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CENTRAL UNIVERSITY OF HIMACHAL PRADESH

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Email: vc.cuhimachal@gmail.com; website: www.cuhimachal.ac.in

F. No. 1-1/CUHP/GA/

February 14, 2011

To

All Members of Executive Council

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

Sir,

Kindly find attached herewith the Minutes of the 2nd Meeting of the Executive Council of the Central University of Himachal Pradesh held on 13th February 2011 at 9.30 AM at the Camp Office of the Central University of Himachal Pradesh, Dharamshala, District Kangra.

It is requested that comments on the Minutes, if any, may please be sent by email at (vc.cuhimachal@gmail.com) or by post, at the earliest. If no comments are received, within ten days, 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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CENTRAL UNIVERSITY OF HIMACHAL PRADESH

MINUTES

2nd Meeting of the Executive Council

Held on 13th February, 2011 at 9:30 AM

Venue: Camp Office, Central University of Himachal Pradesh

Dharamshala, District Kangra, Himachal Pradesh

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2nd Meeting of the Executive Council

held on 13th February 2011 at 9:30 AM

Venue: Camp Office, Central University of Himachal Pradesh

Dharamshala, District Kangra, Himachal Pradesh

MINUTES

The 2nd Meeting of the Executive Council of the Central University of Himachal Pradesh was held on 13th February 2011 at 9:30 AM in the Camp Office of the University at Dharamshala.

1. The following members were present:

1. Prof. Furqan Qamar	Chairman
Vice Chancellor	
2. Shri R.D. Sahay	Member
(representative of the Secretary, DoHE, MHRD, GOI)	
3. Prof. A.N. Rai	Member
Vice-Chancellor, Mizoram University	
4. Prof. N. Saytamurthy	Member
Director, IISER, Mohalli	
5. Prof. S.P. Thyagarajan	Member
Former Vice-Chancellor, Madras University	
6. Dr. D.S. Rathore	Member
Former Vice-Chancellor HP Krishi Vishvavidyalaya	
7. Prof. S.P. Singh	Member
Former Vice-Chancellor, HNB Garhwal University	

2. Dr. Shrikant Baldi, Prof. D.T. Khathing, Prof. Pritam Singh and Prof. V.S. Vyas, Former Chairman, IDS, Jaipur, could not attend the meeting due to their prior commitments and unavoidable reasons and were granted leave of absence:

3. The Vice Chancellor extended a warm welcome and thanked each one of them for sparing their valuable time to attend the meeting. The Vice-Chancellor apprised the members about the progress made by the University since the last meeting of the Executive Council, and in particular informed that the University has started the Academic Programmes as were approved by the Academic Council and Executive Council of the University in their last meetings and concurred by the University Grants Commission. He also informed that the issues regarding transfer of land to the University are almost solved. Earlier it was not clear as to who shall be the user agency and who will sign all the papers for FCA clearance. But in the recent meeting which the Vice-Chancellor has had with the Chief Secretary of Himachal Pradesh and other Secretaries, Heads of the Departments involved in the case, the issue has been settled and formal communication from the State Govt. has also been received on this account. Now the State Govt. shall act as User Agency for completing and signing the paper required for FCA clearance. The Vice-Chancellor also informed that in order to run the academic programmes smoothly, the university has recruited 13 Assistant Professors in different disciplines on short term contract basis, and that the posts of first Registrar and first Finance Officer were advertised, interview held and the posts are likely to be filled up shortly. The Vice-Chancellor further informed that UGC has asked for proposal with regard to new programmes/courses which the university may like to start during the year 2011-12 and

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he in anticipation of approval of the AC/EC has sent the said proposal which is coming up before the AC/FC/EC, as agenda item.

After this, the Agenda was taken up for discussion.

Item No.2.1: Confirmation of the minutes of the 1st meeting of the Executive Council held on 24.7.2010.

The minutes of the 1st meeting of the Executive Council held on 24.7.2010, were confirmed.

Item No.2.2: To place before the Executive Council the Report about the action taken on the decisions of its 1st meeting held on 24.7.2010.

The report about the action taken on the decisions of 1st meeting of the Executive Council held on 24.7.2010, was noted, as per Annexure 2.2A.

ITEMS FOR REPORTING AND RATIFICATION

Item No.2.3: Appointment of Faculty on contract basis.

The University has started its academic programmes from the current academic session. The faculty positions as approved by the UGC have been created. But since the filling up of these positions on regular basis was not possible immediately, the university advertised and made the following appointment on contract basis for a period of six months by constituting local selection committee, as per the provisions in the Statutes.

Sr. No.	Name of the Candidate	Subject	Date of Joining
1.	Ms. Manpreet Arora D/O Sh. Surinder Singh Arora	Management	8.10.2010
2.	Dr.(Ms) Aditi Sharma D/O Sh. R.C. Sharma	Management	14.10.2010
3.	Sh. Ashish Nag S/O Sh. Yugal Kishore Nag	Management	13.10.2010
4.	Sh. Sanjay Kumar Thakur S/O Sh. S.S. Thakur	Management	28.10.2010
5.	Sh. Manoj Kumar Chaudhary S/O Sh. Ramsewak Chaudhary	Management	11.10.2010
6.	Rajesh Kumar S/O Sh. Charan Das	Management	12.10.2010
7.	Dr. Amit Mahajan S/O Sh. Arun Mahajan	Mathematics	8.10.2010
8.	Dr. Susheel Kumar S/O Sh. Bishan Dutt Sharma	Mathematics	8.10.2010
9.	Ms. Shruti Sharma D/O Sh. Mukesh	English	11.10.2010

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	Sharma		
10.	Dr. Khem Raj S/O Sh. Karam Chand	English	13.10.2010
11.	Sh. Shabab Ahmad S/O Sh. Shamim Ahmad	Social Work	13.10.2010
12. ^T	Sh. Upmesh Kumar S/O Sh. Misri Singh	Social Work	15.10.2010
13. ^h e	Sh. Nimmala Karunakar S/O Sh. Nimmala Ashok	Library Science	21.10.2010

The Executive Council ratified the action taken.

Item No.2.4: Appointment of Shri R.R. Dhiman, as Consultant for preparation of proposal/case for FCA clearance of land.

A meeting regarding FCA clearance in respect of identified land for the establishment of Central University of Himachal Pradesh at Dharamshala and Dehra, was held with the Chief Conservator of Forests, Dharamshala in the Chamber of the Vice-Chancellor wherein Chief Conservator of Forests, Dharamshala, OSD Admn. and OSD Acad and the Dy. Registrar CUHP were present. In the said meeting it was felt that FCA clearance is a huge work where information from several quarters has to be obtained, compiled and document to be prepared for which services of a consultant shall have to be hired. Accordingly Shri R.R. Dhiman, a Retired Officer from HP Forest Services was engaged as Consultant for a period of three months @ Rs.26,000/- per month plus Rs.10,000/- on account of typing charges etc.

The matter was considered and ratified by the Executive Council.

Item No.2.5: Appointment of Shri S.C. Uppal, as Consultant (Library) for the establishment of Library.

The University has started the academic programmes and as such a need was felt to have an experienced and qualified person who could help for the establishment of library at the Temporary Academic Building at Shahpur (HP). Therefore, Shri S.C. Uppal, an Ex-Librarian having vast experience of rendering professional services in different universities has been engaged as Consultant (Library) for the establishment of Library at TAB for a period of three months @ Rs.22,000/- p.m.

The Executive Council ratified the action taken.

Item No.2.6: Constitution of adhoc building committee

The Ordinance No.19 as approved by the Academic Council and Executive Council provides for Building Committee of the University. Keeping in view the fact that the posts of Registrar and Finance Officer have not yet been filled and that the university does not have as yet the Planning and Monitoring Board, etc.etc., the Building Committee could not be constituted.

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A necessity had arisen to get the survey of the university land conducted and to have the Master Plan of the University. In this behalf a necessity was felt to have the opinion and advice from the technical personnels. Therefore, pending the constitution of the Building Committee, an Adhoc Building Committee has been constituted as under:

Constitution

- | | | |
|----|---|------------------|
| 1. | The Vice-Chancellor, Central University of Himachal Pradesh, Dharamshala | Chairman |
| 2. | Er. D.C. Chauhan, Executive Engineer, HPPWD Division, Dharamshala | Member |
| 3. | The Director, NIT, Hamirpur or his representative | Member |
| 4. | Sh. Ashwani Kumar Sharma, Architect, CSK HPKV, Palampur, H.P. | Member |
| 5. | Sh. L.M. Mastana, Architect, O/O Chief Engineer, HPPWD, Kangra at Dharamshala | Member |
| 6. | The OSD (Admin), Central University of Himachal Pradesh | Member |
| 7. | The OSD (Acad.), Central University of Himachal Pradesh | Member |
| 8. | The Deputy Registrar, Central University of Himachal Pradesh | Member Secretary |

Terms of Reference

The above Ad-hoc Building Committee shall render guidance for :-

- advise the University for undertaking site survey of the land at the campuses of the University;
- advise the University for zoning of the campuses and preparation of the Master Plan of the University;
- advise the University for undertaking Environmental Assessment Study of the campuses of the University;
- finalizing the Plans and Estimates of the various Building Projects approved by the UGC, or other funding Agencies, and for proper utilization of the Grants received from the UGC etc;
- undertake any other assignment given to it by the Vice-Chancellor.

The action taken was considered and ratified by the Executive Council. Further it suggested that regular Building Committee of the University, be constituted as per Ordinance 19 of the University for future.

Item No.2.7: Arrangements for starting of the academic programmes.

In order to make necessary arrangements to start the academic programmes at TAB Shahpur, within the available means, manpower and infrastructure the following arrangements have been made w.e.f. 1st September, 2010 in the interest of university work:

1. Dr. Y.S. Verma, initially taken on deputation as OSD (Admn.), has been also designated as Professor of Management. He was further appointed as Dean, School of Business & Management Studies and School of Mathematics, Computer and Information sciences, by the Vice-Chancellor in exercise of the powers vested in him under Statute 5(1) and Head of the Departments falling under these schools. He has also been assigned the duties to look after the general administration, recruitment and developmental works, in addition to his duties as Professor & Head and Dean, till the first Registrar of the University joins.

2. Dr. A.K. Agrawal, initially taken as OSD (Acad), has been designated as Professor of Social Work. He was further appointed as Dean, School of Social Sciences and Humanities & Languages by the Vice-Chancellor in exercise of the powers vested in him under Statute 5(1) and Head of the Departments falling under these schools. He has also been assigned the duties to look after the work Academic related work e.g. Admissions, examinations, admission tests, library, students welfare activities and the business of Academic Council, Executive Council, Boards of Studies, Curriculum Development Committees, etc. in addition to his duties as Professor and Dean, till the first Registrar/Controller of Examination, of the University joins.

3. Shri B.R. Dhiman, initially taken on deputation as Deputy Registrar has also been designated as OSD (Finance) in addition to his own duties. He has further been authorised to act as Controlling Officer for TA and medical claims, till the first Finance Officer of the University joins.

The above arrangement has been made without any financial benefits. The above officers would continue to draw salary in their present pay band and grade pay. In addition, they have been allowed the use of University vehicle for journeys in connection with university work.

The Executive Council ratified the working arrangement made by the Vice-Chancellor.

ITEMS FOR CONSIDERATION AND DECISION

Item No.2.8: Identification and Appointment of Project Management Consultant

It is also proposed that the University may simultaneously start the process of identification and appointment of Project Management Consultant (PMC) for the development of both the campuses of the University. If approved, the University may approach and initiate discussion for determining the scope of work and terms & conditions of engagement including the consultancy fee and content of the MOU to be signed with the PMC.

It was informed to the Executive Council that an agenda item for appointing RITES Ltd. as Project Management Consultant has been considered by the Finance Committee vide item No.1.12(T) of its first meeting held on 12.2.2011 and the minutes of the Finance Committee are coming up before the Executive Council for consideration separately. The Executive Council considered and approved the proposal for engaging RITES Ltd. As PMC, as recommended by the Finance Committee.

Item No.2.9: To place before the Executive Council the recommendations of the Academic Council made in its 2nd meeting held on 11.2.2011 (Annexure 2.9A).

The Executive Council considered and approved the recommendations made by the Academic Council as contained in the minutes of its 2nd meeting held on 11.2.2011 (as per Annexure 2.9A).

Item No.2.10: To place before the Executive Council the recommendations of the Finance Committee made in its 1st meeting held on 12.2.2011(Annexure 2.10A).

The Executive Council considered and approved the recommendations made by the Finance Committee as contained in the minutes of its 1st meeting held on 12.2.2011 (as per Annexure 2.10A).

TABLE AGENDA

Item No.2.11(T): To place before the Executive Council the proposal for taking the services of Prof. Yoginder S. Verma and Prof. Arvind K. Aggrawal, on deputation for a period of one year.

The services of Prof. Yoginder S. Verma from H.P. University, Shimla and Prof. Arvind K. Aggrawal, from Rajasthan University, were taken on deputation for a period of one year as Officers on Special Duty. These officers joined as such on 22.5.2010 and 1.6.2010, respectively. These Officers have already been working as Professors in their parent Universities. In order to make necessary arrangements to start the academic programmes at TAB Shahpur, within the available means, manpower and infrastructure, Prof. Verma was designated as Professor of Management and Prof. Aggrawal, was designated as Professor of Social Work and they were further appointed as Deans of the respective Schools. Their appointments on deputation were made against the posts of Officers on Special Duty which were provided by the UGC immediately after the establishment of the University. But, while providing teaching and non-teaching and academic

position, the UGC has withdrawn the positions of the OSDs. However, on withdrawal of the positions of OSDs, their salary has been drawn against the posts of Registrar and Finance Officer, till the filling up of these positions. It is for the kind information of the Executive Council that the posts of first Registrar and first Finance Officer were advertised and the interviews have also been held and these posts are likely to be filled up shortly.

As soon as the positions of Registrar and Finance Officer are filled up these officers shall have either to be repatriated to their parent Department or some other arrangements have to be made. As is in the knowledge of the Executive Council, the University has started the Academic programmes but the posts of Professors, Associate Professors and Assistant Professors, though advertised, have not been filled up till date. At present there are only 13 Assistant Professors that too on short term contractual basis and as such there are no teaching faculty available on senior positions.

It is, therefore, proposed that as soon as the positions of Registrar and Finance Officer are filled, Prof. Verma and Prof. Aggrawal may be approved to be taken on deputation as Professor of Management and Professor of Social Work, respectively, from the date(s) of joining of the Registrar and Finance Officer, for a period of one year or till the filling up of the posts of Professors in these disciplines, whichever is earlier, so that the academic programmes of the university could be run smoothly.

The Executive Council approved the appointment of (i) Prof. Y.S. Verma and (ii) Prof. Arvind K. Agrawal, on deputation, as Professor in Management and Social Work, respectively, with effect from 1st March, 2011, for a period of one year or till the regular selections are made, whichever is earlier.

Item No.2.12(T):

To place before the Executive Council the proposal for taking the services of Dr. H.R. Sharma, as Professor of Economics, on deputation for a period of one year.

It is brought to the kind knowledge of the Executive Council, that the University has started the Academic programmes from the current year. But the posts of Professors, Associate Professors and Assistant Professors, though advertised, have not been filled up till date. At present there are only 13 Assistant Professors that too on short term contractual basis and as such there are no teaching faculty available on senior positions.

Since the filling up of the posts may take time, it is, proposed that Dr. H.R. Sharma, who has been presently working as Professor in the Department of Agricultural Economics, Extension Education and Rural Sociology, CSK Himachal Pradesh Krishi Vishvavidalaya, Palampur, may be taken on deputation as Professor of Economics, for a period of one year or till the filling up of the post of Professor in this discipline, whichever is earlier, so that the academic programmes of the university could be run smoothly.

The Executive Council approved the appointment of Dr. H.R. Sharma, as Professor of Economics, on deputation, for a period of one year from the date of joining or till the regular selections are made, whichever is earlier.

Item No.2.13(T): To place before the Executive Council the proposal for taking the services of Dr. Inder Vir Malhan, as Professor of Library and Information Sciences, on deputation for a period of one year.

It is brought to the kind knowledge of the Executive Council, that the University has started the Academic programmes from the current year. But the posts of Professors, Associate Professors and Assistant Professors, though advertised, have not been filled up till date. At present there are only 13 Assistant Professors that too on short term contractual basis and as such there is no teaching faculty available on senior positions.

Since the filling up of the posts may take time, it is, proposed that Dr. Inder Vir Malhan, who has been presently working as Professor DLIS, Dean Faculty of Social Sciences and Director, Academic Staff College, University of Jammu (J&K, may be taken on deputation as Professor of Library and Information Sciences, for a period of one year or till the filling up of the post of Professor in this discipline, whichever is earlier, so that the academic programmes of the university could be run smoothly.

The Executive Council approved the appointment of Dr. Inder Vir Malhan, as Professor of Library and Information Sciences, on deputation, for a period of one year from the date of joining or till the regular selections are made, whichever is earlier.

Item No.2.14 (T): To place before the Executive Council the proposal for granting extension in Contractual appointment of following Assistant Professors:

Sr. No.	Name of the Candidate	Subject	Date of Joining
1.	Ms. Manpreet Arora D/O Sh. Surinder Singh Arora	Management	8.10.2010
2.	Dr.(Ms) Aditi Sharma D/O Sh. R.C. Sharma	Management	14.10.2010
3.	Sh. Ashish Nag S/O Sh. Yugal Kishore Nag	Management	13.10.2010
4.	Sh. Sanjay Kumar Thakur S/O Sh. S.S. Thakur	Management	28.10.2010
5.	Sh. Manoj Kumar Chaudhary S/O Sh. Ramsewak Chaudhary	Management	11.10.2010
6.	Sh.Rajesh Kumar S/O Sh. Charan Das	Management	12.10.2010
7.	Dr. Amit Mahajan S/O Sh. Arun Mahajan	Mathematics	8.10.2010

8.	Dr. Susheel Kumar S/O Sh. Bishan Dutt Sharma	Mathematics	8.10.2010
9.	Ms. Shruti Sharma D/O Sh. Mukesh Sharma	English	11.10.2010
10.	Dr. Khem Raj S/O Sh. Karam Chand	English	13.10.2010
11.	Sh. Shabab Ahmad S/O Sh. Shamim Ahmad	Social Work	13.10.2010
12.	Sh. Upmesh Kumar S/O Sh. Misri Singh	Social Work	15.10.2010
13.	Sh. Nimmala Karunakar S/O Sh. Nimmala Ashok	Library Science	21.10.2010

The University has started its academic programmes from the current academic session. The faculty positions as approved by the UGC have been created. But since the filling up of these positions on regular basis was not possible immediately, the university advertised and made the above appointments on contract basis for a period of six months by constituting local selection committee, as per the provisions in the Statutes. As is evident from the above table, these teachers joined between 8th to 28th Oct. 2010 and accordingly, their service contract shall terminate on April 8-28, 2011. Though the posts of Assistant Professors have been advertised on regular basis, yet the filling up these posts may take time.

It is, therefore proposed that their service contract may be extended by another period of six months or till the filling up of these posts on regular basis, whichever is earlier, so that the academic programmes of the university could be run smoothly.

The Executive Council considered and approved the proposal for extending the service contract of the above teachers by another period of six months or till the filling up of these posts on regular basis, whichever is earlier.

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

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

Countersigned

**(Prof. Furqan Qamar)
Vice-Chancellor - Chairman**

Annexure 2.2A.

Action Taken Report (ATR) on the decisions of the 1st meeting of Executive Council held on 24.7.2010.

