▪ Total Faculty Required = 100</li> </ul>			

5. **Details of Physical & Academic Infrastructure developed so far:**

▪ **Land & Building for Permanent Campuses:**

- Following the recommendation of the Central Site Selection Committee, the MHRD has approved that the University shall have its headquarter in Dharamshala and shall have two campuses in Dharamshala and Dehra, both in the District of Kangra of Himachal Pradesh;
- The State Government has identified land for both the campuses in Dharamshala and Dehra and has written to the District Administration to complete the formalities for the transfer of land to the Central University of Himachal Pradesh
- The Revenue Department has completed necessary paper work/documentation for the transfer of land for both the campuses
- Boundary Pillars on the land allotted for Dharamshala site has already been got erected through the state PWD. As regards boundary pillars for the Dehra site, the matter is being pursued with the District administration
- The Forest Department has completed the enumeration of trees and identification of land for compensatory afforestation for both the campuses - In order to facilitate and expedite the work, the University has engaged the services of a Consultant and had given sanction for the expenditure to be incurred on the enumeration of trees and preparation of proposals/documents for FCA clearance
- Since the proposal for FCA clearance also required the site plan, master plan and geo-technical survey etc, the University has engaged EdCil as consultant and the work is presently on and is likely to be completed shortly
- The major bottleneck as to who shall sign the proposal for FCA clearance as the User Agency and consequently bear the expenses (amounting to approximately Rs. 60 Crores) with regard to FCA clearance (NPV of trees and cost of compensatory afforestation) have also been sorted out with the State Government.
- A few other critical issues regarding the land such as ensuring contiguity of land and ensuring that the land transferred is free from any encumbrance are also being taken up with the State Government and are likely to be resolved shortly.
- In view of the above, it is hoped that the Proposal for FCA Clearance, a pre-requisite for the transfer of land to the University for both the campuses, is likely to be submitted shortly.
- Hopeful that the FCA clearance would be received and the land would effectually be transferred, the University is proposing to appoint Project Management Consultant (PMC) and, thus, be ready with plans for construction and development of the permanent campuses.

▪ **Temporary Building Infrastructure**

- **Camp Office:** The University has developed a fully functional Camp Office in Dharamshala, District Kangra in the building temporarily allotted by the State Government. The Camp Office is fully functional with modular furniture and has the following facilities:
  - office of the Vice Chancellor
  - four chambers for senior officers of the University
  - fully-equipped Board Room for meetings etc,
  - eight cubicles for office staff,
  - store room, pantry and reception.

- 24 lines EPBAX,
  - Multimedia Projector
  - Photocopier
  - 17 PCs
  - 10 MBPS Network connectivity with Local Area Network (LAN) and Wifi
- **Temporary Academic Block:** The University has setup a fully furnished teaching block at Shahpur District Kangra (approximately 27 Kms from the Camp Office of the University) in a newly constructed Government College Building temporarily allotted by the State Government. With a built-up area of over 80000 sq ft, the Temporary Academic Block has been furnished with modular furniture and has the following facilities:
- **Classrooms/Lecture Theatre**
    - six state of the art Classrooms with the seating capacity of 45 each
    - six state of the art Lecture Theatres with the seating capacity of 90 each
    - One Room for Group Discussion, Projects, workshops etc with the seating capacity of 20 persons
  - **Seminar Room/Conference Hall:**
    - One Conference Hall with the seating capacity of 200 persons
    - One Seminar Hall with the seating capacity of 70 persons
  - **Laboratories:**
    - Three Labs ready with basic civil infrastructure for Programmes of Studies in Sciences
    - Information Technology Lab with provision for 41 consoles
    - Digital Language Lab with the provision of 41 consoles
  - **Office Space/Workstations/Counters:**
    - Three chambers and offices for the senior officers of the University
    - Central office for the Temporary Academic Block comprising reception, cash counters, one cabin and six workstations for the staff
    - Strong Room for examination and other confidential records
  - **Faculty Rooms/Cubicles/Workstation:**
    - Eight fully furnished cabins for Professor/Head/Deans
    - Eight Workstations for Offices of the Schools/Departments
    - Seventy two Workstations for Associate Professors/Assistant Professor
  - **Library & Information Resource Centre (LIRC) with provisions for:**
    - 16 Terminals for electronic access to catalogue and e-resources
    - Stacks for about 15000 Books
    - Racks for periodicals/journals
    - Reading Room with seating capacity of about 40 persons at a time
    - Lockers for about 100 persons
    - Chamber for the Librarian
    - Store Room
    - Photocopying facility
    - The University has already placed orders for the Software of University Libraries (SOUL) from the INFLIBNET;
    - Also the INFLIBNET has been approached for e-resources/journals
  - **Other Facilities:**