Item No.	Item	Decision Taken	Action taken
Item 1.1	<p>Matters pertaining to the Establishment of the University:</p> <p>(a) Establishment of the University: The Central University of Himachal Pradesh has been established by the Central Universities Act 2009 (No. 25 of 2009), which received the assent of the President on 20th March 2009. Objectives, Salient Features and Powers of the University are specified in the Central Universities Act 2009.</p> <p>(b) Appointment and joining of the first Vice Chancellor: Professor Furqan Qamar was appointed as the first Vice Chancellor of the University vide MHRD letter No. F.42-2/2009-Desk(U) dated 8th December 2009. Professor Qamar was the Vice Chancellor of the University of Rajasthan before joining as Vice Chancellor of this University. He was paid salary by the University of Rajasthan up to 19th January 2010. Professor Qamar joined as Vice Chancellor of this University on 20th January 2010 (A/N) and has been paid salary in this university w.e.f. 20th January 2010, by considering the intervening period as joining time. With the assumption of charge by the first Vice Chancellor, the University became functional with effect from 20th January 2010 with Dharamshala as its headquarter.</p> <p>(c) Constitution of the first Executive Council: The first Executive Council of the University has been constituted by the Government of India, vide MHRD letter No. F. 42-4/2009-Desk(U) dt 5th April 2010 for a term of three years with immediate effect.</p> <p>(d) Constitution of the first Academic Council: The first Academic Council of the University has been constituted by the Government of India vide MHRD letter No. F.42-4/2009-Desk(U) dated 26th April, 2010 for a term of three years with immediate effect.</p>	The Executive Council noted the information	No action
Item 1.2	<p>Amendment to Statute 11 of the University Act MHRD vide its letter No.F.42-26/2009-Desk(U) dated 12.04.2010 has communicated that the President, in her capacity as the Visitor of Central Universities, in exercise of the powers vested in her under Section 27(5) of the said Act, has been pleased to amend Statute (11) of the Statutes of the said Universities to add the following proviso there-under:</p> <p>"Provided that for a meeting of the first Executive Council</p>	The Executive Council noted the amendment	The amendment of statute has been published in the Gazette and copies thereof have been sent to the MHRD vide letter Dated

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	<p>constituted under the transitional provision of Section 44 of the Act, five members shall form a quorum.”</p> <p>The amended Statute together with Hindi translation copy has been sent to the Controller of Publications New Delhi for publication in the Gazette of India as stipulated under Section 43(1) of the Central Universities Act, 2009.</p>		20.8.2010.
Item 1.3	<p>Matters pertaining to the Transfer of land for the Permanent Campuses of the University:</p> <p>Central Site Selection Committee visited on 20th - 21st February 2010 to examine and make recommendations on the suitability of two sites proposed by the State Government at Dharamshala and Dehra, both in the District Kangra of Himachal Pradesh. Report of the Committee has since been accepted by the Government of India and communicated to the State Government vide MHRD letter No F.42-24/2009-Desk (U) dated 23rd April, 2010 Accordingly, it has been decided that the headquarters of the University shall be Dharamshala and that the University will have two campuses at Dharamshala and Dehra.</p> <p>The State Government has, since then, informed of its decision to the District Administration for handing over the identified land in Dehra and Dharamshala to the Central University of Himachal Pradesh. District Administration is presently preparing necessary papers for the demarcation of boundaries, diversion of forest land and transfer of land to the Central University of Himachal Pradesh - nearly 150 Acres in Dharamshala and 500 - 893 Acres in Dehra.</p> <p>Once the proposal for diversion of land has been prepared, the same has to be signed and submitted by the User Agency (in this case, the Central University of Himachal Pradesh), which entails financial commitment, the estimate of which shall be available only after the proposal has been prepared. The State Government has informed that the necessary expenditure with regard to obtaining the environment and forest clearance will have to be borne by the Central Government.</p> <p>In order to expedite the process of preparing the proposals for the transfer and diversion of land, the Vice Chancellor has also given in principle the approval that the respective SDMs and DFOs may engage/hire the required manpower at reasonable remuneration. The Vice Chancellor has also requested the concerned officers to identify a retired official of the Forest Department who could be engaged as a consultant, on a suitable honorarium, to actively pursue and follow up the task of preparing the required documentation.</p>	The Executive Council noted and ratified the decisions taken by the Vice Chancellor.	The matter has further been pursued with the State Govt. and two meetings have been held with the Chief Secy. HP after the meeting of the EC. The progress made in this regard is being reported to the EC under a separate item in the 2 nd meeting of the EC
Item 1.4	<p>Matters Pertaining to Temporary Offices/Temporary Campuses</p> <p>(a)Temporary/Camp Offices of the University: Sanskriti Sadan (Writers' Home) in Dharamshala has been allotted by the State Government, on rent basis, for the Residence-cum-Office of the Vice Chancellor. The building has been taken over by the University and</p>	The Executive Council noted and ratified the decisions	The rent of the buildings is being got assessed from HP PWD and the payments on

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	<p>the process for fixing the rent by the PWD has been initiated. Since the offices of the University were to be made functional at the earliest and no other suitable building could be made available for the purpose, it was decided to use the Sanskriti Sadan as the Temporary/Camp Office of the University. The building has since been suitably furnished and is being used as the Camp Office of the University.</p> <p>(b)Temporary Campus for Academic Activities of the University: Since no suitable building could be identified in Dharamshala for starting academic activities, the University has agreed to commence its academic activities from a newly constructed Government College building in Shahpur (approximately 27 Kms from Dharamshala, towards Pathankot) that the State Government has allotted to the University. Necessary orders in this regard have already been issued and the University is in the process of taking over the possession of and suitably furnishing the building for academic Activities.</p> <p>(c)Temporary Residence of the Vice Chancellor: As no suitable residence could be found, the Vice Chancellor temporarily stayed in the Circuit House, Dharamshala until 23th May 2010. While the search for a suitable accommodation is still on, effective from 24th May 2010, the Vice Chancellor has moved to the first floor accommodation owned by a private individual and the owner has agreed to accept the fair rent as assessed by the PWD.</p>	<p>taken by the Vice Chancellor.</p>	<p>account of rent for hiring of the buildings is being regulated accordingly.</p> <p>The rent of the building hired for the residence of the VC, has been got assessed from HP PWD and payment is being released</p>
<p>Item 1.5:</p>	<p>Matters relating to the Finances of the University</p> <p>(a)Receipt of Grant from the UGC: UGC sanctioned and released of Rs. 300 Lakh as advance grant under Plan grant for the year 2009-10 vide letter No. F. 24-36/2009 (CU) dated 29th January 2010 to meet the expenditure towards initial establishment activities of the University. As on 31st March 2010, a sum of Rs. 7.45 Lakh was spent out of the said grant.</p> <p>(b)Opening / Operation of Bank Account of the University: The Current Account No. 1964201000544 in the name of the Central University of Himachal Pradesh was opened with the Canara Bank, on 8th February, 2010. The Bank Account was operated under the signature of the Vice Chancellor till 22nd May 2010.</p> <p>(c)Drawing & Disbursement Officer: Following the appointment of the Deputy Registrar, Shri B.R. Dhiman, he has been declared as the Drawing & Disbursing Officer (DDO) in respect of all schemes in operation in the University, in order to run the office work smoothly.</p> <p>(d)Cheque Signing Authority: Following the appointment of Professor Yoginder S. Verma, as OSD, it was approved by the Vice Chancellor that the cheques shall be issued under the joint signature of Shri B.R. Dhiman, Deputy Registrar and Prof. Yoginder S. Verma, OSD and that this arrangement shall continue till the first Finance Officer of the University is appointed.</p> <p>(e)Investment of University Funds: Keeping in view the pace of</p>	<p>The Executive Council noted and ratified the decision taken by the Vice Chancellor.</p>	<p>No action</p>

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	expenditure and in order to generate income to the university by way of interest, a sum of Rs. 180 Lakh, out of the initial grant sanctioned by the UGC, has been invested in the form of FDRs with the Canara Bank.																		
Item 1.6	<p>Proposal for Grant submitted to the UGC for the financial year 2010-11</p> <p>In response to the UGC's requirement, the University submitted its Proposal for financial assistance and sanction of teaching and non-teaching positions during the financial year 2010-11. The proposal as submitted and later presented at the UGC on 23rd June 2010 is annexed. Decision of the UGC is awaited as yet. The proposal was considered and endorsed by the Academic Council vide item No.1.5, in its meeting held on 10th July 2010.</p>	The Executive Council noted and ratified the decision taken by the Vice Chancellor.	No action																
Item 1.7	<p>Filling up of the posts/Appointment of staff on deputation / short-term contract basis:</p> <p>UGC vide letter No. F.52-1/2010(CU) dated 23rd March 2010 conveyed its approval/sanction for appointment of supporting staff on deputation/short-term contract in the Central University of Himachal Pradesh. Against the approved supporting staff sanctioned by the UGC, the University has appointed/issued offer letters to the following:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Prof. Yoginder S. Verma, as OSD</td> <td>Joined on 22.5.2010, on deputation for one year from the HP University, Shimla. The Pay of Rs. 56610+10000AGP which he was getting in HP University has been protected in the CUHP</td> </tr> <tr> <td>Prof. Arvind Agrawal, as OSD</td> <td>Joined on 1.6.2010 by taking Extra Ordinary Leave of one year from the University of Rajasthan. The pay of Rs. 51610+10000AGP which he was getting in the University of Rajasthan has been protected in the CUHP</td> </tr> <tr> <td>Shri B.R. Dhiman, as Deputy Registrar</td> <td>Joined on 26.4.2010 on deputation for one year from the CSK HP Agricultural University. He is governed by the UGC scales but the revision of scales is yet to take place. Shri Dhiman is in the unrevised UGC pay scale of Rs. 12000-18300 with basic pay on 26.4.2010 at Rs. 16200 and from 1.5.2010 at Rs. 16620. As such he has been allowed pay at the initial of the pay band i.e. 37400+8700AGP. However, on fixation of his pay in the revised scales, he shall have the option for pay protection as per rules.</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>Shri Hem Raj, as Section Officer</td> <td>Joined on 23.7.2010 on deputation for one year from HP Govt. Finance Department.</td> </tr> <tr> <td>Shri Romesh Chander, as PS to VC</td> <td>Joined 21.6.2010 on short-term contract basis, post retirement</td> </tr> <tr> <td>Shri Sunil Dev, as Office</td> <td>Offer on deputation has been made; yet to join as he has not yet been relieved by the CSK HP Agricultural</td> </tr> </tbody> </table>	Name	Remarks	Prof. Yoginder S. Verma, as OSD	Joined on 22.5.2010, on deputation for one year from the HP University, Shimla. The Pay of Rs. 56610+10000AGP which he was getting in HP University has been protected in the CUHP	Prof. Arvind Agrawal, as OSD	Joined on 1.6.2010 by taking Extra Ordinary Leave of one year from the University of Rajasthan. The pay of Rs. 51610+10000AGP which he was getting in the University of Rajasthan has been protected in the CUHP	Shri B.R. Dhiman, as Deputy Registrar	Joined on 26.4.2010 on deputation for one year from the CSK HP Agricultural University. He is governed by the UGC scales but the revision of scales is yet to take place. Shri Dhiman is in the unrevised UGC pay scale of Rs. 12000-18300 with basic pay on 26.4.2010 at Rs. 16200 and from 1.5.2010 at Rs. 16620. As such he has been allowed pay at the initial of the pay band i.e. 37400+8700AGP. However, on fixation of his pay in the revised scales, he shall have the option for pay protection as per rules.	Shri Hem Raj, as Section Officer	Joined on 23.7.2010 on deputation for one year from HP Govt. Finance Department.	Shri Romesh Chander, as PS to VC	Joined 21.6.2010 on short-term contract basis, post retirement	Shri Sunil Dev, as Office	Offer on deputation has been made; yet to join as he has not yet been relieved by the CSK HP Agricultural	The Executive Council noted and ratified the decision taken by the Vice Chancellor.	No action
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	Assistant	University		
	Shri Sanjeev Kumar, as Office Assistant	Offer on deputation has been made; yet to join as he has not yet been relieved by the HP University		
	Shri Hind Bhushan, as Office Assistant	Offer on deputation has been made; yet to join as he has not yet been relieved by the HP University		
	Shri Mohan Kumar, as Data Entry Operator	Joined on 24.7.2010 on short term contract basis.		
	Shri Virender Singh, as Data Entry Operator	Joined on 24.7.2010 on short term contract basis.		
	Shri Gulshan Saini, as Peon	Joined on 1.6.2010 on short-term contract basis		
	Shri Rashid Ahmad, as Peon	Joined on 1.6.2010 on short-term contract basis		
	Shri Dinesh, as Driver	Joined on 1.7.2010 on short-term contract basis		
	Shri Shamsher Chand, as Driver	Joined on 8.7.2010 on deputation for one year from the CSK HP Agricultural University with protection of pay that he was drawing at his parent department		
	<p><i>Note: Appointments against all the sanctioned posts have been made and out of 14 posts, 11 persons are in position</i></p> <p>In addition to the above, the following staff has been provided by the Government of Himachal Pradesh:</p> <p>1. Shri Vivek Sood, has been deputed by the State Government as Liaison Officer to the Vice Chancellor, as and when required. Shri Sood has been attending the duties as Liaison Officer with the Vice Chancellor w.e.f. 3.4.2010. While Shri Sood continues to draw his salary from his parent department, the Vice Chancellor has sanctioned him transport allowance of Rs. 1000/=PM and reimbursement of telephone expenses up to Rs. 800/=PM</p> <p>2. Shri Lahori Singh, Driver, was temporarily deputed by the Government of Himachal Pradesh w.e.f. 16.3.2010 for driving the vehicle of the Vice Chancellor. He was, however, relieved on 30.6.2010(AN) to enable him to join his promotion posting. The official being an employee of Himachal Road Transport Corporation (HRTC) with headquarter at Shimla was considered to be on tour and was accordingly, paid TA/DA by the University as per rules. The official, however, continued to draw his salary from his parent department, which may have to be reimbursed by the University on demand.</p>			
Item 1.8	<p>Outsourcing of Security, Sweeping, Cleaning and other Services</p> <p>The University has entered into an agreement with Mebric Security, Hamirpur (Himachal Pradesh) for providing security, skilled, semi-skilled and unskilled personnel as per the requirements of the University. The agreement is on the same terms and conditions and rates as are entered into agreement by the first with CSK HP Agricultural University, Palampur. The Vice-Chancellor also informed</p>		The Executive Council noted and ratified the decision taken by the Vice	No action

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	the Executive Council that similarly the University has also entered into an agreement with M/S Rameshwari Travels Agency Dharamshala for providing vehicles as per requirement of the University. The agreement is on the same terms and conditions and rates as are entered into agreement by the HP Govt. With M/S Naresh Tours and Travels, Shimla.	Chancellor.							
Item 1.9	<p>Purchase of Vehicles</p> <p>One vehicle (Maruti SX4) has been purchased by the University for Vice Chancellor at DGS&D Rate.</p>	The Executive Council noted and ratified the decision taken by the Vice Chancellor.	No action						
Item 1.10	<p>Reimbursement of Mobile and Landline Phone Bills</p> <p>The telephone (landline at the residence and/or mobile connection) to the university officers was found desirable in view of the requirements and demands of their work. Accordingly, in general parity with the reimbursement rules in this regard as applicable to the Central Government Officers, the Vice-Chancellor has approved the reimbursement of landline at residence/mobile phone bills as per the following rates/ceilings to the following Officers of the University</p> <table border="1"> <tr> <td>Statutory Officers/OSDs</td> <td>A maximum of Rs.2000/- per month consolidated towards cell phone and land line bills</td> </tr> <tr> <td>Deputy Registrar</td> <td>A maximum of Rs.1500/- per month consolidated towards cell phone and land line bills</td> </tr> <tr> <td>Assistant Registrar/ Liaison Officer</td> <td>A maximum of Rs.800/- per month consolidated towards cell phone and land line bills</td> </tr> </table> <p>The reimbursement of telephone/mobile bills will be subject to the following conditions:</p> <ol style="list-style-type: none"> It will cover land line and/or mobile connection and will include the broadband and such other facility for data transfer. The ceiling prescribed is the maximum admissible amount and that the reimbursement shall be restricted to the actual expenditure incurred on month to month basis on submission of bills/receipts by the officer concerned. The excess amount, if any shall be borne by the officer concerned. 	Statutory Officers/OSDs	A maximum of Rs.2000/- per month consolidated towards cell phone and land line bills	Deputy Registrar	A maximum of Rs.1500/- per month consolidated towards cell phone and land line bills	Assistant Registrar/ Liaison Officer	A maximum of Rs.800/- per month consolidated towards cell phone and land line bills	The Executive Council noted and ratified the decision taken by the Vice Chancellor.	No action
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Item 1.11	<p>Sanction of Permanent Advance</p> <p>For meeting the contingent expenditure for various purposes like purchase of stationery, conveyance, postage, fuel for vehicle, refreshment for guests etc. and in order to avoid the need for frequent withdrawal of advance repeatedly, the Vice Chancellor has sanctioned Permanent Advance to the following officers with authorization to operate the same for official purposes as</p>	The Executive Council noted and ratified the decision taken by the Vice	No action						

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	<p>mentioned against their names.</p> <table border="1" data-bbox="347 230 1109 728"> <tr> <td data-bbox="347 230 563 331">OSD (Admin)</td> <td data-bbox="563 230 683 331">Rs. 8,000/ =</td> <td data-bbox="683 230 1109 331">For meeting miscellaneous contingency expenditure</td> </tr> <tr> <td data-bbox="347 331 563 432">OSD (Academic)</td> <td data-bbox="563 331 683 432">Rs. 8,000/ =</td> <td data-bbox="683 331 1109 432">For meeting miscellaneous contingency expenditure</td> </tr> <tr> <td data-bbox="347 432 563 533">Deputy Registrar</td> <td data-bbox="563 432 683 533">Rs. 5,000/ =</td> <td data-bbox="683 432 1109 533">For meeting miscellaneous contingency expenditure</td> </tr> <tr> <td data-bbox="347 533 563 728">PS to Vice-Chancellor</td> <td data-bbox="563 533 683 728">Rs. 5,000/ =</td> <td data-bbox="683 533 1109 728">For meeting expenditure on postage, fuel for office cars, drivers' food bills (while on official duty away from HQs) and to meet miscellaneous expenditure of Vice-Chancellor's Office/Home Office.</td> </tr> </table>	OSD (Admin)	Rs. 8,000/ =	For meeting miscellaneous contingency expenditure	OSD (Academic)	Rs. 8,000/ =	For meeting miscellaneous contingency expenditure	Deputy Registrar	Rs. 5,000/ =	For meeting miscellaneous contingency expenditure	PS to Vice-Chancellor	Rs. 5,000/ =	For meeting expenditure on postage, fuel for office cars, drivers' food bills (while on official duty away from HQs) and to meet miscellaneous expenditure of Vice-Chancellor's Office/Home Office.	Chancellor.	
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Item 1.12	<p>Constitution of Spot Purchase Committee & Inspection Committee</p> <p>From the start of the functioning of the University, efforts were made to procure the requirements of the University on DGS&D rates. However, in certain cases there are no DGS&D rates available. Therefore, in order to commence office and academic activities, the University is required to procure furniture, equipment, consumables etc. In order to expedite the process and to ensure proper purchases, the Spot Purchase Committee consisting of the following has been constituted:</p> <p>(1) Prof. Y.S. Verma, OSD (Admin) (2) Prof. A.K. Agrawal, OSD (Acad) (3) Shri Vivek Sood, Liaison Officer</p> <p>The above Spot Purchase Committee is mandated to invite quotations/visit the local/adjoining markets to collect quotations and draw the comparative statements in each case, recommend the purchase of different items/articles so approved by the Vice Chancellor for procurement.</p> <p>Similarly, in order to ensure that the materials being procured in the university are of the prescribed specifications, an Inspection Committee consisting of the following has been constituted.</p> <p>(1) Prof. Y.S. Verma, OSD (Admin) (2) Shri B. R. Dhiman, Dy. Registrar (3) Shri Vivek Sood, Liaison Officer</p> <p>The above committee shall inspect the materials and give its certificate on the bill concerned that they are as per specifications. All the payments shall be made after proper inspection/verification of the materials.</p>	The Executive Council noted and ratified the decision taken by the Vice Chancellor	No action												
Item 1.13	<p>Release of revised Dearness Allowance to University Employees</p> <p>The revised Dearness Allowance to the University employees on GOI/UGC pattern has been allowed, as per the Central Government, revised rates effective from 1.1.2010.</p>	The Executive Council noted and ratified the decision taken by the Vice Chancellor	No action												

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<p>Item 1.14</p>	<p>Implementation of five-day week pattern of office timings and holidays as per Government of India calendar The University has adopted five-day week pattern with office timing from 9:00AM to 5:30PM with half hour lunch break from 1:00PM to 1:30PM daily. Further, the Central Government Calendar for observing the gazetted and restricted holidays are to be followed in the University.</p>	<p>The Executive Council noted and ratified the decision taken by the Vice-Chancellor</p>	<p>No action</p>
<p>Item 1.15</p>	<p>Implementation of UGC sponsored Research Project entitled " Revisiting the Quality and Excellence in the Accredited Institutions of Higher Education" The UGC has sponsored a Research Project entitled "revisiting the Quality and Excellence in the accredited institutions of Higher Education" by Professor Furqan Qamar. The project has been sanctioned with a financial outlay of Rs. 4.60 Lakh and one post each of the Research Associate and Research Assistant @ Rs. 20,000/+PM and Rs. 10,000/=PM respectively have been provided. The acceptance of the project with 22nd June 2010 as the date of implementation has been conveyed to the UGC and Shri Suaib Khan has been appointed as Research Assistant @ Rs.10,000.00 PM who has joined the project w.e.f. 22.6.2010.</p>	<p>The Executive Council noted and ratified the decision and action taken by the Vice Chancellor.</p>	<p>No action</p>
<p>Item 1.16</p>	<p>Free Education and Vocational and Degree courses for the dependent children of the Leprosy Affected Parents (LPA): UGC, vide their letter F.NO. 62-6/2010(CU) dt. 10.6.2010 has forwarded the letters from the MHRD drawing attention to the 31st Report of the Committee on Petitions of Rajya Sabha which, inter alia, states that the Government should arrange vocation and degree courses for dependent children of the Leprosy Affected Parents (LPAs). The UGC has written to say that the University may explore the possibility for providing such courses and apprise about the action proposed by the University. Accordingly, the matter was considered by the Academic Council vide Item No.1.14(i), in its 1st meeting held on 10th July 2010 which resolved that the University may offer freship to such children and that the possibility for arranging vocational and degree courses for such children may be taken up at appropriate time in future and that the UGC be informed accordingly.</p>	<p>The Executive Council noted and ratified the decision taken by the Vice Chancellor and approved the recommendation of the Academic Council.</p>	<p>The UGC/MHRD have been intimated vide letter Dated 26.8.2010 about the decision taken by the AC/EC</p>
<p>Item 1.17</p>	<p>Launch of university website University accorded priority to the design, development, hosting and maintenance of dynamic website of the University. In the absence of any technical manpower at the disposal of the university, the Vice Chancellor constituted a committee under the chairmanship of Prof. Zahid H Khan, Director, Centre for Information Technology, Jamia Millia Islamia, New Delhi with the Sr. System Administrator and Deputy Registrar (HRD) of Jamia Millia Islamia as members. The Committee drafted the RFQ, invited quotation from website developers and recommended for the award of contract to M/S Cyberica Net Technologies (Pvt) Ltd. New Delhi with the scope of work including the domain name registration, hiring of web space, design and development of the website, maintenance of the website</p>	<p>The Executive Council noted and ratified the decision and the action taken by the Vice Chancellor.</p>	<p>No action</p>

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	and providing 10 email ids. Following the award of the contract, the domain name has been registered at ac.in domain with the Enet and web space has been hired with CDAC. The website of the University has been launched which can be accessed at www.cuhimachal.ac.in Even though the content of the website as of now is limited, the website has been designed to be dynamic and can be expanded into a full-fledged e-learning and e-governance portal.		
Item 1.18	Organisation of Brainstorming Session on Vision Document Convinced of the need to start the academic and development activities of the university with a shared Vision, the University prepared a comprehensive Draft Discussion Document on the Vision, Mission and Strategic Plan of the University. The draft Document was circulated amongst eminent educationists, institution-builders and educational planners of the country. Based on the comments received, the draft document was revised and a two-day Brainstorming Session was organised on April 15-16, 2010 by the University at HIPA, Shimla. TA/DA as per rules, local hospitality and a token sitting fees/honorarium of Rs. 1000/=was paid to each participant by the university.	The Executive Council noted and ratified the decision and the action taken by the Vice Chancellor.	No action
Items for Consideration & Approval:			
Item 1.19	Vision Document and Strategic Plan of the University Vision, Strategic Plan and Programme of Action Document, as evolved through the Brainstorming Session, as approved by the Academic Council vide item No.1.7, in its first meeting held on 10th July 2010, is placed before the Executive Council for approval.	The Executive Council put on record its appreciation for the efforts of the Vice Chancellor, Professor Furqan Qamar and his team for developing a meticulous and very comprehensive Vision and Strategic Plan of the University. The Executive Council approved the Vision Document and Strategic Plan after incorporating the	The vision document and strategical plan of the university has been sent to the UGC and MHRD vide letter Dated 26.8.2010, after incorporating the suggestions so made.

		<p>following suggestions (Annexure 1.19A):</p> <p>1. <i>Instead of Department of Physiotherapy & Rehabilitation there should be two separate Departments i.e. Department of Physiotherapy and Department of Rehabilitation Sciences.</i></p> <p>2. <i>School of Humanities & Languages should also have (i) Department of Sanskrit & Pali and (ii) also a Department of Urdu.</i></p> <p>3. <i>Department of Environmental Sciences</i></p>	
<p>Item 1.20</p>	<p>Development Proposals of the University</p> <p>Vision Document and Strategic Plan of the University elaborates upon the development proposals and requirements of the university over the next ten years. The financial implications, phasing and roll out plan as proposed in the Vision Document of the University is effectually the development proposal of the University.</p> <p>The Academic Council vide item No.1.8 in its 1st meeting held on 10th July 2010 considered the document and was of the opinion that the document is comprehensive enough and approved the same as the Development Proposal of the University. If approved the same may be forwarded to the UGC for consideration and approval for financial allocation.</p>	<p>The Executive Council considered and approved the document and the view point of the Academic Council. It</p>	<p>-do-</p>

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		was further decided that the document may be sent to the UGC for consideration and approval for financial allocations (Annexure 1.20A).	
Item 1.21	<p>Advertisement for the Appointment of Registrar and Finance Officer</p> <p>The first Registrar and the first Finance Officer of the University is to be appointed by the Visitor and each of these officers shall hold office for a term of three years. MHRD has given to understand that the University should advertise these positions and forward the names of the suitable candidates as recommended by a Committee comprising the Vice Chancellor and experts nominated by the MHRD, for consideration and appointment by the Visitor.</p> <p>It was decided that the above positions be advertised after the website of the University is launched so that the detailed qualifications and other background information about the University could be available to the potential candidates. Since the website of the University has now been launched, the University is in the process of advertising in national dailies and through its website for recruitment (through direct selection/deputation/transfer for a period of three years).</p> <p>In order to attract sufficient number of suitably qualified candidates, it is proposed that letters be sent to Indian Railways, Post & Telegraph, Defence and CAG offices requesting them to recommend suitable candidates of the rank of Senior Deputy Accountant General or above for nomination on deputation basis for consideration of the selection committee for the post of the first Finance Officer.</p> <p>Similarly, it is also proposed that letters be sent to the Vice Chancellors of the Central Universities and other old and well-established State Universities requesting them to recommend suitable candidates for nomination on deputation basis for consideration of the selection committee for the post of the first Registrar. Further, it is proposed to constitute a committee to scrutinize the applications/nominations/recommendations received and recommend a shortlist of candidates to be called for personal interview.</p>	The Executive Council approved the proposal and authorised the Vice Chancellor to constitute the Committee and take necessary steps in the matter.	<p>These posts have been advertised and as decided by EC letters were sent to Indian Railways, Post & Telegraph, Defence and CAG offices requesting them to recommend suitable candidates of the rank of Senior Deputy Accountant General or above for nomination on deputation basis for consideration of the selection committee for the post of the first Finance Officer.</p> <p>Similarly, letters have also been sent to the Vice Chancellors of the Central Universities and other old and well-established State Universities requesting them to recommend suitable</p>

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			<p>candidates for nomination on deputation basis for consideration of the selection committee for the post of the first Registrar. The applications were scrutinized and interviews have been fixed to be held on January 28-30, 2011.</p>
<p>Item 1.22</p>	<p>Draft Statutes</p> <p>In order to give effect to various provisions of the Central Universities Act 2009, the University is required to make certain Statutes.</p> <p>(a) Section 26(k) read with Section 27(2) and Statute 15(1) of the Central Universities Act 2009 requires the University to frame a new Statute for the Establishment of Schools of Studies and Departments of Studies.</p> <p>(b) The Central Universities Act 2009 makes mention of Heads of Departments as a member of the Selection Committee under Statute 18(2) but does not provide for the appointment, functions and responsibilities of the Heads of Departments. It is, therefore, necessary to make a new Statute specifying the procedure of appointment of Heads of Department, and their responsibilities and duties.</p> <p>(c) The Central Universities Act 2009 provides for the establishment of Centres of Studies but does not provide for the procedure of the appointment, functions and responsibilities of the Directors of the Centres. Since the University envisages to have specialised Centres of Studies to engage into multi-disciplinary research, the need is felt to make a new Statute specifying the procedure of appointment of Directors of the centres and their functions and responsibilities.</p> <p>(d) Acts and Statutes of many existing Central Universities provide for the constitution of a Planning and Monitoring Board to aid and advise the University in their development planning. The Central Universities Act 2009, under which the Central University of Himachal Pradesh has been established, however, does not provide for such an authority in the University. Being a green field university, the Central University of Himachal Pradesh, has to take up all the development activities, which call for a holistic and comprehensive approach to planning and monitoring so as to ensure continuity and sustainability of the initiatives taken at this nascent stage of development. Thus, there is an urgent need to have an eminent</p>	<p>The Executive Council considered and approved the Statutes as per Annexure 1.22A.</p>	<p>The draft statutes have been sent to the MHRD for getting the assent of Her Excellency, the President of India in her capacity as Visitor of the University, vide letter No. Dated in terms of Statute. The assent of the Visitor is still awaited.</p>

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	<p>Planning & Monitoring Board in the University. Hence the Statute.</p> <p>(e) Statute 36(1)(i) of the Central Universities Act stipulates that the Dean of Students' Welfare shall be the Chairman of the Students' Council. However, the Act and the Statutes do not provide for the procedure of appointment, duties and responsibilities of the Dean, Students' Welfare. It is, therefore, proposed to make a new Statute under Section 9 (9) read with Section 27(2) of the Central Universities Act, which enables the University to declare other officers as officers of the University.</p> <p>Keeping in view the above requirements and justifications, necessary draft Statutes, were prepared in accordance with the provisions of Section 27(2) of the Central Universities Act 2009 and were placed before the Academic Council for consideration and recommendation to the Executive Council. The draft Statutes as approved and recommended by the Academic Council vide items No.1.9 and 1.9(s) in its 1st meeting held on 10th July 2010 are placed before the EC for consideration and approval.</p>		
Item 1.23	<p>Draft Ordinances</p> <p>In accordance with the provisions contained in various Sections of the University Act & Statutes, the University is required to frame a series of Ordinances for its smooth functioning. A comprehensive list of the Ordinances to be made by the University as per the requirements and provisions of the Central Universities Act 2009 has been worked out and efforts are on to draft all Ordinances at the earliest. Since utmost care is being taken to ensure that the Ordinances are framed in consonance with the best practices anywhere in the world, the process is taking a longer time. The draft Ordinances 1 - 20 as approved by the Academic Council vide item No.1.10 and 1.10(s) in its 1st meeting held on 10th July 2010 are placed before the EC for consideration and approval.</p>	The Executive Council considered and approved the Ordinances as per Annexure 1.23A.	The draft ordinances have been sent to the MHRD for kind information of Her Excellency, the President of India in her capacity as Visitor of the University.
Item 1.24	<p>Rate of Honorarium for 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, as approved by the Academic Council vide item No.1.11 in its 1st meeting held on 10th July 2010, are submitted for consideration and approval:</p> <p>(a) Sitting Fees/Honorarium to Members of University Authorities Rs. 2000/=per day</p> <p>(b) Experts/Members of various University level Committees-planning & monitoring committee/ selection committee/screening committee/ academic advisory committee: Rs. 2000/=</p>	The Executive Council considered and approved with the observation that the above honorarium shall be payable to the external members only and shall not be applicable in case of the internal	The decision of the EC has been notified vide notification No. Dated

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	per day (c) Experts/members of ad-hoc Board of Studies /Curriculum Development Committees/ School level/Department level committees Rs. 1000/=per day	members.	
Item 1.25	Proposal for Purchase of Vehicles The University presently has only one vehicle for use of the Vice Chancellor and has been hiring cars on rental basis as per need. As the development and academic work is increasing at two proposed permanent campuses at Dehra and Dharamshala, and one temporary academic campus at Shahpur, it is proposed to purchase three more vehicles, for official use by the OSDs and other officers of the University. Also, it is proposed to purchase one two-wheeler (Motorcycle) for staff to carry out day to day work of messenger, post, petty work etc.	The Executive Council approved the proposal for the purchase of only two cars for the general pool of the University.	Two new vehicles have been purchased and kept in general pool.
Item 1.26	Identification and Appointment of Architect As reported, the process for demarcation of boundaries of the land for the two campuses of the University, preparation of papers and documentation for the diversion and transfer of land has already begun. While it may take some time before the University could get the land transferred in its name, it is felt that the process of identification of Architects should simultaneously be taken up. In this regard the University has the option of either inviting expression of interest from architect through national advertisement and adopt due process for the selection of Architect. Alternatively, the University may consider selecting Architect out of the panel of Architect prepared by the EdCil. The second option may appear desirable for it may be expedite the work. Besides, some of the newly established Central Universities have also found considering the panel of EdCil Architect more desirable. If approved, the University may invite all Architects in the panel prepared by the EdCil to make a presentation on the campus theme, master plan and architectural concepts and design, based on which the architect could be selected through a competitive bidding process and technical evaluation. Further, it is proposed to constitute an Expert Committee to assess the presentation made by the Architects and make technical evaluation.	The Executive Council considered the proposal and was of the opinion that the University should, as on now, appoint/engage the services of Architect/Town Planner for preparation of the Master Plan, layout and Zoning and that the appointment of architect for building construction work may be taken up later. The Executive Council authorised the Vice Chancellor to appoint Architect(s)	It is brought to the notice of EC that in order to complete the case for getting FCA clearance, the (i)survey of site, (ii) zoning of the campuses (iii) Preparation of Master Plan and (iv) environmental impact and assessment study, were required. In order to get these works carried out, the EdCIL India was contacted on the recommendation of the Adhoc Building Committee, the work has been awarded to EdCIL India limited.

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		for the development of Master Plan, layout & Zoning	
Item 1.27	Identification and Appointment of Project Management Consultant It is also proposed that the University may simultaneously start the process of identification and appointment of Project Management Consultant (PMC) for the development of both the campuses of the University. If approved, the University may approach and initiate discussion for determining the scope of work and terms & conditions of engagement including the consultancy fee and content of the MOU to be signed with the PMC	The consideration on the item was deferred.	The item has been listed in the agenda of the 2 nd meeting of EC.
Item 1.28	Hiring/Renting/Leasing of Building & Vehicles for the university As reported, the University is to commence its academic activities soon from its temporary campus at Shahpur. Faculty and staff recruitment process is to commence shortly and admission of students to select programmes of studies is to commence soon. The University will, therefore, need various kind of built spaces - for hostels, staff residences and offices. In this regard is it proposed as under: (a) Hiring/Renting/Leasing of buildings for students hostels: It is felt that without hostel facilities it would be difficult for the university to attract quality students on all India basis. It is, therefore, proposed to hire suitable buildings for the hostel facilities for Boys and Girls students. (b) Hiring/Renting/Leasing of building for residence of Faculty and Staff of the university: It is felt that without providing at least the bare minimum facilities in the form of residence etc, it would be difficult for the university to attract quality faculty and staff on all India basis. It is, therefore, proposed to hire suitable buildings for the faculty and staff residence. (c) Hiring/Renting/Leasing of building for residence for Statutory Officers: Vice Chancellor has already joined and the process for appointment of other statutory officers of the University is to commence soon. In order to attract talent the University may have to provide decent residential accommodation. Till the University develops its own infrastructure, the facility may be provided by hiring/renting/leasing buildings on short-term basis. (d) Hiring/Renting/Leasing of building for guest house: Given the faculty constraints and time consuming process of the selection of the full-time faculty, the university shall have to depend a great deal on the visiting faculty. Besides the programme structure designed by the university is such where there is ample scope of visiting faculty teaching a module or a unit or a course. It is, therefore, proposed to hire s suitable for the guest house of the university (e) Hiring/Leasing of Vehicles (Buses, Mini-buses, Car, Taxi, etc): Since the temporary facilities of the universities are likely to be scattered in and around Dharamshala/Shahpur, the University would require good and reliable transport services. While owning its	The EC approved the proposal and authorised the Vice Chancellor to appoint Fare Rent Assessment Committee in accordance with the Government of India's guidelines in this regard and to sanction sitting fees, if any, for getting the work done.	The EOI has been explored and action will be taken as per rules/decision of EC

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	<p>fleet may not be desirable, it is proposed to take these services on rent/hire basis.</p> <p>(f) Committee to determine fair rent for building/hire charges of Vehicles to be taken on hire: In order to facilitate the process of hiring/renting/leasing of building, it is proposed to constitute a committee comprising the OSD(Admin), as chairman and OSD (Academic), Superintendent Engineer IHBT, and one person to be nominated by the Vice Chancellor, as members.</p>		
Item 1.29	<p>Nomination of EC Members/EC Nominees on the Finance Committee</p> <p>The President of India in her capacity as the Visitor of the Central University has been pleased to appoint three persons as her nominee on the Finance Committee for a term of three years. Composition of the Finance Committee, as per provisions of the Statute 17 (1) (iv) includes "three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council". Further, Clause (3) of the said Statute stipulates that "All the members of the Finance Committee, other than ex officio members, shall hold office for a term of three years."</p>	The Executive Council authorised the Vice Chancellor to nominate three members on the Finance Committee on behalf of the Executive Council.	As authorised by the EC, the VC has nominated (i) Prof.N.Satyamurthy, Director IISER (ii)Sh.Syed Shahid Mahdi, former VC JMI and (iii) Sh.BS Gill, Retd CAG, as members of FC.
Item 1.30	<p>Proposal to adopt Govt. of India rules for various administrative, establishment and service matters till framing of relevant Statutes, Ordinances, Regulations of the University.</p> <p>(a)Adoption of Government of India Rules in General: The University being in its initial stages is yet to frame its own Statutes, Ordinances and Regulations for the various administrative, establishment and service matters. The framing of such rules may take some more time. In the absence of such rules, the University proposes to follow the Govt. of India rules wherever applicable for the various administrative, establishment and service matters till its own Statutes, Ordinances and Regulations are framed.</p> <p>(b)Adoption of GFR 2005: The University has started functioning and has conducted financial transactions to meet various development and maintenance expenditures. All these transactions have been governed by the General Financial Rules of the Govt. of India which have been adopted by the university till such time that the competent body approves any other rules to be adopted by the University.</p> <p>(c) Adoption of TA / DA Rules of Government of India: The University has framed TA / DA rules for employees in its Ordinance being placed before the competent body for consideration and approval. However, all such matters not covered by the Ordinance and such matters amended from time to time may be regulated by the Govt. of India rules till such time that the University chooses to adopt other rules in conformity with the said Rules.</p> <p>(d) Adoption of Conduct Rules: The University has framed</p>	The Executive Council approved the proposal with the observation to include at appropriate place - 'whatever is not provided for, GOI/UGC rules will be followed'.	Needful done

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	conduct rules for employees in its Ordinance being placed before the competent body for consideration and approval. However, all such matters not covered by the Ordinance may be regulated by the CCS Rules of the Govt. of India till such time that the University chooses to adopt other rules in conformity with the CCS Rules.		
Item 1.31	<p>First Annual Report of the University</p> <p>The First Annual Report (pertaining to the period January 20 to March 31 2010) of the University, as approved by the Academic Council in its meeting held on 10th July 2010, was placed before the Executive Council for consideration and approval.</p>	The Executive Council approved the Annual Report of the University for the year 2009-10 and expressed its appreciation for the work done during the period (Annexure 1.31A).	The Annual Report of the University for the year 2009-10 has been sent to MHRD vide letter dated 13.9.2010.
Item 1.32	<p>Curriculum Development Committees & Ad-hoc Board of Studies</p> <p>Programme of Studies of the University are to be designed within the framework of the Curriculum Framework, Programme of Studies, Comprehensive Choice Based Grading System, Comprehensive Continuous Internal Assessment are delineated in detail in the Vision Document and Strategic Plan of the University, as approved by the AC and EC.</p> <p>Keeping in view the salient features of the University as mandated by the Central Universities Act 2009 and in consonance with the Vision document and Strategic Plan of the University, further details with respect to the curricula, admission policy, fee structure, academic calendar etc are to be worked out. Normally these are to be undertaken by the Board of Studies of the respective Departments and School Board, which may take some time to get constituted.</p> <p>It is, therefore, proposed to constitute ad-hoc Boards of Studies and Curriculum Development Committee across disciplines so that the University is ready to launch its academic programmes at the earliest. The Academic Council in its meeting held on 10th July 2010 considered the matter and authorised the Vice Chancellor to constitute the required ad hoc Boards of Studies and Curriculum Development Committees and also to take all the necessary actions in this regard.</p>	The Executive Council approved the proposal and authorised the Vice Chancellor to take necessary actions and do the needful.	The curriculum development committees have been constituted by the Vice-Chancellor.
Item 1.33	<p>University logo</p> <p>The ideas and designs of the University Logo received by the University were considered by the Academic Council vide item No.1.14(iii) in its meeting held on 10th July 2010 and it was decided that the University should invite more entries by organising a</p>	The Executive Council concurred with the	The action with regard to conduct of competition has been taken and