- Facilities for purified drinking water
- Common photocopying facility for students and staff has been arranged by the University on outsource basis through a vendor on payment basis
- University is in the process of setting up a mini gym/activity rooms/playground with skeleton facilities for such games as badminton, volleyball and basketball
- University is also in the process of providing canteen facility through Nescafe outlet
- **Temporary Residence of the Vice Chancellor:**
  - a residential building hired on rent as assessed by the state PWD and has been functionally furnished for the residence of the Vice Chancellor
- **Temporary Hostels for Boys and Girls:**
  - The University had issued Expression of Interest for taking suitable buildings on rent to be used as hostels for boys and girls students of the University; the University is in the process of finalising the same
- **ICT Infrastructure:**
  - **Internet Connectivity**
    - The Camp Office has 10 MBPS connectivity through Optical Fibre Cable (OFC) arranged through the INFLIBNET;
    - The Temporary Academic Block (TAB) presently has Broadband connectivity taken through BSNL
    - The University has been sanctioned 1 GBPS connectivity under the National Knowledge Network (NKN) - the Optic Fibre Cable (OFC) has already been laid down and the facility may become operational soon
  - **LAN/Wifi**
    - The work for Local Area Network (LAN) and wifi connectivity throughout the Temporary Academic Block is in progress - the University has constituted the Technical Infrastructure Committee to advise for best possible technical support
  - **Communication Facility**
    - five landline telephone connection;
    - 64 line EPBAX system is at the advanced stage of implementation
  - **Computing Facility**
    - The University is in the process of acquiring 70 PCs for IT Lab, Teachers and office of the Temporary Academic Block - Of these 26 have already been received and the rest are likely to be received in a week. Installation is expected to be completed shortly.
  - **Language Lab**
    - The University is in the process of issuing Expression of Interest (EOI) for setting up of a Digital Language Lab with 41 Consoles on turnkey basis.
- **E-Governance Initiative**
  - **Online Receipt of Application form for Recruitment & Admission**
    - The University has already finalised arrangements for online receipt of application forms for recruitment and admissions
  - **ERP Initiative**



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- The University is presently actively working in the direction of implementation of total solution for Enterprise-wide Resource Planning for complete office automation and e-governance.

### 6. Details of actual financial requirements for the year 2011-2012 for physical and academic infrastructure

Head of Expenditure	Amount (Rs in Crores)
<b>Capital Assets (Non-Recurring):-</b>	
<b>I. Campus Development:-</b>	6.00
(i). Construction of Boundary Wall	
(ii). Electricity & Water Supply	
<b>II. Temporary Accommodation</b>	5.50
(i) Furnishing & Renovation of rented/allotted building	
(ii) Temporary construction of select facilities	
<b>III. Construction of Buildings :-</b>	20.00
(i). Administrative Buildings	
(ii). Academic Buildings	
(iii). Central Library	
(iv). Guest House	
(v). Teaching Staff Quarters	
(vi). Non-Teaching Staff Quarters	
(vii). VC Lodge	
(viii). Health Centre	
(ix). Sports Complex	
(x). Hostels	
<b>Grant-in-Aid (Recurring):-</b>	
<b>IV. Recurring Expenditure on:</b>	21.50
(i) Salary	
(ii) Books & Journals	
(iii) Equipments	
(iv) Consumables	
(v) TA / DA for various meetings etc.,	
(vi) Hire Charges for rented buildings	
(vii) Fellowships to MPhil/PhD students (Non-Net)	
(viii) Other expenses	
<b>TOTAL: (Rupees Fifty Three Crores only)</b>	<b>53.00</b>
Salary expenses are required for the already sanctioned as well as the newly proposed teaching and non-teaching positions. (Please see Annexure 1)	

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**Proposed Non-teaching Posts (Technical & Non-Technical)  
under XI Plan for new Central Universities (2011-12)  
Name of the University: Central University of Himachal Pradesh**

Sl. No	Name of the Posts	Approved Core Scale of Pay		Non-teaching positions (technical and non-technical) Proposed	Remarks/ Justification*
		PB	GP		
<b>Administrative, Secretarial &amp; Support Staff</b>					
	OSD/Consultant (Academic)	4	10000	2	For 5 years till initial academic planning is completed and implemented
	Deputy Registrar	4	7600 8700	1	Administration
	Deputy Finance Officer	4	7600 8700	1	Finance Office
	PS	3	4600	3	Administration, COE, Librarian
	Assistant Registrar	3 3	5400 6000	3	Administration, COE, Finance Office
	Section Officer	2	4600	12	1 each for 10 Schools, EE, DSW
	UDC	2	2800	19	1 each for 10 Schools, EE, Director IT, PVC, COE, OSD(2), DSW, Librarian, FO
	LDC	2	2400	21	For each Department(18), Registrar, FO
	Drivers	2	2400	3	PVC, COE, Pool
	Peons	1	1800	20	1 for each Department(18) 1 each for PVC, COE, EE, DSW
<b>Technical Staff</b>					
	Director(IT)	4	10000	1	To take up ERP/MIS/e-governance & ICT/ Univ Website
	System Administrator	3	8000	1	To take up ERP/MIS/e-governance & ICT/ Univ Website
	Lab Attendants	1	1800	3	1 for Digital Language Lab and 2 for Science Lab
	Technical Assistants	2	4600	1	IT lab
<b>Total Non-Teaching &amp; Technical Staff</b>				<b>90</b>	

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