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	<p>competition with the offer of prize to the winners. The Academic Council further authorised the Vice Chancellor to constitute a committee to finalise the logo.</p>	<p>recommendation of the Academic Council.</p>	<p>further action is in hand</p>
<p>Item 1.1 (S)</p>	<p>Budget Estimates for the financial year 2009-10 and the Actuals for the year 2008-09 and Budget Estimates for the year 2010-11 and Actuals for the year 2009-10 for consideration and approval</p> <p>The Budget Estimates of the university are required to be prepared by the Finance Officer of the University, in terms of the provisions of Statute 7(7)(c), who is responsible for the preparation of Budget Estimates of the university and for their presentation to the Executive Council.</p> <p>However, since the university is in its initial stage of establishment and the Finance Officer has not been appointed, the Budget Estimates for the financial year 2009-10 and Actuals for the year 2008-09 and the Budget Estimates for the financial year 2010-11 and Actuals for the year 2009-10 have been prepared by the Deputy Registrar under the guidance and supervision of the Vice-Chancellor. The Budget Estimates so prepared by the Finance Officer are required to be laid before the Finance Committee for consideration and comments in terms of Statute 17(7) and thereafter, the same are required to be submitted to the Executive Council for approval. However, keeping in view the fact that the Finance Committee has not yet been fully constituted and its meeting is not likely to be held shortly, it has been found necessary to place the budget estimates before the Executive Council in order to keep the process in order.</p> <p>It is to apprise the August body that during the financial year 2009-10 a grant amounting to Rs.300.00 lakhs was provided by the UGC and the Budget Estimates have been accordingly prepared making provisions for the execution of the plans and policies of the University. Further, the information on the prescribed proformas entitled 'Progress and Development Proposals for 2010-11, were sent to the University Grants Commission, which have been taken as guiding principles for the preparation of Budget Estimates for the Year 2010-11.</p> <p>The Budget Estimates of the University for the year 2009-10 and Actuals for 2008-09 and Budget Estimates for the year 2010-11 and Actuals for 2009-10, are therefore placed before the Executive Council for consideration and approval</p>	<p>The Executive Council considered and approved Budget Estimates for the financial year 2009-10 and Actuals for the year 2008-09 and the Budget Estimates for the financial year 2010-11 and Actuals for the year 2009-10 as per Annexures 1.1(S)A and 1.1.(S)B.</p>	<p>No action, the figures of budget estimates had already been conveyed to the UGC</p>
<p>Item 1.2 (S)</p>	<p>Annual Accounts for the financial year 2009-10 for consideration and approval</p> <p>The annual accounts of the university are required to be prepared by the Finance Officer of the University, in terms of the provisions of Statute 7(7)(c), who is responsible for the preparation of annual accounts of the university and for their presentation to the Executive Council. However, since the university is in its initial stage of establishment and the Finance Officer has not been appointed, the Annual Accounts for the financial year 2009-10 have been prepared by the Deputy Registrar under the guidance and supervision of the Vice-Chancellor.</p>	<p>The Executive Council appreciated the efforts of the University in timely completion of the Annual Accounts</p>	<p>The matter was taken up with the CAG vide letter dated 17.8.2010 followed by reminders dated 24.9.10,15.10.2010 and 23.11.2010 for getting the accounts</p>

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	<p>The annual accounts so prepared by the Finance Officer are required to be laid before the Finance Committee for consideration and comments in terms of Statute 17(7) and thereafter, the accounts are required to be submitted to the Executive Council for approval.</p> <p>However, keeping in view the fact that the Finance Committee has not yet been fully constituted and its meeting is not likely to be held shortly, it has been found necessary to place the annual accounts for the year 2009-10 before the Executive Council in order to cut short the avoidable delay, so as to adhere to the instructions issued in this behalf by the Ministry of Human Resource Development, Govt. of India, issued vide their D.O. letter No.F.19-18/2003-IFD dated 23.5.2008, which have been circulated among the Central Universities by University Grants Commission vide their letter F.2-2/94-(CU) dated 21.7.2008. These instructions, inter-alia stipulate that after the close of the accounting year the annual accounts are required to be prepared and got adopted by the Executive Council by 30th June of the following year before being sent to the audit authorities for commencement of audit.</p> <p>The annual accounts have been prepared strictly as per the Common Format of Accounts, guidelines and instructions issued by the University Grants Commission vide their letter No.F.17-1/97(CU) dated 29.9.2003, consisting of Balance sheet, Income & Expenditure Account, Schedules to the said Financial statements, Instructions and Accounting Principles and Statement of Receipts and Payments. The accounts have been prepared on accrual basis and taking into account the component of depreciation at the rates provided in the Income Tax Act.</p> <p>The Annual Accounts of the University for the year 2009-10, are therefore placed before the Executive Council in terms of provisions of Statute 31, for consideration and approval so that the same are sent to the audit authorities in time so that the time schedule fixed by the Ministry and the UGC for submission of the audited annual accounts to the Govt. by 31st December could be adhered</p>	<p>and approved the same. The Executive Council further directed that the University may approach the CAG for Post Audit of the accounts of the University (Annexure 1.2(S)A.</p>	<p>audited. The CAG audit party has undertaken the audit of accounts on Dec.13-18, 2010. The draft audit report was received on 5.1.2011 and comments thereon have been sent to the AG vide letter dated 6.1.2011. As soon as SAR is received, action for getting it translated, printing, binding and finally submission to MHRD shall be taken on priority.</p>
<p>Item 1.3 (S)</p>	<p>Consent of the University for Mother Teresa Chair:</p> <p>In response to the MHRD DO Letter No. 19-8/2010-Desk(U) dated April 19, 2010 seeking view of the University on establishing Mother Teresa Chair in all Central Universities in the country, the Vice Chancellor had conveyed that given the opportunity, the University would like to take the initiative in this regard and the matter shall be placed before the Academic Council and Executive Council of the University for their consideration and approval.</p> <p>The matter was placed before the Academic Council vide item No.1.14(ii), in its first meeting held on 10th July, 2010, which considered and approved, in principle, the establishment of Mother Teresa Chair in the University subject to sanction and release of required funds by the UGC/MHRD for establishment of said Chair.</p>	<p>The Executive Council approved the recommendation of the Academic Council.</p>	<p>The MHRD/UGC have been apprised of the decision of the Executive Council</p>
<p>Item 1.1 (T)</p>	<p>Transfer of Rs. 4.24 Lakh to the XEN-PWD for erection and fixing the pillars to demarcate the boundary of land for the Dhauladhar Campus of the University at Dharamshala.</p> <p>The work of identifying the area/land for the establishment of</p>	<p>The Executive Council noted and ratified the</p>	<p>No action</p>

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	Dharamshala campus is in process and is being carried out by the District Administration. For the purpose of demarcation of land/area, providing and fixing of boundary pillars around the land, the Executive Engineer, Public Works Department (B&R), Dharamshala has submitted an estimate for Rs.4,23,760.00. The said amount has been provided to the XEN PWD with the request that the work may be completed on priority. The matter is reported to the Executive Council for information.	decision.	
Item 1.2 (T)	<p>Regulations for the conduct of the business of the Executive Council.</p> <p>Section 29 of the Central Universities Act and Statute 38 of the Statutes, set out in the Second Schedule to the Act, 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 minutes of meetings.</p> <p>Under the above provisions of the Act and Statutes, the draft regulations for the conduct of the business of the Executive Council have been prepared, keeping various provisions of the Act and Statutes in view and are placed before the Executive Council for consideration and approval.</p>	The Executive Council considered and approved the Regulations as per Annexure 1.2(T).	The Regulations so approved by the EC have been notified vide letter dated 1.9.2010.
	<i>The Executive Council expressed its satisfaction on the progress made in the establishment of the University so far. In particular, the Executive Council put on record its appreciation and commendations for the dynamism shown by 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 and for taking the initiatives to translate the vision into action.</i>		

CENTRAL UNIVERSITY OF HIMACHAL PRADESH

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**Minutes of the 2nd Meeting of the Academic Council
held on 11th 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 1st meeting of the Academic Council held on 10.7.2010.**

The minutes of the 1st 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 1st meeting held on 10.7.2010.**

The report about the action taken on the decisions of 1st 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 10th 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 10th 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	
	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 6th 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

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:

Draft Ordinance No	Titles
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

	Assistant Professor/ equivalent cadres (Stage 1)	Associate Professor/ equivalent cadres (Stage 4)	Professor/ equivalent cadres (Stage 5)
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	a) Academic Record and Research Performance (50%) <ul style="list-style-type: none"> • Matric – 5% 	a) Academic Background (20%) <ul style="list-style-type: none"> • 10+2 – 5% 	a) Academic Background (20%) <ul style="list-style-type: none"> • UG – 5%

<p>(Total weightages = 100)</p>	<ul style="list-style-type: none"> • 10+2 – 5% • UG – 15% • PG – 25% <p>b) Assessment of Domain Knowledge and Teaching Skills (30%)</p> <ul style="list-style-type: none"> • 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. <p>c) Interview performance (20%)</p>	<ul style="list-style-type: none"> • UG – 5% • PG – 10% <p>b) Research performance based on API score and quality of publications (40%)</p> <ul style="list-style-type: none"> • For 300 API score = 20 Marks • For every 10 API score = 1 Mark <p>(Subject to Maximum score of 40)</p> <p>c) Assessment of Domain Knowledge and Teaching Skills (20%)</p> <ul style="list-style-type: none"> • 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. <p>d) Interview performance (20%)</p>	<ul style="list-style-type: none"> • PG – 15% <p>b) Research performance based on API score and quality of publications (40%)</p> <ul style="list-style-type: none"> • For 400 API score = 20 marks • For every 20 API score = 1 mark <p>(Subject to Maximum score of 40)</p> <p>c) Assessment of Domain knowledge and teaching skills (20%)</p> <ul style="list-style-type: none"> • 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. <p>d) Interview performance (20%)</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 modalities 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

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



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:

26th August 2010	Issue of Prospectus
15th October 2010	Deadline for Submission of Applications
15th 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
2nd Week of January 2011	GD/PI of the Candidates
3rd Week of January 2011	Declaration of Selected Candidates on the Website
4th Week of January 2011	Registration for RD Programme of Studies
1st Week of February 2011	Course work begins

SCHEDULE OF ADMISSION FOR THE PG PROGRAMMES

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

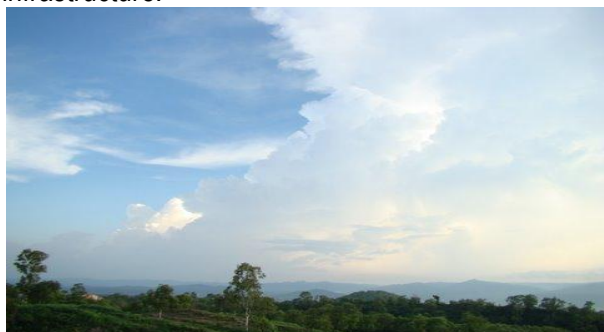
Establishment of the University: The Central University of Himachal Pradesh is established under the Central Universities Act 2009 (No. 25 of 2009) enacted by the Parliament. The University is funded and regulated by the University Grants Commission (UGC). The University became functional with the assumption 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).

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:

MPhil (if a student accumulates 60 RD credits comprising course work (20 Credits), dissertation (20 credits), publications (10 credits) and teaching assistantship (10 credits).	PhD (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
School of Business & Management Sciences			
MBA, MBA (Insurance & Financial Services), MBA (Entrepreneurship Development) & MPhil/PhD	3	6	9
School of Mathematics, Computer & Information Sciences			
MPhil/PhD in Mathematics	1	2	3
M. Lib. Sc. (Integrated Dual Degree Programme) & MPhil/PhD in Library Science	1	2	3
School of Social Sciences			
MA & MPhil/PhD in Economics	1	2	3
MSW & MPhil/PhD in Social Work	1	2	3
School of Humanities & Languages			
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
School of Business & Management Sciences			
▪ 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
School of Mathematics, Computer & Information Sciences			
Department of Mathematics			
▪ MPhil/PhD	3/6 Semesters	60/120 RD Credits	10
Department of Library Science			
▪ M.Lib.Sc. (Integrated Dual-Degree Programme)**	4 Semester	80 PG Credits	30
▪ MPhil/PhD	3/6 Semesters	60/120 RD Credits	10
School of Social Sciences			
Department of Economics			
▪ MA	4 Semesters	80 PG Credits	30
▪ MPhil/PhD	3/6 Semesters	60/120 RD Credits	10
Department of Social Work			
▪ MSW	4 Semesters	80 PG Credits	30

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▪ MPhil/PhD	3/6 Semesters	60/120 RD Credits	10
School of Humanities & Languages			
Department of English & Foreign Languages			
▪ 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
University Wide Courses	10	8	80	240
School Wide Courses	20	16	160	480
Department Wise Courses	70	56	560	1680
Total Requirements:	100	80	800	2400

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
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	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).
- 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 16th 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 15th 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 th August 2010	Issue of Prospectus
16 th September 2010	Deadline for Submission of Applications
21 st September 2010	Display of the list of the Candidates called for GD/PI
26 th -29 th September 2010	GD/PI at the University
30 th September 2010	Declaration of List of Selected Candidates including waiting list
4 th October 2010	Deadline for Fees Payment
5 th October 2010	Registration of waitlisted candidates
6 th October	Declaration of list of selected candidates from the waitlist
8 th October	Deadline for deposit of fees by the wait-listed candidates
6 th 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 th August 2010	Issue of Prospectus
15 th October 2010	Deadline for Submission of Applications
15 th 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 nd Week of January 2011	GD/PI of the Candidates
3 rd Week of January 2011	Declaration of Selected Candidates on the Website
4 th Week of January 2011	Registration for RD Programme of Studies
1 st 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 30th April (This particular session, not later than 30th 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) 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:

<u>Monsoon Semester</u>	
Dates	Activities
6 th October 2010	Classes Begin
2 nd Week of December 2010	Mid Term Exams
25 th December 2010 – 2 nd January 2011	Winter Vacation (curtailed)
3 rd January 2011	Classes Resume
3 rd Week of February 2011	Final Exams
4 th Week of February 2011	Declaration of Result on Website
<u>Spring Semester</u>	
Dates	Activities
1 st Week of February 2011	Commencement of Courses for RD Programme
4 th Week of February 2011	Deposit of Fees for Second Semester
4 th Week of February 2011	Classes Begin for Second Semester
2 nd Week of May 2011	Mid Term Exams
1 st - 2 nd week of July 2011	Final Exams
16 th July – 7 th August 2011	Summer Vacation (curtailed)
Last week of July 2011	Result Declarations of Website
1 st 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
One Time		
Alumni Registration Fee	100	100
Security Deposit/Caution Money (refundable)	4000	4000
University Registration/Enrolment Fee	500	500
Per Credit		
Examination Fee	50	100
Research Supervision Fees		200
Subject Association	10	20
Teaching learning Resource	20	30
Tuition Fee	100	200
Per Semester		
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

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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

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.

- 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>Note 1: '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>Note 2 : 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>Note 3: 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

Categories	Daily Allowance
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.
Note: 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.

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

For Group A & B Posts (Other than Statutory Positions)		
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
For Group C Posts		
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

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)		
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
For Appointment by Promotion to non-teaching posts with grade pay of above Rs. 2800 & upto Rs. 4600 (or the equivalent slab in the revised scale)		
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
For Appointment by Promotion to non-teaching posts with grade pay of Rs. 4800 or above (or the equivalent slab in the revised scale)		
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
Statutory Posts	
REGISTRAR Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)	Minimum Qualifications: <ol style="list-style-type: none"> i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. 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. <p>Age of Superannuation: 62 Years</p>
FINANCE OFFICER Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)	Minimum Qualifications: <ol style="list-style-type: none"> i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. 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. <p>Desirable: 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>Age of Superannuation: 62 Years</p>
LIBRARIAN Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)	Minimum Qualifications: <ol style="list-style-type: none"> 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. ii. At least thirteen years' experience as a Deputy Librarian in a University Library or eighteen years' experience as a College Librarian. iii. Evidence of innovative Library service and organization of published work. <p>Desirable: M. Phil./ Ph. D. Degree in Library Science/Information Science/Documentation/ Archives and manuscript keeping.</p> <p>Age of Superannuation: 62 Years</p>
CONTROLLER OF EXAMINATIONS Pay Scale: Rs.37400-67000 (Grade Pay Rs.10,000/-)	Minimum Qualifications: <ol style="list-style-type: none"> i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. 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. <p>Desirable: 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. Age of Superannuation: 62 Years
Group A Posts	
DEPUTY REGISTRAR Pay Scale: Rs.15600-39100 (Grade Pay Rs.7,600/-)	Minimum Qualifications: 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. Desirable: Good working knowledge of computer application. Age of Superannuation: 60 Years
DEPUTY FINANCE OFFICER Pay Scale : Rs.15600-39100 (Grade Pay Rs.7,600/-)	Minimum Qualifications: 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. Desirable: Preference will be given to candidates with M.Com./M.B.A. (Finance)/ ICWA/CA/SAS Age of Superannuation: 60 Years
DEPUTY LIBRARIAN: Pay Scale : Rs.15600-39100 (Academic Grade Pay Rs.8000/-)	Minimum Qualifications: 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. Desirable: M. Phil./ Ph.D. Degree in Library Science/Information Science /Documentation / Archives and Manuscript-keeping, Computerisation of Library. Age of Superannuation: 60 Years
DEPUTY CONTROLLER OF EXAMINATION Pay Scale : Rs.15600-39100 (Grade Pay Rs.7,600/-)	Minimum Qualifications: 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. Desirable: 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>Age of Superannuation: 60 Years</p>
<p>SYSTEMS ADMINISTRATOR Pay scale Rs.15600-39100 (Grade Pay Rs.7,600/-)</p>	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> i. Bachelor's Degree in Electronic Engineering/Computer Engineering with 5 years' experience in computing. <p>OR</p> <ul style="list-style-type: none"> ii. M.Sc. with PGDCA with 7 years experience in computing. <p>OR</p> <ul style="list-style-type: none"> iii. M.C.A. with 7 years Experience in computing. <p>All Degrees/Diplomas shall be from recognized University / Institution with minimum 55% marks.</p> <p>Desirable: Adequate experience in Computer Hardware and software & other comparable experience in office automation/ e-governance/ ERP/ Networking.</p> <p>Age of Superannuation: 60 Years</p>
<p>INTERNAL AUDIT OFFICER Pay Scale : Rs. 15600 - 39100 (Grade Pay 7,600/-)</p>	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> i. IA&AS/SAS/CA/ICWA or equivalent Accounts qualifications; <ul style="list-style-type: none"> ii. Deputy Controller/ Deputy Director (Audit) in the scale of 15600-39100+GP 7600 <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> iii. Assistant Controller/ Assistant Director (Audit)/ Senior Audit Officer or equivalent in the Scale of Rs 15600-39100+GP 5400 with 5 years experience <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> iv. 15 years combined experience Assistant Controller/ Assistant Director (Audit)/ Senior Audit Officer & Section Officer (Audit). <p>Desirable: 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>EXECUTIVE ENGINEER Pay scale Rs.15600-39100 (Grade Pay Rs.6,600/-)</p>	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> i. Bachelors Degree in Civil Engineering from a recognised university/Institution; 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. <p>Desirable: Post-graduate Degree in structures/Structural/Civil Engineering.</p> <p>Age of Superannuation: 60 Years</p>
<p>ASSISTANT REGISTRAR AND ITS EQUIVALENT POSTS Pay Scale : 15600-39100 (Grade Pay Rs.5,400/-)</p>	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> 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. ii. Five years of experience as Section Officer in Central /State University/Government Department. <p>Age of Superannuation: 60 Years</p>
<p>ASSISTANT FINANCE OFFICER Pay Scale : 15600-39100 (Grade Pay Rs.5,400/-)</p>	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> 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. ii. Five years of experience as Section Officer / Superintendent in Central /State University/Government Departments. <p>Desirable: Preference will be given to candidates with M.Com./MBA (Finance)/ CA/ICWA/SAS</p> <p>Age of Superannuation: 60 Years</p>
<p>ASSISTANT CONTROLLER OF EXAMINATION Pay Scale : 15600-39100</p>	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> 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.

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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>Desirable: Adequate experience in the conduct of university examinations or some other comparable examinations; working knowledge of examination software and results automation.</p> <p>Age of Superannuation: 60 Years</p>
<p>PUBLIC RELATIONS OFFICER Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)</p>	<p>Minimum Qualifications:</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>Desirable:</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 & Hindi with good working knowledge of computer applications.</p> <p>Age of Superannuation: 60 Years</p>
<p>MEDICAL OFFICER Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)</p>	<p>Minimum Qualifications:</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>Desirable: Candidates with post-graduate qualifications in Medicine/Surgery will be preferred.</p> <p>Age of Superannuation: 60 Years</p>
<p>ASSISTANT LIBRARIAN Pay scale Rs.15600-39100 (Academic Grade Pay Rs.6,000/-)</p>	<p>Minimum Qualifications:</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>Age of Superannuation: 60 Years</p>
<p>INFORMATION SCIENTIST Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)</p>	<p>Minimum Qualifications:</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>Desirable: Adequate experience in Computer software & other comparable experience in office automation/ e-governance/ ERP/ Networking.</p> <p>Age of Superannuation: 60 Years</p>
<p>SYSTEMS ANALYST Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> Bachelors Degree in Electronic Engineering/Computer Engineering with 5 years' experience in computing. OR M.Sc. with PGDCA with 7 years' experience in computing. OR M.C.A. with 7 years' Experience in computing. <p>All Degrees/Diplomas shall be from recognized University / Institution with minimum 55% marks</p> <p>Desirable: Adequate experience in Computer software & other comparable experience in office automation/ e-governance/ ERP/ Networking.</p> <p>Age of Superannuation: 60 Years</p>
Group B	
<p>SECTION OFFICER Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> Graduate in any discipline with good working knowledge of computer applications. 5 years of experience as Superintendent/Assistant in Central/State Universities or similar other institutions/Government Departments <p>Age of Superannuation: 60 Years Age limit for direct recruits: 40 years</p>
<p>PRIVATE SECRETARY Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> Graduate in any discipline with proficiency in English and good working knowledge in computer application. English Typing speed, 40 wpm. English Stenography speed 120 wpm. Five years of Experience as Personnel Assistant in Central/State Universities or similar other institutions/ Government Department. <p>Desirable: Knowledge of Hindi Typing Age of Superannuation: 60 Years Age limit for direct recruits: 40 years</p>
<p>PERSONAL ASSISTANT Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> Graduate in any discipline with proficiency in English and good knowledge of computer application English Typing speed, 40 wpm. English Stenography speed 100 wpm. Five Years of Experience as Stenographer in Central/State Universities or similar other institutions/ Government Department. <p>Desirable: Knowledge of Hindi Typing Age of Superannuation: 60 Years Age limit for direct recruits: 40 years</p>
<p>STATISTICAL OFFICER Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> Graduate with at least 55% of marks Five years of experience as Assistant in Central/State Universities or similar other institutions/ Government Department. Good working knowledge of Computer Applications and Statistics Proficiency in collection and collation of data, tabulation and statistical analysis <p>Age of Superannuation: 60 Years Age limit for direct recruits: 40 years</p>
<p>ASSISTANT ENGINEER (Civil) Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> Bachelor's Degree in Civil Engineering Five years of experience of supervising Civil works in any Govt. / Govt.

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

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

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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>Age of Superannuation: 60 Years Age limit for direct recruits: 35 years</p>
<p>GUEST HOUSE MANAGER Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)</p>	<p>Minimum Qualifications:</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>Age of Superannuation: 60 Years Age limit for direct recruits: 35 years</p>
<p>SEMI PROFESSIONAL ASSISTANT Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)</p>	<p>Minimum Qualifications:</p> <p>i. Bachelor's Degree in Library/ Library & Information Sciences</p> <p>ii. Good working knowledge of computer applications</p> <p>Desirable: Master's Degree in Library/ Library & Information Sciences or PG Diploma in Library Automation and Networking or PGDCA.</p> <p>Age of Superannuation: 60 Years Age limit for direct recruits: 35 years</p>
<p>PHARMACIST Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)</p>	<p>Minimum Qualifications:</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>Age of Superannuation: 60 Years Age limit for direct recruits: 35 years</p>

<p>TECHNICAL ASSISTANT Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)</p>	<p>Minimum Qualifications:</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>Age of Superannuation: 60 Years Age limit for direct recruits: 35 years</p>
<p>X-RAY TECHNICIAN Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)</p>	<p>Minimum Qualifications:</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>Age of Superannuation: 60 Years Age limit for direct recruits: 35 years</p>
<p>LAB TECHNICIAN Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)</p>	<p>Minimum Qualifications:</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>Age of Superannuation: 60 Years Age limit for direct recruits: 35 years</p>
<p>STENOGRAPHER Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> Bachelor's Degree in any discipline with knowledge of computer application. English Typing Speed 35 wpm English shorthand speed 80 wpm A minimum of two years experience in Stenography <p>Desirable: Knowledge of Hindi Typing</p> <p>Age of Superannuation: 60 Years Age limit for direct recruits: 35 years</p>
<p>UPPER DIVISION CLERK Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> Bachelor's degree or its equivalent with good working knowledge of computer application A minimum of three years experience as Junior /Office Assistant in Central/State Universities or similar other institutions/ Government Department. <p>Age of Superannuation: 60 Years Age limit for direct recruits: 35 years</p>
<p>LIBRARY ASSISTANT Pay scale Rs.5200-20200 (Grade Pay Rs.2,000/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 10+2 with Diploma in Library Sciences <p>Desirable: Lower Grade Typing, Data entry operation or experience of working in computerized library.</p> <p>Age of Superannuation: 60 Years Age limit for direct recruits: 30 years</p>
<p>LAB ASSISTANT Pay scale Rs.5200-20200 (Grade Pay Rs.2,000/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 10+2 in Science stream with three years experience of working in a lab in an educational institution <p>Age of Superannuation: 60 Years Age limit for direct recruits: 30 years</p>
<p>LOWER DIVISION CLERK Pay scale Rs.5200-20200 (Grade Pay Rs.1,900/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 10+2 or equivalent qualification from a recognized Board or University with at least 2nd Division. English Typing speed of 30 WPM Good working knowledge of computer applications <p>Desirable: Bachelor's degree in any discipline with good academic record.</p> <p>Age of Superannuation: 60 Years Age limit for direct recruits: 30 years</p>
<p>CARETAKER Pay scale Rs.5200-20200 (Grade Pay Rs.1,900/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 10+2 from a recognised Board or University. Experience of maintenance including sanitation, upkeep & security. <p>Age of Superannuation: 60 Years Age limit for direct recruits: 30 years</p>
<p>DRIVER Pay scale Rs.5200-20200 (Grade Pay Rs.1,900/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 8th Class Pass Valid Driving License for Light / Medium Vehicles At least 3 years experience of driving Light/Medium Vehicle (Selection is to be made by Driving Test and Interview) <p>Age of Superannuation: 60 Years Age limit for direct recruits: 30 years</p>
<p>ELECTRICIAN Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)</p>	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 10th Class or equivalent with Industrial Training Institute Certificate in Electrician Trade with at least 60% marks Two years experience as Electrician in reputed organization <p>Age of Superannuation: 60 Years</p>

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	Age limit for direct recruits: 30 years
COOK Pay scale Rs.5200-20200 (Grade Pay Rs.1,900/-)	Minimum Qualifications: i. 8th Class Pass ii. At least 3 years in the Kitchen of Hostel/Canteen/Guest House/restaurant. Age of Superannuation: 60 Years Age limit for direct recruits: 30 years
LIBRARY ATTENDANT Pay scale Rs.4440-7440 (Grade Pay Rs.1800/-)	Minimum Qualifications: 10th Class from a recognised Board/University or its equivalent with certificate course in Library Science from a recognized Institute. Age of Superannuation: 60 Years Age limit for direct recruits: 30 years
LAB ATTENDANT Pay scale Rs.4440-7440 (Grade Pay Rs.1,800/-)	Minimum Qualifications: 10th Class from a recognised Board/University or equivalent with Science subjects. Age of Superannuation: 60 Years Age limit for direct recruits: 30 years
OFFICE ATTENDANT/HOSTEL ATTENDANT Pay scale Rs.4440-7440 (Grade Pay Rs.1,800/-)	Minimum Qualifications A minimum of 10th Class pass Age of Superannuation: 60 Years Age limit for direct recruits: 30 years
KITCHEN ATTENDANT / CLEANER Pay scale Rs.4440-7440 (Grade Pay Rs.1,800/-)	Minimum Qualifications: 8th Class pass with experience of working in the Kitchen/Hostel/ Canteen or any large eating-houses. Age of Superannuation: 60 Years Age limit for direct recruits: 30 years

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.

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.

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.

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.

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.

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

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.

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

(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^{th} course,

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

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

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

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

G_{ni} - grade points of the i^{th} course of the n^{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 ⁺
60-64	4.00 - 4.49	A
55-59	3.50 - 3.99	B ⁺
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 ⁺	First
60-64	A	First
55-59	B ⁺	Second
50-54	B	Second
0-49	F	Fail

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.

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 16th July to 15th December; and (b) Spring Semester (Semesters II & IV) spanning from 16th January to 15th 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.

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
Total Requirements:	80	800	400	1200	2400

- 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.

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
Total Requirements:	80	800	400	1200	2400

- 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.

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
Total Requirements:	80	800	400	1200	2400

- 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.

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
Total Requirements:	80	800	400	1200	2400

- 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.

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.

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;

[Type the document title]

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.

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
One Time			
Alumni Registration Fee		100	100
Security Deposit/Caution Money (Refundable)		4000	4000
University Registration/Enrolment Fee		500	500
Per Credit			
Examination Fee		50	100
Research Supervision Fees		200
Subject Association Fee		10	20
Teaching Learning Resource Fee		20	30
Tuition Fee		100	200
Per Semester			
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

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.

- 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

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
Total Requirements:	Rs. 53.00 Cr

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.

School wise/Department wise Programmes of Studies				
1) School of Business & Management Sciences:				
i) MBA				
ii) MBA (Entrepreneurship Development)				
iii) MBA (Insurance & Financial Services)				
iv) MPhil/PhD				
2) School of Social Sciences				
a) <u>Department of Social Work</u>				
i) MSW				
ii) MPhil/PhD				
b) <u>Department of Economics</u>				
i) MA (Economics)				
ii) MPhil/PhD				
3) School of Mathematics, Computer & Information Sciences				
a) <u>Department of Library Science</u>				
i) M. Lib. Sc. (Integrated Dual Degree Programme)				
ii) MPhil/PhD				
b) <u>Department of Mathematics</u>				
i) MPhil/PhD				
4) School of Humanities & Languages				
a) <u>Department of English & Foreign Languages</u>				
i) MPhil/PhD				
Note:				
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.	School of Business & Management Sciences 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.	School of Social Sciences <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.	School of Mathematics, Computer & Information Sciences <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.	School of Humanities & Languages <i>Department of English & 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

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.	School of Business & Management Sciences <ul style="list-style-type: none"> ▪ MBA ▪ MBA (Entrepreneurship Development) ▪ MBA (Insurance & Financial Services) ▪ MPhil/PhD 	18 (3:6:9)	None	6	Please see Notes below
2.	School of Social Sciences <u>Department of Social Work</u> <ul style="list-style-type: none"> ▪ MSW ▪ MPhil/PhD <u>Department of Economics</u> <ul style="list-style-type: none"> ▪ MA (Economics) ▪ MPhil/PhD 	6 (1:2:3) 6 (1:2:3)	None None	2 None	
3.	School of Mathematics, Computer & Information Sciences <u>Department of Library Science</u> <ul style="list-style-type: none"> ▪ M.Lib.Sc. (Integrated Dual Degree) ▪ MPhil/PhD <u>Department of Mathematics</u> <ul style="list-style-type: none"> ▪ MPhil/PhD 	6 (1:2:3) 6 (1:2:3)	None None	1 2	
4.	School of Humanities & Languages <u>Department of English & Foreign Languages</u> <ul style="list-style-type: none"> ▪ MPhil/PhD 	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.	School of Earth & Environmental Sciences <ul style="list-style-type: none"> ▪ MSc (Environmental Sciences) ▪ MPhil/PhD 	30 10	1:2:4=7
2.	School of Education <u>Department of Teachers' Training</u> <ul style="list-style-type: none"> ▪ MA (Education) ▪ MPhil/PhD 	30 10	1:2:4=7
3.	School of Mathematics, Computer & Information Sciences <u>Department of Computer Science & Informatics</u> <ul style="list-style-type: none"> ▪ MCA/MSc (Information Technology) ▪ MPhil/PhD 	30 10	1:2:4=7
4.	School of Physical & Material Sciences <u>Department of Physics & Astronomical Sciences</u> <ul style="list-style-type: none"> ▪ MSc (Theoretical Physics) ▪ MPhil/PhD 	30 10	1:2:4=7
5.	School of Mathematics, Computer & Information Sciences <u>Department of Mathematics</u> <ul style="list-style-type: none"> ▪ MSc (Industrial Mathematics) 	30	1:2:4=7
6.	School of Life Sciences <ul style="list-style-type: none"> ▪ MSc (Computational Biology/Bio-informatics) ▪ MPhil/PhD 	30 10	1:2:4=7
7.	School of Humanities & Languages <u>Department of English & Foreign Languages</u> <ul style="list-style-type: none"> ▪ MA (English Language & Comparative Literature) <u>Department of Hindi & Indian Languages</u> <ul style="list-style-type: none"> ▪ MA (Hindi) ▪ MPhil/PhD 	30 30 10	1:2:4=7 1:2:4=7
8.	School of Tourism, Travel & Hospitality Management <u>Department of Tourism & Travel Management</u> <ul style="list-style-type: none"> ▪ MBA (Tourism & Travel) ▪ MPhil/PhD 	30 10	1:2:4=7
9.	School of Journalism, Mass Communication & New Media <u>Department of Mass Communication & Electronic Media</u> <ul style="list-style-type: none"> ▪ MA (New Media Communication) <u>Department of Journalism & Creative Writing</u> <ul style="list-style-type: none"> ▪ MA (Journalism & Creative Writing) 	30 30	1:2:4=7 1:2:4=7
10	School of Fine Arts & Art Education <u>Department of Visual Art</u> <ul style="list-style-type: none"> ▪ MFA (Painting) 	10	1:2:4=7
<ul style="list-style-type: none"> ▪ Total Intake = 410 (PG Programme 340+ RD Programme =70) ▪ Faculty requirement for the proposed Programmes of Studies = 84 (12:24:48) ▪ Floating Faculty Positions at the level of Professors/Associate Professors = 16 ▪ Total Faculty Required = 100 			

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**

[Type the document title]

- 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)
Capital Assets (Non-Recurring):-	
I. Campus Development:-	6.00
(i). Construction of Boundary Wall	
(ii). Electricity & Water Supply	
II. Temporary Accommodation	5.50
(i) Furnishing & Renovation of rented/allotted building	
(ii) Temporary construction of select facilities	
III. Construction of Buildings :-	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	
Grant-in-Aid (Recurring):-	
IV. Recurring Expenditure on:	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	
TOTAL: (Rupees Fifty Three Crores only)	53.00
Salary expenses are required for the already sanctioned as well as the newly proposed teaching and non-teaching positions. (Please see Annexure 1)	

[Type the document title]

**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		
Administrative, Secretarial & Support Staff					
	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
Technical Staff					
	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
Total Non-Teaching & Technical Staff				90	

CENTRAL UNIVERSITY OF HIMACHAL PRADESH

Po Box 21-Dharamshala, District Kangra, Himachal Pradesh - 176215

website: www.cuhimachal.ac.in

1st Meeting of the Finance Committee

held on 12th February 2011 at 3:00 PM

Venue: Camp Office, Central University of Himachal Pradesh

Dharamshala, District Kangra, Himachal Pradesh

MINUTES

The 1st Meeting of the Finance Committee of the Central University of Himachal Pradesh was held on 12th February 2011 at 3:30 PM in the Camp Office of the University at Dharamshala.

2. The following members were present:

8. Prof. Furqan Qamar	Chairman
Vice Chancellor	
9. Prof. N. Satyamuthy	Member
(representative of the Executive Council)	
10. Dr. B.S. Gill,	Member
(Nominee of the Executive Council)	
11. Shri R.D. Sahay	Member
(Nominee of the Visitor)	
12. Shri S.C. Chadha	Member
(Nominee of the Visitor)	

2. Shri Syed Shahid Mahdi and Shri Naveen Soi, could not attend the meeting due to their prior commitments and unavoidable reasons and were granted leave of absence:

3. The Vice Chancellor extended a warm welcome and introduced the Members of first Finance Committee. He thanked each one of them for being on the Finance Committee of the University and sparing their valuable time to be here to attend the meeting. He informed that while the University has held the meetings of the Academic Council and Executive Council earlier, this is the first meeting of the Finance Committee because it was not fully constituted earlier. There are seven members on the Finance Committee and five members form the quorum. He stated that the Central University of Himachal Pradesh is one of the 15 Central Universities in the country, established under Central Universities Act, 2009. While the other 14 Universities had started functioning immediately, this University could not do so, probably because of the fact that the first Vice-Chancellor thus appointed did not join. Apprising the members about the initiatives taken and progress made towards the establishment of the University after the assumption of charge by the first Vice Chancellor on 20th January, 2010, he informed the members that initially the issue of transfer of land took some time but finally it has been decided that the University shall be located in Kangra District and as per the recommendation of the Site Selection Committee of the MHRD the Central University of Himachal Pradesh (CUHP) will have its Headquarter in Dharamshala and will have two campuses one at Dehra and another at Dharamshala. He also reported about

the setting-up of Camp Office at Writers' Home at Dharamshala. He also informed that earlier the UGC had sanctioned 13 posts of short term contract/deputation basis which were filled up and the work has been managed with these personnels. The Vice Chancellor also informed that the State Govt. of Himachal Pradesh has made available the newly constructed Govt College Building at Shahpur to the University is running its academic programmes.

After this, the Agenda was taken up for discussion.

ITEMS FOR REPORTING AND RATIFICATION

Item No.1.1: Creation of Teaching positions:

The following teaching positions have been created in the university with the approval of the University Grants Commission:

Sr.No.	Discipline	Teaching positions			
		Prof.	Assoc. Prof.	Asstt. Prof.	Total
1.	School of Business & Management Science	3	6	9	18
2.	School of Mathematics, Computer & Information Science				
	(i)Department of Library & Information Science	1	2	3	6
	(ii)Department of Mathematics	1	2	3	6
3.	School of Social Sciences				
	(i)Department of Social Work	1	2	3	6
	(ii)Department of Economics	1	2	3	6
4.	School of Humanities & Languages				
	Department of English	1	2	3	6
	Total	8	16	24	48

The Finance Committee noted the action taken and recommended to the Executive Council for ratification.

Item No.1.2: Creation of Non-Teaching (technical and non-technical) positions:

The following positions have been created in the university with the approval of the University Grants Commission:

Sl. No.	Designation	Approved Core Pay Scale		No. of Posts approved by UGC	Remarks
		Pay Band	Grade Pay		
1.	Deputy Librarian	15600-39100	8000	1	
2.	Assistant Librarian	15600-39100	6000	1	
3.	Semi Professional Assistant	5200-20200	2800	1	
4.	Library Attendant	5200-20200	1800	2	
5.	Private Secretary	9300-34800	4600	3	One for VC, one for Registrar and one for Finance Officer
6.	Personal Assistant	9300-34800	4200	1	For Vice-Chancellor
7.	System Analyst	15600-39100	5400	1	
8.	Technical Assistant	5200-20200	2800	1	
9.	Laboratory Assistant	5200-20200	2000	1	
10.	Laboratory Attendant	5200-20200	1800	1	
11.	Driver	5200-20200	1900	3	One for VC, one for Registrar and one for Finance Officer
12.	Peon/Office Attendant	5200-20200	1800	4	2 for Vice Chancellor, 1 for Registrar and one for Finance Officer
13.	Cook	5200-20200	1900	1	For Vice-Chancellor
For Administration/Finance/Academic/Examination Services					
14.	Deputy Registrar	15600-39100	7600	2	
15.	Internal Audit Officer	15600-39100	7600	1	On deputation
16.	Assistant Registrar	15600-39100	5400	2	
17.	Section Officer	9300-34800	4600	2	
18.	Assistant	9300-34800	4200	4	
19.	UDC	5200-20200	2400	4	
20.	LDC	5200-20200	1900	4	
21.	Executive Engineer	15600-39100	6600	1	
22.	Assistant Engineer	9300-34800	4600	1	
23.	Junior Engineer (Civil)	9300-34800	4200	1	
24.	Junior Engineer (Elect.)	9300-24800	4200	1	
25.	Caretaker	5200-20200	1900	1	

Further, the non-teaching posts already conveyed by the UGC vide letter No. F.52-1/2010(CU) dated 23.03.2010 on deputation/short-term/contract basis now may be treated as cancelled except 3 statutory posts (Registrar, Finance Officer and Controller of Examination).

As a consequential action, the salary of the staff earlier appointed on deputation/short term contract basis has been charged against the appropriate posts. However, the salary of two data entry operators is charged against the post of LDCs and that of the two OSDs have been charged against the posts of Registrar and Finance Officer, till the filling up of these positions, which have already been advertised and likely to be filled up shortly.

The Finance Committee noted the action taken and recommended to the Executive Council for ratification.

- Item No.1.3: To report to the Finance Committee the matter regarding laying down the TA/DA and conveyance allowance rules/rates in respect of outside official and non-official members and Experts (Annexure 1.3A).**

The university has been calling various dignitaries/members/Experts for attending the meetings of various bodies/authorities of the university, selection committees and for transacting other business of the university, restricting the payment of TA/DA as per Govt. Of India, and that of conveyance allowance as per HP Govt. Rates. As a result, at occasions difficulties are being faced by the hon'ble members. As a matter of fact there is provision for payment of taxi/own car charges at the rates fixed by the State Transport Authority in the State concerned. In the State of Himachal Pradesh, such rates were fixed in the year 2005 which were found to be irrational in today's context. It was therefore, found desirable that the university may have its own well written arrangement on the lines of the UGC and a copy of such rates is invariably made available to all such members along with invitation letter, so as to avoid any inconvenience to them. Accordingly, the procedure/rules/ rates as per Annexure-1.3A have been prescribed by the Hon'ble Vice-Chancellor, in anticipation of the Finance Committee/Executive Council, w.e.f. 1st October, 2010 on the UGC lines.

The Finance Committee noted the action taken and recommended to the Executive Council for ratification. The Finance Committee recommended that the limit of 350 kms (one side) stipulated under para (A)(iii) in Annexure 1.3A should be deleted.

- Item No.1.4: To place before the Finance Committee the action taken by the Vice-Chancellor for fixing the rates of remuneration/honorarium to be paid to different staff deployed for the conduct of 'The Research Entrance Aptitude Test TREAT 2010', as under:**

Sr.No.	Particulars	Rates (rupees)
Coordinator TREAT and paper setter		
1.	Paper Setter (multi choice questions)	40.00 per (MCQ) question
2.	Coordinator TREAT	2,500.00 per test
Conduct of TREAT		
3.	Centre Superintendent	1000.00 per day
4.	Deputy Superintendent	750.00 per day
5.	Accounts Incharge	750.00 per day
6.	Invigilator	400.00 per day
5.	Accounts Assistant	250.00 per day
6.	Office Assistant	225.00 per day
6.	Driver/Daftri	75.00 per day
7.	Class IV/water man/sweeper	75.00 per day

Evaluation work		
8.	Evaluation of scripts	Rs.3.00 per script
9.	Rechecking of scripts	Rs.3.00 per script
10.	Supervision of evaluation	Rs.1.50 per script
11.	Tabulation	Rs.1.00 per entry
Group discussion/personal interview		
12.	External member	Rs.1000.00 per day
13.	Internal member	Rs.500.00 per day

In addition, the staff deployed for conduct of TREAT, evaluation work and GD/PI shall be entitled for refreshment @ Rs.25.00 per head per day.

For any other category or work, the remuneration shall be sanctioned by the Vice-Chancellor on the recommendation of the Coordinator TREAT.

The Finance Committee noted the action taken and recommended to the Executive Council for ratification. The Finance Committee recommended that the rate of Rs.3.00 per script for evaluation of scripts is very less and as such for future it should be Rs.5.00 per script.

Item No.1.5: To place before the Finance Committee (i) the action taken by the Vice-Chancellor to assign the work of “Survey of identified sites, Zoning of campuses, preparation of Master Plan, Environment impact and Assessment” to EdCIL India Limited (Annexure 1.5A(i)&(ii) and (ii) Constitution of adhoc building Committee, together with its recommendations.

It is to apprise the Finance Committee that in order to expedite the case regarding transfer of land to the University, a meeting regarding FCA clearance in respect of identified land for the establishment of Central University of Himachal Pradesh at Dharamshala and Dehra, was held with the Chief Conservator of Forests, Dharamshala in the Chamber of the Vice-Chancellor wherein Chief Conservator of Forests, Dharamshala, OSD Admn. and OSD Acad and the Dy. Registrar CUHP were present.

In the said meeting it was informed by the Chief Conservator of Forests that apart from the information to be supplied by the Forest and Revenue departments, the University shall have also to provide the following information:

1. Survey of the identified sites, vegetation and contouring etc.
2. Zoning of the campuses and Master Plan
3. Environmental impact and assessment study thereof

The above information was a pre requisite and required to be enclosed along with the document for getting FCA clearance. Therefore, these documents/information was to be made available on top priority and without any loss of time.

In this connection the matter regarding identification and appointment of Architect, also came up for discussion/decision before the Executive Council in its 1st meeting held on 24.7.2010 vide item No.1.26. The Executive Council considered the proposal and was of the opinion that the University should, as on now, appoint/engage the services of Architect/Town Planner for preparation of the Master Plan, layout and zoning and that the appointment of architect for building construction work may be taken up later. The EC authorised the VC to appoint Architect for the development of Master Plan, layout and zoning.

Therefore, keeping in view the urgency of the matter was taken up with the EdCIL India Limited for carrying out the work of preparation of Master Plan, survey of the sites, zoning of the campuses and environmental impact assessment, by the Vice-Chancellor, in exercise of the authorisation accorded by the Executive Council.

The proposal received in this behalf from the EdCIL was placed before the Adhoc Building Committee of the University. The first meeting of the Adhoc Building Committee of the University was held on 9.10.2010. The Vice-Chancellor gave a brief overview about the setting up of the Central University of Himachal Pradesh. He shared with the members that this is one of the 15 Universities established in the country by virtue of enactment of Establishment of Central Universities Act 2009. He informed that this university started its function from 20.01.2010 and further apprised the members about the latest status of the activities of the Central University of Himachal Pradesh. He informed the members that the University shall consist of two campus viz. Dhauladhar campus at Dharamshala and the Beas campus at Dehra for which about 167 acres of land at Indru Nag Dharamshala and 900 acres at Dehra shall be provided by the State Govt. for which the papers are being processed for getting the land transferred in the name of this University. He also briefed the members about the status of transfer of land and the requirements for getting the EFC clearance. He apprised the members about the constitution of the present Adhoc Building Committee of the university and its terms of reference. He also gave a brief account of the academic programmes of the university vis-à-vis the academic, administrative, residential, central facilities, students activities and other common buildings which will come up at the two campuses of the university.

The Vice-Chancellor also apprised the members that one of the requirements for moving the case for EFC clearance is that the university should have its Master Plan and environment impact assessment. In order to expedite the process, the matter was taken up with the EdCIL (India) Limited, which is a Government of India undertaking, for conducting the contour survey, Geo-technical survey, hydrological survey, zoning of the campuses and prepare the Master Plan. The Vice-Chancellor earnestly requested the members to advise the University if the scope of work has been planned by the EdCIL properly or there are certain things which need to be deleted or added therein and further stated that there was very scanty information available with the university about the scope of work, time frame and the genuine expenditure etc. involved for this type of work, the advice of the committee members will go a long way in proper planning at the initial stage.

The case was examined threadbare by the Committee and it was unanimously felt that the scope of work, time frame and estimates of expenditure given by the EdCIL for Site Inspection, Detailed Contour survey, Geo-technical investigations and Hydrological survey were quite genuine and the university

should go ahead to award the work. However, before getting the Master Plan prepared, the EdCIL may be asked to depute their responsible officer for discussions with the Committee members. It was however decided that at the time of awarding the work, the following specific points should be included in the scope of work:

1. Contour Survey work: Detailed contour survey should be carried out. Contour interval should not be more than 5 meters. It should include depiction of all existing physical features like electricity lines, nallahs, trees, road infrastructure, houses, temples, water sources etc. The hard copies of the report along with soft copy of the contour survey in auto cad should be submitted to the university.
2. Geo Technical Investigations should also include type of soil, sliding zone, etc.
3. The Master Plan should include zoning of the academic, administrative, residential and other buildings, road net work, sewerage system, electricity and sanitary lines, drainage system, water harvesting, land scaping, green area, etc. It should give 3D view of the Master Plan. It should also give details of the trees to be fell/uprooted for providing the above facilities vis-à-vis tentative cost of construction of buildings.

Accordingly the matter was taken up with the EdCIL India to submit their revised proposal and come up for discussion in view of above specific observations of the Adhoc Building Committee. The EdCIL submitted their revised proposal and their representatives also offered to come up for discussion. Accordingly another meeting of the Adhoc Building Committee was convened on 15.10.2010 and the representatives of EdCIL were asked to appear before it on this date.

The Vice-Chancellor briefed the representatives from the EdCIL about the discussions and view point of the university as a result of the last meeting of the Committee and the points of doubts and other clarifications needed in regard to contour survey, geo-technical survey, hydrological survey and the Master Plan. Shri I.S. Sidhu, Chief General Manager of the EdCIL intimated that they have received a letter from the University about all these points. He stated that the issues/points mentioned the said letter, are already included in the scope of work. He further stated that in the scope of work they keep open ended proposal to accommodate the requirement of the client. He stated that generally they do contour survey at 15 meters interval but in this case it will be done with 5 meter intervals or even at lesser scale, if so desired. Similarly other doubts about the other requirements were clarified by the EdCIL representatives.

The detailed discussions about the scope of work, time frame, cost estimates and term of payments were held. The following decisions with mutual consensus were arrived that:

1. Scope of work: The scope of work as already intimated by EdCIL in their proposal shall include the points intimated to them by the University vide letter dated 11.10.2010.
2. Time frame: The time frame intimated by the EdCIL in their proposal should be strictly adhered to.
3. Master Plan: It should be an comprehensive master plan covering all the points already intimated by the University, specifically including zoning of the academic, administrative, residential and other buildings, road net work,

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sewerage system, electricity and sanitary lines, drainage system, water harvesting, land scaping, no. of tree that would have to be felled, green area, built in area etc. giving 3D view.

4. Term of payment: The terms of payment shall be as per GFR provisions. Last 10% of the payment shall be released after inspection and satisfactory work report by the University.

According the matter was again taken up with the Chief General Manager, EdCIL New Delhi, who vide their letter dated 25.10.2010, conveyed that the EdCIL agrees to amend the scope of work and terms of payments according to the requirement of the University and submitted the revised proposal for both the sites (Dehra and Dharamshala). Finally, taking cognizance of the urgency of the matter and on the recommendation of the Adhoc Building Committee, the formal acceptance of the University to the proposal sent by the EdCIL was conveyed to them, asking them to go ahead with the job immediately and arrange to complete the same within the stipulated time. It is also to apprise the Finance Committee that the EdCIL has taken up the work and the work is in progress.

A copy of the final proposal received from the EdCIL (India) is placed before the Finance Committee as per Annexure-1.5A(i)&(ii). The consultancy charges and terms of payment of the EdCIL India, are as under:

EdCIL consultancy charges:

Dehra Site:

1. Survey investigations and Contouring

Sr.No.	Items	Consultancy fee
1.	Detailed contour survey and submission of report	Rs.1,00,000.00
2.	Geo technical investigation at site and submission of report	Rs.1,00,000.00
3.	Hydrological survey at site and submission of report	Rs.1,00,000.00
	Total	Rs.3,00,000.00

II. Preparation of Master Plan

Sr.No.	Proposed site	Amount
1.	892 acres at Dehra	Rs.25,00,000.00

Terms of payment:

Sr.No.	Stage	Consultancy charges
1.	On issuance of acceptance letter	40%
2.	On completion of physical survey at site	20%
3.	On completion of geo technical at site	20%
4.	On completion of hydrological survey at site	5%
5,	On submission of reports towards physical, geo technical and hydrological survey	5%
6,	On submission of Master Plan and satisfactory work report by the university	10%

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Reimbursement on actual basis towards contour, geo-technical and hydrological survey:

The expenditure incurred by EdCIL to conduct/undertake contour survey, geo technical investigations and hydrological survey, shall be reimbursed on actual basis by Central University of Himachal Pradesh to EdCIL.

EdCIL shall raise reimbursement claims as under:

Sr.No.	Stage	% of reimbursement
1.	On issuance of work order	40%
2.	On completion of physical survey	20%
3.	On completion of geo technical investigation	20%
4.	On completion of hydrological survey	5%
5,	On submission of reports towards physical, geo technical and hydrological survey	5%
6,	On submission of Master Plan and satisfactory work report by the university	10%

Taxes/duties shall be charged on actual basis.

Dharamshala Site:

1.Survey investigations and Contouring

Sr.No.	Items	Consultancy fee
1.	Detailed contour survey and submission of report	Rs.75,000.00
2.	Geo technical investigation at site and submission of report	Rs.75,000.00
3.	Hydrological survey at site and submission of report	Rs.75,000.00
	Total	Rs.2,25,000.00

II. Preparation of Master Plan

Sr.No.	Proposed site	Amount
1.	167 acres at Dharamshala	Rs.12,00,000.00

Terms of payment:

Sr.No.	Stage	Consultancy charges
1.	On issuance of acceptance letter	40%
2.	On completion of physical survey at site	20%
3.	On completion of geo technical at site	20%
4.	On completion of hydrological survey at site	5%
5.	On submission of reports towards physical, geo technical and hydrological survey	5%
6.	On submission of Master Plan and satisfactory work report by the university	10%

Reimbursement on actual basis towards contour, geo-technical and hydrological survey:

The expenditure incurred by EdCIL to conduct/undertake contour survey, geo technical investigations and hydrological survey, shall be reimbursed on actual basis by Central University of Himachal Pradesh to EdCIL.

EdCIL shall raise reimbursement claims as under:

Sr.No.	Stage	% of reimbursement
1.	On issuance of work order	40%
2.	On completion of physical survey	20%
3.	On completion of geo technical investigation	20%
4.	On completion of hydrological survey	5%
5.	On submission of reports towards physical, geo technical and hydrological survey	5%
6.	On submission of Master Plan and satisfactory work report by the university	10%

Taxes/duties shall be charged on actual basis.

A sum of Rs.19,68,012.00 has been paid to EdCIL on account of 40%

The Finance Committee noted the action taken for constitution of Adhoc Building Committee and awarding the work to the EdCIL. The Committee further perused the deliberations that took place during the meetings of the Adhoc Building Committee and noted the payment made to EdCIL. The Committee recommended the matter to the Executive Council for ratification.

Item No. 1.6: To apprise the Finance Committee about the payments made to the Public Works Department Dharamshala and Forest Departments at Dharamshala and Dehra.

The following payments have been made to the Public Works Department Dharamshala and Forest Departments at Dharamshala and Dehra for the purpose indicated against each:

Sr. No.	Name of the Department	Purpose for which payment made	Amount
1.	P.W.D. Dharamshala	Providing and fixing boundary pillars to the University land at Dharamshala	7,84,600.00
2.	D.F.O. Dharamshala	Demarcation and Enumeration of trees in the University land	30,907.00
3.	D.F.O. Dehra	Demarcation and Enumeration of trees in the University land	2,70,000.00

The action taken was noted and ratified by the Finance Committee and reported to Executive Council.

Item No.1.7: To report to the Finance Committee the matter regarding preparation and submission of the Budget Estimates for the financial year 2009-10 and the Actuals for the year 2008-09 and Budget Estimates for the year 2010-11 and Actuals for the year 2009-10 to the Executive Council (Annexure 1.7A).

The Budget Estimates of the university are required to be prepared by the Finance Officer of the University, in terms of the provisions of Statute 7(7)(c), who is responsible for the preparation of Budget Estimates of the university and for their presentation to the Executive Council. However, since the university is in its initial stage of establishment and the Finance Officer has not been appointed, the Budget Estimates for the financial year 2009-10 and Actuals for the year 2008-09 and the Budget Estimates for the financial year 2010-11 and Actuals for the year 2009-10 were prepared by the Deputy Registrar under the guidance and supervision of the Vice-Chancellor.

The Budget Estimates so prepared by the Finance Officer are required to be laid before the Finance Committee for consideration and comments in terms of Statute 17(7) and thereafter, the same are required to be submitted to the Executive Council for approval. However, keeping in view the fact that the Finance Committee was not constituted and its meeting was not likely to be held before the meeting of the Executive Council, it was found necessary to place the budget estimates before the Executive Council in order to keep the process in order.

The Executive Council vide item No.1.2(S) of its first meeting held on 24.7.2010, considered and approved Budget Estimates for the financial year 2009-10 and Actuals for the year 2008-09 and the Budget Estimates for the financial year 2010-11 and Actuals for the year 2009-10.

The matter together with a copy of Budget Estimates for the financial year 2009-10 and Actuals for the year 2008-09 and the Budget Estimates for the financial year 2010-11 and Actuals for the year 2009-10, is placed before the Finance Committee as a reporting item for kind information and perusal.

It is to apprise the Finance Committee that during the financial year 2009-10 a grant amounting to Rs.300.00 lakhs was provided by the UGC and the Budget Estimates have been accordingly prepared making provisions for the execution of the plans and policies of the University. Further, the information on the prescribed proformas entitled 'Progress and Development Proposals for 2010-11, were sent to the University Grants Commission, which have been taken as guiding principles for the preparation of Budget Estimates for the Year 2010-11.

The Finance Committee noted the action taken.

Item No.1.8: To report to the Finance Committee the matter regarding preparation and submission of the Annual Accounts for the financial year 2009-10 to the Executive Council (Annexure 1.8A).

The annual accounts of the university are required to be prepared by the Finance Officer of the University, in terms of the provisions of Statute 7(7)(c), who is

responsible for the preparation of annual accounts of the university and for their presentation to the Executive Council. However, since the university is in its initial stage of establishment and the Finance Officer has not been appointed, the Annual Accounts for the financial year 2009-10 were prepared by the Deputy Registrar under the guidance and supervision of the Vice-Chancellor.

The annual accounts so prepared by the Finance Officer are required to be laid before the Finance Committee for consideration and comments in terms of Statute 17(7) and thereafter, the accounts are required to be submitted to the Executive Council for approval. However, keeping in view the fact that the Finance Committee was not constituted and its meeting was not likely to be held before the meeting of the Executive Council, it was found necessary to place the annual accounts for the year 2009-10 before the Executive Council in order to cut short the avoidable delay, so as to adhere to the instructions issued in this behalf by the Ministry of Human Resource Development, Govt. of India, issued vide their D.O. letter No.F.19-18/2003-IFD dated 23.5.2008, which have been circulated among the Central Universities by University Grants Commission vide their letter F.2-2/94-(CU) dated 21.7.2008. These instructions, inter alia stipulate that after the close of the accounting year the annual accounts are required to be prepared and got adopted by the Executive Council by 30th June of the following year before being sent to the audit authorities for commencement of audit.

The annual accounts have been prepared strictly as per the Common Format of Accounts, guidelines and instructions issued by the University Grants Commission vide their letter No.F.17-1/97(CU) dated 29.9.2003, consisting of Balance sheet, Income & Expenditure Account, Schedules to the said Financial statements, Instructions and Accounting Principles and Statement of Receipts and Payments. The accounts have been prepared on accrual basis and taking into account the component of depreciation at the rates provided in the Income Tax Act.

The Executive Council vide item No.1.1(S) of its first meeting held on 24.7.2010 considered the Annual Accounts for the financial year 2009-10 and appreciated the efforts of the University in timely completion of the Annual Accounts and approved the same. The Executive Council further directed that the University may approach the CAG for Post Audit of the accounts of the University

Accordingly, the matter was taken up with the Comptroller and Auditor General of India vide this office letter No.Comp.1-1/CUHP/2010/417-19 dated 17.8.2010 for getting the accounts audited, followed vide reminders of even number dated 24.9.2010, 15.10.2010 and 22/23.11.2010. The CAG audit party has finally undertaken the audit of accounts of the University on December 13-18, 2010. The draft separate audit report of the CAG has been received which is being attended to on priority and further action to submit the same to the University Grants Commission and Ministry of Human Resource Development shall be taken. The matter together with a copy of Annual Accounts for the financial year 2009-10, is placed before the Finance Committee as a reporting item for kind information and perusal.

It is to apprise the Finance Committee that during the financial year 2009-10 a grant amounting to Rs.300.00 lakhs was provided by the UGC out of which a sum of Rs.7.45 lakhs was spent upto 31.3.2010 and the unspent

balance of Rs.292.55 lakhs has been taken as the opening balance for the year 2010-11

The Finance Committee noted the action taken.

ITEMS FOR CONSIDERATION AND APPROVAL

Item No.1.9: To place before the Finance Committee 'The Regulations for the conduct of the business of the Finance Committee (Annexure 1.9A).

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.

Under the above provisions of the Act and Statutes, the draft regulations for the conduct of the business of the Finance Committee have been prepared, keeping various provisions of the Act and Statutes in view and are placed before the Finance Committee as per Annexure, for consideration and approval.

The Finance Committee considered and approved the Regulations for the conduct of its business. It was, however, observed that under Sr.No.8, the regular meetings of the Finance Committee should be held at least three times in a year instead of two. Further, Sr.No.10, should be worded as "a special meeting of Finance Committee shall be convened by the Finance Officer under the direction of the Vice-Chancellor, on a date, place and time fixed by him.

Item No. 1.10: To place before the Finance Committee the Budget Estimates for the financial year 2011-12 and the Revised Estimates for the year 2010-11 (Annexure – 1.10A).

The Budget Estimates of the university are required to be prepared by the Finance Officer of the University, in terms of the provisions of Statute 7(7)(c), contained in The Second Schedule of the Central Universities Act 2009. The Finance Officer is responsible for the preparation of Budget Estimates of the university and for their presentation to the Executive Council.

However, since the university is in its initial stage of establishment and the post of the Finance Officer though advertised but is yet to be filled up, these estimates have been prepared by the Officer on Special Duty (Finance), under the direction and supervision of the Vice-Chancellor. The estimates are based on actual flow of

expenditure for revenue and capital items since only the Plan Development grant has been provided by the University Grants Commission.

The Budget Estimates so prepared by the Finance Officer are required to be laid before the Finance Committee for consideration and comments in terms of Statute 17(7) and thereafter, the same are required to be submitted to the Executive Council for approval.

It is to apprise the Finance Committee that there was an unspent balance of Rs.292.55 lakh as on 31.3.2010 which has been taken as opening balance for the year 2010-11 and during the financial year 2010-11 a grant amounting to Rs.1500.00 lakhs has been provided by the UGC. In addition, a sum of Rs.31.48 lakhs is anticipated as income during the year. Thus the total availability of funds during the year 2010-11 is estimated to be Rs.1824.03 lakh against which the revised expenditure has been estimated to be Rs.1050.00 lakh, thus leaving a sum of Rs.774.03 lakh as unspent balance as on 31.3.2011. The Revised Estimates for the year 2010-11 have been prepared accordingly. During the year 2011-12, the estimated expenditure is likely to be Rs.5300.00 lakh. The unspent balance of the previous year is reflected to be opening balance and estimated income is anticipated to be Rs.47.97 lakhs. Thus, funds amounting to Rs.4478.00 lakh are required as grant-in-aid from the UGC. In addition, a proposal for starting new departments/courses during the year 2011-12 has been sent to the UGC and accordingly a new scheme has been formulated and included in the Budget Estimates for the year 2011-12 with a token provision of Rs.225.00 lakh. The Budget Estimates for the year 2011-12 have been accordingly prepared making provisions for the execution of the plans and policies of the University.

The Finance Committee considered the Budget Estimates of the University for the year 2011-12 and Revised Estimates for the year 2010-11, and recommended the same to the Executive Council for approval. It was, however, observed that the Pay Band and Grade Pay of the posts should as per UGC guidelines and the Revised Pay Commission.

TABLE AGENDA

Item No.1.11(T): To place before the Finance Committee, the creation of posts in Raj Bhasha Hindi.

The matter was taken up by the University with the University Grants Commission for providing minimum posts in Raj Bhasha Hindi, required for complying with the directions of the Government for promoting Raj Bhasha Hindi. The UGC vide their letter F.No.16-1/2008 dated Dec. 2010, has approved the creation of the following positions in Hindi:

Post	Unrevised pay scale	Revised pay band and grade pay	
		Pay band	Grade pay
Hindi Stenographer	3050-4590	PB - 1	1900
Hindi Translator	6500-10500	PB - 2	4200

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Hindi Officer	8000-13500	PB - 3	5400
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These posts are urgently required in the University so as to comply with the directions/instructions of the Govt for promoting Raj Bhasha Hindi, and carrying out the official correspondence in Hindi. A separate new scheme for the purpose has been reflected in the Budget Estimates of the University for the year 2011-12 and revised estimates 2010-11. The financial liability for creation above positions shall be Rs.10.00 lakh, per annum, which shall be met out of the normal development grant-in-aid of the University.

The Finance Committee for considered and recommended the above posts to the Executive Council for creation. It was, however, observed that while notifying the creation of these posts, the new Pay Band and Grade Pay should be mentioned.

Item No.1.12(T):To place before the Finance Committee, the proposal received from RITES Limited, Govt. of India Enterprise, New Delhi for imparting Project Management Consultancy to Central University of Himachal Pradesh, for the Campus Development (Annexure 1.12(T)).

An Expression of Interest was received from RITES Limited, Govt. of India Enterprise, New Delhi for providing Project Management Consultancy to the University in developing its campuses. In order to consider the viability, Shri Y.K. Sharma, General Manager (CP), RITES was asked to give presentation on (a) the Scope and magnitude of work that they are capable of taking and (b) terms and conditions and modalities of engagement that RITES propose. Accordingly, Shri Y.K. Sharma, General Manager (CP), RITES visited the University on 4.12.2010 and detailed discussions were held with him. It was gathered that the RITES have vast experience and expertise to undertake such projects and they have undertaken similar works at several educational institutions/ universities. Shri Sharma indicated that there are two modes of going ahead with the work i.e. (i) where the Architect is to be appointed by the RITES with the approval of the University and (ii) where the Architect is to be appointed by the University. It was decided to request the RITES to send to the University the proposal for entering into agreement with the RITES under these two alternatives. The University has now received draft agreements from the RITES.

The Finance Committee considered and recommended to the Executive Council for approval that the University may be allowed to engage RITES Ltd. as Project Management Consultants with Architect to be appointed by the RITES with University approval. The consultancy fee and other conditions should be at par with Central University of Karnataka.

Item No.1.13(T):To place before the Finance Committee, the proposal regarding participation of Prof. Furqan Qamar, Vice-Chancellor, in the delegation of Vice-Chancellors to Canada during March-May, 2011 (Annexure 1.13(T)).

Prof. Sunaina Singh, President, Shastri Indo-Canadian Institute, vide letter dated 7.1.2011, placed at Annexure 1.3SA, has intimated that during the year 2011, the Shastri Indo-Canadian Institute, is leading a delegation of Vice-Chancellors to Canada to initiate formulating a policy dialogue on the bilateral linkages and collaborations in higher education with the President of Canadian Universities. Prof. Sunaina Singh has extended invitation to Prof. Furqan Qamar, Vice-Chancellor of the University to be a part of the said delegation. The local hospitality is to be provided for stay in Canada by the Institute and the international travel shall have to be covered by the University. The Vice-Chancellor intends to participate on the said delegation.

According to the guidelines of Ministry of Human Resource Development, Govt. of India, there is no restriction/condition for obtaining the prior approval of the Govt. for the foreign visits of the Vice-Chancellors for a period of six weeks in a financial year with no restriction on the number of visits. However, since the international travel is to be met by the University, the matter is placed before the Finance Committee for consideration and approval.

The Finance Committee approved the proposal with the stipulation that in future if the Vice-Chancellor has to attend any conference or join any delegation, etc., he is authorised to undertake such visits and no such proposals need to be brought before the Finance Committee.

Item No.1.14(T):To place before the Finance Committee the matter regarding 1 GB connectivity to Central University of Himachal Pradesh under NMEICT/NKN and payment of Rs.49,63,500.00 with taxes to BSNL.

The Assistant General Manager, Telecom Division, Dharamshala, vide his letter dated 25.10.2010, informed that the BSNL has been entrusted with the responsibility of providing 1GB connectivity to Central University of Himachal Pradesh, as planned for National Knowledge Network (NKN). He also raised a demand note amounting to Rs.49,63,500.00 and requested the University to pay the amount or issue a signed undertaking on behalf of the University assuring payment soon so that they could provide the connectivity. The said undertaking to make the payment was given by the University. Subsequently, the Director General, Ministry of Communication and IT, National Information Centre, New Delhi, vide letter dated 28.10.2010, requested the University that in order to facilitate smooth communication and coordination, at least one senior official may be nominated to have liaison with the NKN team. Accordingly Prof. Yoginder Verma, OSD (Admn) was nominated for the purpose. The General Manager Telecom has again requested vide his letter dated 3.1.2011, that since the work for providing 1GB connectivity under NMEICT is already under process, the payment may be made to them at earliest. In reference to this letter, it has been intimated by the University that as earlier intimated by them vide letter dated 25.10.2010 and also by the Director General, Ministry of Communication & IT, NIC, the 1GB connectivity is to be commissioned under NKN through NIC. Keeping the above facts in view, the payment of Rs.49,63,500.00 has not yet been released to the BSNL, despite their continuous requests. The matter is being taken up with the MHRD as to whether the CUHP is covered under NMEICT or under NKN and as to whether the University is required to make payment.

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The matter is placed before the Finance Committee for information and authorizing the payment in case the MHRD informs that the university is covered under NMEICT and to make payment.

The Finance Committee reconsidered the proposal and recommended to the Executive Council for approval.

Item No.1.15(T):To place before the Finance Committee the matter regarding approval of University Logo and giving away a prize of Rs.25,000.00 to the best entry.

The matter regarding selection of Logo of the University was placed before the Academic Council in its first meeting held on 10.7.2010 vide item No.1.14(iii) and some logos were presented before the Academic Council for 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 Executive Council concurred with the recommendation of the Academic Council. Accordingly, the action to invite entries was taken and as much as 89 entries have been received. Now as authorized by the Academic Council and the Executive Council, a Committee is being constituted by the Vice-Chancellor to finalise the log of the University. It is proposed to give away a prize of Rs.25,000.00 to the best entry so selected and finalized by the said Committee.

The proposal was considered and recommended to the Executive Council for approval.

The Finance Committee expressed its satisfaction on the progress made and the management of finances of the university. It put on record its appreciation and commendations for the Vice Chancellor and his small team for the preparation of Budget Estimates and Annual Accounts and the Balance Sheet of the University on time, and arranging audit of accounts by the CAG of India, despite constraints in terms of staff and other facilities.

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

Sd/-

(B.R. Dhiman)

Officer on Special Duty (Finance),
Central University of Himachal Pradesh

Countersigned

Sd/-

(Prof. Furqan Qamar)

Vice-Chancellor - Chairman

TA/DA and conveyance allowance rules/rates in respect of outside official and non-official members and Experts

No.Bud.3-4/CUHP/2010/

Dated: 15.10.2010

OFFICE ORDER

The Vice-Chancellor has been pleased to lay down the following TA/DA and conveyance allowance rules/rates in respect of outside official and non-official members and Experts, as under:

TRAVELLING ALLOWANCE/CONVEYANCE ALLOWANCE

(A) Non-official members/Experts

Outstation members/Experts

- (i) **Travel by Air:** The non-official retired members and retired experts will be entitled to travel by air by the class to which he/she was entitled before retirement. Other non-official members/experts will be entitled to travel by air by 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.
 - (ii) **Travel by Train:** The Non-official members/experts will be entitled to travel by all trains including Rajdhani Express/Shatabadi 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.
 - (iii) **Travel by Taxi/own car:** If the travel is undertaken by outstation non-official members/experts for intercity travel from the place of residence/office head quarters to the place of the meeting by taxi or in his own car, the road mileage payable will be 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.
 - (iv) **Road mileage:** 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 shall be payable @ Rs.16.00 per km and auto riksha/scooter @ Rs.8.00 per km
 - (v) **Local journey:** Actual expenditure incurred.
- (B) **Official members/Experts:** They shall be governed as per FRs/SRs (TA)Rules.

DAILY ALLOWANCE

(A) Non-official members/experts

(i) Outstation Members/Experts

Rs.1000.00 per day (inclusive of boarding/lodging) if the Member/ Expert stay 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 of State run Tourist hotels/hostels or registered societies like IIC of India Habitat Centre, for which prior approval of the University is required to be obtained.

(ii) **Local Members/Experts**: No DA is payable to local members/experts.

(B) **Official members/experts**: As per their entitlement under FRs/SRs (TA) Rules.

SITTING FEE/HONORARIUM:

The sitting fee/honorarium shall also be payable as per University Rules.

The officers/officials will not be covered under this arrangement. They will be covered under FRs/SRs (TA) Rules.

These orders shall come into force from 1st October, 2010.

Deputy Registrar
Central University of Himachal Pradesh

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1.0 PROFILE

Ed.CIL (India) Limited, a Government of India Enterprise, under Ministry of Human Resource Development, Govt. of India is a consultancy organization covering the entire spectrum of human resource development activities on a turnkey basis with the objective of setting up new standards and benchmarking in the quality education.

Ed.CIL strives to provide holistic solutions to the education sector by providing services in the field of *Institutional Development, Procurement, Technical Assistance, Placement & Secondment and Testing*. Impeccable track record of offering services to the satisfaction of Client has earned status of 'Mini Ratna Organization' for Ed.CIL and also been awarded Prime Minister Award of Excellence for the year 1998-99.

EdCIL has also been awarded 'Excellent Rating' for its achievement as per the MOU with MHRD for last two consecutive years.

2.0 AN OVERVIEW

- Accumulated experience in a variety of activities during the last 28 years.
- Managed by a Board of Directors, comprising of Senior Government officials and eminent specialists from industry and academia of international repute and standing.
- Ed.CIL is a Government of India enterprise having vast experience in Institutional Development Project for various Government and Public Organizations.
- We believe in competitive operating style through a lean structure. However, to augment the in-house strength, we have flexibility to engage Consultants, Advisors and Experts for a wide variety of projects.
- ISO 9001-2000 & 14001-2009 Certified Organization.
- Strength of Ed.CIL lies in '*Networking of Resources*' and their efficient management for timely project delivery.
- ISO 9001-2000 & 14001-2009 Certified Organization in the field of Education and Human Resource Development.
- We operate through Project Management Concept i.e. accomplish the task on Time and well within the Budgeted Cost.

- Project Team of EdCIL comprises of multidisciplinary team of professionally qualified Engineers having wide experience of multifaceted issues connected to Project Management.
- Project Team is backed by a battery of consultants well versed in their respective fields.
- EdCIL has a panel of renowned Architects at all India Level of different categories.
- Last but not the least, Ed.CIL is sensitive & responsive to the precise requirements of our clientele.

3.0 OUR RANGE OF SERVICES :

- Conduct of Feasibility Studies
- Preparation of Master Plan
- Conceptualisation of Schemes
- Preparation Engineering Designs
- Bid Preparation
- Undertake Techno Commercial Evaluation
- Award of Work
- Implementation and Monitoring
- Quality Assurance and Inspection

4.0 EDCIL SERVICES UNDER PROJECT MANAGEMENT CONSULTANCY

Pre-Construction

Design Stage

- Finalize Architect
- Survey/Investigations
- Master/Concept Plan
- Preliminary Cost Estimates
- Facilitating approval from Statutory Authorities {if required}
- Detailed Design Engineering

Solicitation Process

- Invitation for Bid
- Contract Award
- Finalize Agreement

Construction Activities

- Supervision & Project Monitoring
- Quality Assurance
- Process Claims

Post-Construction Management

- Finalize Accounts
- Managing Maintenance Period Obligations
- Attend Rectification Jobs

5.0 PRESENT SCOPE OF WORK

The general *Scope of Services* for the assignment covers the following activities:

5.1 Detailed Contour Survey

- 5.1.1 EdCIL scope of work under the detailed contour survey shall include contour interval of maximum 5 meters, depicting all existing physical features like electricity lines, nallahs, trees, road infrastructure, houses, temples, water sources, etc. along with soft copy of the contour survey in AutoCAD
- 5.1.2 EdCIL shall finalize the various specifications and other technical details of the work and invite quotations from the specialized agencies and critical evaluation of their credentials etc. The agency so identified shall be engaged for undertaking the said assignment.
The agency shall undertake the survey work as per the standard guidelines & procedures laid down along with the details pertaining to the mapping of plantation/trees.
- 5.1.3 EdCIL shall closely monitor the entire scope of contour survey work as per the requirement of the proposed project.
Thereafter, EdCIL shall scrutinize all the technical details & drawings and submit 3 copies of report and drawings of contour survey to Central University of Himachal Pradesh.

5.2 Geo-Technical Survey

- 5.2.1 The investigations includes type of soil, sliding zone, etc.
- 5.2.2 EdCIL shall finalize the various specifications and other technical details for the following heads :
- i) **Field Tests**
 - Drilling bore holes
 - Standard Penetration Test
 - Disturbed/Un-disturbed Samples
 - Sub-soil water
 - ii) **Laboratory Tests**
 - iii) **Investigations & Report Preparation**
- 5.2.3 After the finalization of the specifications of the work, invite quotations from the specialized agencies and critical evaluation of their credentials etc. The agency so identified shall be engaged for undertaking the said assignment.
EdCIL shall closely monitor the entire scope of Geo-technical survey work as per the requirement of the proposed project.

Thereafter, EdCIL shall scrutinize all the technical details & drawings and submit 3 copies of report and drawings of Geo-technical survey to Central University of Himachal Pradesh.

5.3 Hydrological Survey

EdCIL shall finalize specifications for conducting hydrological survey and invite quotations from the specialized agencies and critical evaluation of their credentials etc. The agency so identified shall be engaged for undertaking the said assignment.

In the said survey, detailed recording of ground water table after completion of boring and carrying out chemical tests on this water so as to analyse its effect on concrete and also portability of water. Also the said assignment shall include the recommendation for location of bore well, identification of existing aquifer and indicating the yield, etc.

EdCIL shall closely monitor the entire scope of Hydrological survey work as per the requirement of the proposed project.

Thereafter, EdCIL shall scrutinize all the technical details & drawings and submit 3 copies of report of Hydrological survey to Central University of Himachal Pradesh.

5.4 Preparation of Master Plan

5.4.1 The Master Plan shall include zoning of the academic, administrative, residential and other buildings, road new work, sewerage system, electricity and sanitary lines, drainage system, water harvesting, landscaping, green area, etc including 3D view of the master plan, details of the trees to be fell/uprooted for providing the above facilities.

5.4.2 A layout plan depicting demarcation of boundaries shall be provided by the Central University of Himachal Pradesh to Ed.CIL within 15 days of acceptance of this Proposal, as this shall facilitate Ed.CIL for the preparation of Master Plan. The various criteria that are to be considered while preparing the Master Plan are as under:

- i. Assess the present and future, physical infrastructure requirements for the construction of Central University of Himachal Pradesh.
- ii. Prepare 'Schedule of Requirements' based on interactive sessions with Project Coordinating Officer, Central University of Himachal Pradesh.
- iii. Present & obtain approval of the 'Schedule of Requirements' from Central University of Himachal Pradesh.
- iv. Conceptualise the scheme.

[Type the document title]

- v. Prepare an Integrated Master Plan for the development of Central University of Himachal Pradesh.

EdCIL shall undertake preparation of Master Plan by strictly adhering to the '**Vision Document & Strategic Plan**' prepared by the University.

6.0 TIME FRAME

S.No.	Activities	Duration	Cumulative Time Period
6.1	Site Inspection	7 days <i>(Work shall be initiated after the receipt of advance amount from University)</i>	7 days
6.2	Detailed Contour Survey at site and submission of report	30-45 days <i>(From the date of award of work to the specialized agency)</i>	45 days
6.3	Geo-technical Investigation at site and submission of report	25-30 days <i>(From the date of award of work to the specialized agency)</i>	5 days (Over lapping period)
6.4	Hydrological Survey at site and submission of report	20-30 days <i>(From the date of award of work to the specialized agency)</i>	5 days (Over lapping period)
6.5	Master Plan		
(i)	Study & analyze the infrastructural requirements for construction of Central University of Himachal Pradesh	Nil <i>No time is specified as the infrastructure requirement and other details shall be directly taken from the 'Vision Document & Strategic Plan'.</i>	Nil
(ii)	Preparation of Master Plan	30 days <i>{After receipt of Central University of Himachal Pradesh approval to the Schedule of Requirements}</i>	30 days
Total			92 days Say 3 months

7.0 ED.CIL CONSULTANCY CHARGES

Ed.CIL's lumpsum consultancy charges would be regulated stage wise as under:

I. Survey investigations and Contouring:

The expenditure incurred by Ed.CIL to conduct/ undertake any survey/test/investigations viz. physical survey, geo-technical investigations or any

[Type the document title]

other tests shall be reimbursed on actual basis by the Central University of Himachal Pradesh at Dehra, in the Kangra District of Himachal Pradesh to Ed.CIL.

EdCIL shall charge consultancy fees on lump sum for undertaking the said activities.

S.No.	Items	Consultancy fees for Dehra site
1.	Detailed Contour Survey at site and submission of report	Rs. 1,00,000.00
2.	Geo-technical Investigation at site and submission of report	Rs. 1,00,000.00
3.	Hydrological Survey at site and submission of report	Rs. 1,00,000.00
Total		Rs. 3,00,000.00

//. Preparation of Master Plan:

The fees for preparation of Master Plan for the establishment of Central University of Himachal Pradesh at Dehra, in the Kangra District of Himachal Pradesh shall be follows :

S.No.	Proposed Site	Amount
1.	892 Acres at Dehra	Rs. 25,00,000.00
Total		Rs. 25,00,000.00

Note : The above mentioned fees excludes services charges. Central University of Himachal Pradesh shall pay service charges to EdCIL on actual basis.

8.0 TERMS OF PAYEMNT

A) The EdCIL's Consultancy fees is regulated as below :

S.No.	Stage	Ed.CIL's Consultancy Charges
i).	On issuance of acceptance letter to this proposal.	40% of Rs. 28,00,000.00 shall be released to EdCIL as an advance amount {Rs. 3,00,000.00 (Survey investigations and Contouring) & Rs. 25,00,000.00 (Preparation of Master Plan)}
ii)	On Completion of physical survey at site.	20%
iii)	On Completion of Geo-technical at site	20%
iv)	On Completion of Hydrological survey at site	5%
v).	On Submission of reports towards physical, Geo-technical and Hydrological survey.	5%

vi).	On Submission of Master Plan & satisfactory work report by the university.	10%
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B) Reimbursement on actual basis towards Contour, Geo-technical & Hydrological Survey

The expenditure incurred by Ed.CIL to conduct/ undertake contour survey, geo-technical investigations & hydrological survey shall be reimbursed on actual basis by the Central University of Himachal Pradesh to Ed.CIL.

EdCIL shall raise reimbursement claims (invoice) toward the above mentioned activities as per the stages detailed below:

S.No.	Stage	% of Reimbursement
i).	On issuance of work order to the agency.	40% on the total value of work orders <i>(total value of work order means cost towards physical, geo-technical & hydrological)</i> .
ii).	On completion of physical survey.	20% on the total value of work orders.
iii).	On completion of Geo-technical Investigation.	20% on the total value of work orders.
iv).	On completion of Hydrological survey.	5% on the total value of work orders.
v).	On submission of reports towards physical, Geo-technical and Hydrological survey.	5% on the total value of work orders.
vi).	On submission of reports towards physical, Geo-technical and Hydrological survey & satisfactory work report by the university.	10% on the total value of work orders.

9.0 TAXES

- I. [Applicable taxes/duties levied by the Government will be charged on actual basis.](#)
- II. Ed.CIL shall be liable and responsible for payment of Income Tax, which may be leviable on its fee. In case Central University of Himachal Pradesh recovers any part of the Taxes, it shall timely issue the tax deduction certificates for such deductions.
- III. Service Tax will be paid extra by Central University of Himachal Pradesh on Ed.CIL's fees at prevailing rates as per Government norms.

10.0 OBLIGATION OF CLIENT

- I. The Central University of Himachal Pradesh will nominate their official for identifying the proposed site boundaries as per the approved basic survey plan issued by

revenue authority identifying the Kasra No. at the time of undertaking various surveys/investigations by EdCIL.

- II. The Central University of Himachal Pradesh shall nominate Project Coordinating Officer (PCO) who can be associated for discussions with the Ed.CIL and for communicating approval of various plans, estimates etc and coordinating the various activities.
- III. The Central University of Himachal Pradesh shall provide suitable land free from encroachment and with clear title.
- IV. The Central University of Himachal Pradesh shall facilitate seeking necessary permission/approval from the various authorities to undertake the surveys/investigations activities.
- V. The Central University of Himachal Pradesh shall release the payment with the 15 days from the date of raising invoice by EdCIL.
- VI. As this is a time bound project, PCO shall ensure communication of their decisions whenever referred to, within 7 days of such a request from the Ed.CIL.
- VII. The Central University of Himachal Pradesh shall permit EdCIL's agencies to erect a site office, site stores yard at the premises free of ground rent for the period under consideration.
- VIII. In case the Central University of Himachal Pradesh desires to stop the work after the agencies had initiated the work, then the Central University of Himachal Pradesh shall reimburse the claims to EdCIL to the extent the settlement made by EdCIL with the respective agencies to whom the work has been awarded.

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11.0 PROFILE

Ed.CIL (India) Limited, a Government of India Enterprise, under Ministry of Human Resource Development, Govt. of India is a consultancy organization covering the entire spectrum of human resource development activities on a turnkey basis with the objective of setting up new standards and benchmarking in the quality education.

Ed.CIL strives to provide holistic solutions to the education sector by providing services in the field of *Institutional Development, Procurement, Technical Assistance, Placement & Secondment and Testing*. Impeccable track record of offering services to the satisfaction of Client has earned status of 'Mini Ratna Organization' for Ed.CIL and also been awarded Prime Minister Award of Excellence for the year 1998-99.

EdCIL has also been awarded 'Excellent Rating' for its achievement as per the MOU with MHRD for last two consecutive years.

12.0 AN OVERVIEW

- Accumulated experience in a variety of activities during the last 28 years.
- Managed by a Board of Directors, comprising of Senior Government officials and eminent specialists from industry and academia of international repute and standing.
- Ed.CIL is a Government of India enterprise having vast experience in Institutional Development Project for various Government and Public Organizations.
- We believe in competitive operating style through a lean structure. However, to augment the in-house strength, we have flexibility to engage Consultants, Advisors and Experts for a wide variety of projects.
- ISO 9001-2000 & 14001-2009 Certified Organization.
- Strength of Ed.CIL lies in '*Networking of Resources*' and their efficient management for timely project delivery.

- ISO 9001-2000 & 14001-2009 Certified Organization in the field of Education and Human Resource Development.
- We operate through Project Management Concept i.e. accomplish the task on Time and well within the Budgeted Cost.
- Project Team of EdCIL comprises of multidisciplinary team of professionally qualified Engineers having wide experience of multifaceted issues connected to Project Management.
- Project Team is backed by a battery of consultants well versed in their respective fields.
- EdCIL has a panel of renowned Architects at all India Level of different categories.
- Last but not the least, Ed.CIL is sensitive & responsive to the precise requirements of our clientele.

13.0 OUR RANGE OF SERVICES :

- Conduct of Feasibility Studies
- Preparation of Master Plan
- Conceptualisation of Schemes
- Preparation Engineering Designs
- Bid Preparation
- Undertake Techno Commercial Evaluation
- Award of Work
- Implementation and Monitoring
- Quality Assurance and Inspection

14.0 EDCIL SERVICES UNDER PROJECT MANAGEMENT CONSULTANCY

Pre-Construction

Design Stage

- Finalize Architect
- Survey/Investigations
- Master/Concept Plan
- Preliminary Cost Estimates
- Facilitating approval from Statutory Authorities {if required}
- Detailed Design Engineering

Solicitation Process

- Invitation for Bid
- Contract Award
- Finalize Agreement

Construction Activities

- Supervision & Project Monitoring
- Quality Assurance
- Process Claims

Post-Construction Management

- Finalize Accounts
- Managing Maintenance Period Obligations
- Attend Rectification Jobs

15.0 PRESENT SCOPE OF WORK

The general *Scope of Services* for the assignment covers the following activities:

15.1 Detailed Contour Survey

15.1.1 EdCIL scope of work under the detailed contour survey shall include contour interval of maximum 5 meters, depicting all existing physical features like electricity lines, nallahs, trees, road infrastructure, houses, temples, water sources, etc. alongwith soft copy of the contour survey in AutoCAD

15.1.2 EdCIL shall finalize the various specifications and other technical details of the work and invite quotations from the specialized agencies and critical evaluation of their credentials etc. The agency so identified shall be engaged for undertaking the said assignment.

The agency shall undertake the survey work as per the standard guidelines & procedures laid down alongwith the details pertaining to the mapping of plantation/trees.

5.1.3 EdCIL shall closely monitor the entire scope of contour survey work as per the requirement of the proposed project.

Thereafter, EdCIL shall scrutinize all the technical details & drawings and submit 3 copies of report and drawings of contour survey to Central University of Himachal Pradesh.

15.2 Geo-Technical Survey

5.2.1 The investigations includes type of soil, sliding zone, etc.

5.2.2 EdCIL shall finalize the various specifications and other technical details for the following heads :

i) **Field Tests**

- Drilling bore holes
- Standard Penetration Test
- Disturbed/Un-disturbed Samples
- Sub-soil water

iii) **Laboratory Tests**

iii) Investigations & Report Preparation

5.2.3 After the finalization of the specifications of the work, invite quotations from the specialized agencies and critical evaluation of their credentials etc.

The agency so identified shall be engaged for undertaking the said assignment.

EdCIL shall closely monitor the entire scope of Geo-technical survey work as per the requirement of the proposed project.

Thereafter, EdCIL shall scrutinize all the technical details & drawings and submit 3 copies of report and drawings of Geo-technical survey to Central University of Himachal Pradesh.

15.3 Hydrological Survey

EdCIL shall finalize specifications for conducting hydrological survey and invite quotations from the specialized agencies and critical evaluation of their credentials etc. The agency so identified shall be engaged for undertaking the said assignment.

In the said survey, detailed recording of ground water table after completion of boring and carrying out chemical tests on this water so as to analyse its effect on concrete and also portability of water. Also the said assignment shall include the recommendation for location of bore well, identification of existing aquifer and indicating the yield, etc.

EdCIL shall closely monitor the entire scope of Hydrological survey work as per the requirement of the proposed project.

Thereafter, EdCIL shall scrutinize all the technical details & drawings and submit 3 copies of report of Hydrological survey to Central University of Himachal Pradesh.

15.4 Preparation of Master Plan

5.4.1 The Master Plan shall include zoning of the academic, administrative, residential and other buildings, road new work, sewerage system, electricity and sanitary lines, drainage system, water harvesting, landscaping, green area, etc including 3D view of the master plan, details of the trees to be fell/uprooted for providing the above facilities.

5.4.2 A layout plan depicting demarcation of boundaries shall be provided by the Central University of Himachal Pradesh to Ed.CIL within 15 days of acceptance of this Proposal, as this shall facilitate Ed.CIL for the preparation of Master Plan. The various criteria that are to be considered while preparing the Master Plan are as under:

- vi. Assess the present and future, physical infrastructure requirements for the construction of Central University of Himachal Pradesh.

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- vii. Prepare 'Schedule of Requirements' based on interactive sessions with Project Coordinating Officer, Central University of Himachal Pradesh.
- viii. Present & obtain approval of the 'Schedule of Requirements' from Central University of Himachal Pradesh.
- ix. Conceptualise the scheme.
- x. Prepare an Integrated Master Plan for the development of Central University of Himachal Pradesh.

EdCIL shall undertake preparation of Master Plan by strictly adhering to the '**Vision Document & Strategic Plan**' prepared by the University.

16.0

TIME FRAME

S.No.	Activities	Duration	Cumulative Time Period
6.1	Site Inspection	7 days <i>(Work shall be initiated after the receipt of advance amount from University)</i>	7 days
6.2	Detailed Contour Survey at site and submission of report	30-45 days <i>(From the date of award of work to the specialized agency)</i>	45 days
6.3	Geo-technical Investigation at site and submission of report	25-30 days <i>(From the date of award of work to the specialized agency)</i>	5 days (Over lapping period)
6.4	Hydrological Survey at site and submission of report	20-30 days <i>(From the date of award of work to the specialized agency)</i>	5 days (Over lapping period)
6.5	Master Plan		
(i)	Study & analyze the infrastructural requirements for construction of Central University of Himachal Pradesh	Nil <i>No time is specified as the infrastructure requirement and other details shall be directly taken from the 'Vision Document & Strategic Plan'.</i>	Nil
(ii)	Preparation of Master Plan	30 days <i>{After receipt of Central University of Himachal Pradesh approval to the Schedule of Requirements}</i>	30 days

	Total	92 days Say 3 months
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17.0 ED.CIL CONSULTANCY CHARGES

Ed.CIL's lumpsum consultancy charges would be regulated stage wise as under:

III. Survey investigations and Contouring:

The expenditure incurred by Ed.CIL to conduct/ undertake any survey/test/investigations viz. physical survey, geo-technical investigations or any other tests shall be reimbursed on actual basis by the Central University of Himachal Pradesh at Dharamshala in the Kangra District of Himachal Pradesh to Ed.CIL.

EdCIL shall charge consultancy fees on lump sump for undertaking the said activities.

S.No.	Items	Consultancy fees for Dharamshala site
1.	Detailed Contour Survey at site and submission of report	Rs. 75,000.00
2.	Geo-technical Investigation at site and submission of report	Rs. 75,000.00
3.	Hydrological Survey at site and submission of report	Rs. 75,000.00
Total		Rs. 2,25,000.00

IV. Preparation of Master Plan:

The fees for preparation of Master Plan for the establishment of Central University of Himachal Pradesh at Dharamshala in the Kangra District of Himachal Pradesh shall be follows :

S.No.	Proposed Site	Amount
1.	167 Acres at Dharamshala	Rs. 12,00,000.00
Total		Rs. 12,00,000.00

Note : The above mentioned fees excludes services charges. Central University of Himachal Pradesh shall pay service charges to EdCIL on actual basis.

18.0 TERMS OF PAYEMNT

A) The EdCIL's Consultancy fees is regulated as below :

S.No.	Stage	Ed.CIL's Consultancy Charges
i).	On issuance of acceptance letter to this proposal.	40% of Rs. 14,25,000.00 shall be released to EdCIL as an advance amount {Rs.

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		2,25,000.00 (Survey investigations and Contouring) & Rs. 12,00,000.00 (Preparation of Master Plan)}
ii)	On Completion of physical survey at site.	20%
iii)	On Completion of Geo-technical at site	20%
iv)	On Completion of Hydrological survey at site	5%
v).	On Submission of reports towards physical, Geo-technical and Hydrological survey.	5%
vi).	On Submission of Master Plan & satisfactory work report by the university.	10%

B) Reimbursement on actual basis towards Contour, Geo-technical & Hydrological Survey

The expenditure incurred by Ed.CIL to conduct/ undertake contour survey, geo-technical investigations & hydrological survey shall be reimbursed on actual basis by the Central University of Himachal Pradesh to Ed.CIL.

EdCIL shall raise reimbursement claims (invoice) toward the above mentioned activities as per the stages detailed below:

S.No.	Stage	% of Reimbursement
i).	On issuance of work order to the agency.	40% on the total value of work orders (total value of work order means cost towards physical, geo-technical & hydrological).
ii).	On completion of physical survey.	20% on the total value of work orders.
iii).	On completion of Geo-technical Investigation.	20% on the total value of work orders.
iv).	On completion of Hydrological survey.	5% on the total value of work orders.
v).	On submission of reports towards physical, Geo-technical and Hydrological survey.	5% on the total value of work orders.
vi).	On submission of reports towards physical, Geo-technical and Hydrological survey & satisfactory work report by the university.	10% on the total value of work orders.

19.0 TAXES

- IV. Applicable taxes/duties levied by the Government will be charged on actual basis.
- V. Ed.CIL shall be liable and responsible for payment of Income Tax, which may be leviable on its fee. In case Central University of Himachal Pradesh recovers any part of the Taxes, it shall timely issue the tax deduction certificates for such deductions.
- VI. Service Tax will be paid extra by Central University of Himachal Pradesh on Ed.CIL's fees at prevailing rates as per Government norms.

20.0 OBLIGATION OF CLIENT

- IX. The Central University of Himachal Pradesh will nominate their official for identifying the proposed site boundaries as per the approved basic survey plan issued by revenue authority identifying the Kasra No. at the time of undertaking various surveys/investigations by EdCIL.
- X. The Central University of Himachal Pradesh shall nominate Project Coordinating Officer (PCO) who can be associated for discussions with the Ed.CIL and for communicating approval of various plans, estimates etc and coordinating the various activities.
- XI. The Central University of Himachal Pradesh shall provide suitable land free from encroachment and with clear title.
- XII. The Central University of Himachal Pradesh shall facilitate seeking necessary permission/approval from the various authorities to undertake the surveys/investigations activities.
- XIII. The Central University of Himachal Pradesh shall release the payment with the 15 days from the date of raising invoice by EdCIL.
- XIV. As this is a time bound project, PCO shall ensure communication of their decisions whenever referred to, within 7 days of such a request from the Ed.CIL.
- XV. The Central University of Himachal Pradesh shall permit EdCIL's agencies to erect a site office, site stores yard at the premises free of ground rent for the period under consideration.
- XVI. In case the Central University of Himachal Pradesh desires to stop the work after the agencies had initiated the work, then the Central University of Himachal Pradesh shall reimburse the claims to EdCIL to the extent the settlement made by EdCIL with the respective agencies to whom the work has been awarded.

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH
DHARAMSHALA DISTT KANGRA (HP) – 176 215**

Regulation 3

**REGULATIONS FOR THE CONDUCT OF THE BUSINESS OF THE FINANCE COMMITTEE
(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 Finance Committee” and shall come into force from the date of notification.
2. The Vice-Chancellor shall be the Chairman of the Finance Committee. 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 Finance Officer shall be the Secretary of the Finance Committee and in his absence the person performing his duties in terms of Statute 7(4) shall be the Secretary.
4. The date, time and place for holding the meeting of the Finance Committee shall be as fixed by the Chairman.
5. The Finance Officer, under the direction of the Vice-Chancellor, shall send the notice and agenda at least 10 days before the meeting. The supplementary agenda shall be sent at least 5 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 Finance Committee shall be held at least two times in a year at such time, date and venue, as the Vice-Chancellor may decide.
9. An emergent item of business for the Finance Committee, 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 Finance Committee at its next regular meeting.
10. A special meeting of the Finance Committee shall be convened by the Vice-Chancellor on a date, place and time fixed by him.
11. Five members of the Finance Committee shall form the quorum for the meetings of the Finance Committee. Provided that if a meeting of the Finance Committee 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, 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 Finance Committee 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 Finance Committee 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 Finance Committee. The members of the staff may be called in for assistance as and when required.
19. The minutes of the meetings of the Finance Committee shall be recorded in writing and signed by the Finance Officer (Secretary of the Finance Committee) and countersigned by the Chairman in confirmation and approval.
20. The Finance Officer, within seven days after the meeting of the Finance Committee, shall send a copy of the proceedings to each member of the Finance Committee.
21. The decisions recorded in the proceedings shall be implemented by the university and action so taken shall be reported to the Finance Committee in its next meeting.
22. Formal confirmation of the proceedings will be the first item on the agenda of the following meeting of the Finance Committee.

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH,
P.O. BOX NO.21, DHARAMSHALA, DISTRICT KANGRA
(HIMACHAL PRADESH) – 176215.**

THE BUDGET ESTIMATES FOR THE YEAR 2011-12

AND

THE REVISED ESTIMATES FOR THE YEAR 2010-11

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH,
P.O. BOX NO.21, DHARAMSHALA, DISTRICT KANGRA
(HIMACHAL PRADESH) – 176215.**

**EXPLANATORY MEMORANDUM ON THE BUDGET ESTIMATES FOR
THE YEAR 2011-12 AND REVISED ESTIMATES FOR 2010-11**

The Central University of Himachal Pradesh has been established by the Central Universities Act 2009 (No. 25 of 2009), which received the assent of the President on 20th March 2009. The objectives of the University as enshrined vide Section 5 of the Act, are as under:

1. To disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit.
2. To make special provisions for integrated courses in humanities, social sciences, sciences and technology in its educational programmes.
3. To take appropriate measures for promoting innovations in teaching-learning process and inter-disciplinary studies and research.
4. To educate and train manpower for the development of the country.
5. To establish linkages with industries for the promotion of science and technology.
6. To pay special attention to the improvement of the social and economic conditions and welfare of the people, their intellectual, academic and cultural development.

For achieving the above objectives, the Central University of Himachal Pradesh, one of the Central Universities established under Act No.25 of 2009, in District Kangra (HP), became functional with effect from 20th January, 2010. During the financial year 2010-11 the visits of the Site Selection Committee appointed by the University Grants Commission has been conducted for finalizing the site of the university. The Site Selection Committee, after visiting the sites offered by the State Government, submitted its report and the same has been accepted by the Government of India. The University will have its headquarters in Dharamshala and will have two campuses - one in Dehra and the other in Dharamshala, both in the Kangra

district of Himachal Pradesh. During the year 2010-11, the university laid focus mainly on:

1. Establishing and furnishing the temporary camp office of the University in Dharamshala and equipping it with modern communication gadgets including EPABX, Computers, networking, etc.
2. Getting the newly constructed college building in Shahpur (approximately 27 Kms from Dharamshala) transferred to the University to enable it start selected academic programmes from the coming academic session.
3. Launching of academic programmes in the schools of Management, Social Sciences, Computer and Mathematics, Education etc.
4. Advertising and filling up the statutory, teaching and non-teaching posts.
5. Launching the University website.
6. Getting some suitable residential accommodations for statutory officers, faculty, staff and students, Guest House, and for hostels of the students.
7. Acquiring and demarcation of the land, marking its boundaries and providing and fixing boundary pillars, levelling of land, providing boundary walls.
8. Augmenting water and electricity schemes.
9. Designing and development of the campus(s)

Filling up of Teaching and non-teaching positions

The academic and non-teaching positions sanctioned by the UGC on deputation or short term contract basis, were filled up by the University. Besides this, 13 positions of Assistant Professors have been filled in different disciplines to run the academic programmes smoothly. The posts of first Registrar and first Finance Officer have been advertised and interviews conducted. These positions are likely to be filled up shortly. Apart from this, the teaching and non-teaching posts have been created with the approval of Executive Council and concurrence of the UGC. All these teaching positions and some of the urgently needed non-teaching and academic positions including that of Librarians, have also been advertised and likely to be filled up shortly.

During the academic year 2010-11, the University started the following

Programmes of Studies, as sanctioned by the University Grants Commission:

5) School of Business & Management Sciences:

- i) MBA
- ii) MBA (Entrepreneurship Development)
- iii) MBA (Insurance & Financial Services)
- iv) MPhil/PhD

6) School of Social Sciences

a) Department of Social Work

- i) MSW
- ii) MPhil/PhD

b) Department of Economics

- i) MA (Economics)
- ii) MPhil/PhD

7) School of Mathematics, Computer & Information Sciences

a) Department of Library Science

- i) M. Lib. Sc. (Integrated Dual Degree Programme)
- ii) MPhil/PhD

b) Department of Mathematics

- i) MPhil/PhD

8) School of Humanities & Languages

a) Department of English & Foreign Languages

- i) MPhil/PhD

These programmes of study have been started that Shahpur District Kangra in a newly constructed Government College Building allotted by the State Government named as Temporary Academic Block, with a built up area of 80000 sq ft. The TAB has been fully furnished with modular furniture, purified drinking water, common photocopying facility, students 'recreation facility, etc. The TAB has other facilities like class rooms/lecture theaters, seminar rooms/ conference hall, laboratories, work stations, Library and information resource centre. The university aims at providing for mini gymnasium, activity room, playground and provision for other games like badminton, volleyball, basketball, etc. The University also aims at providing canteen facility.

Physical & Academic Infrastructure developed

▪ **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

Future Plans

During the year 2011-12 the university aims at starting of the following new Departments/courses:

1. **School of Earth & Environmental Sciences**

- MSc (Environmental Sciences)
- MPhil/PhD

2. **School of Education**

Department of Teachers' Training

- MA (Education)
- MPhil/PhD

3. **School of Mathematics, Computer & Information Sciences**

Department of Computer Science & Informatics

- MCA/MSc(Information Technology)
- MPhil/PhD

4. **School of Physical & Material Sciences**

Department of Physics & Astronomical Sciences

- MSc (Theoretical Physics)
- MPhil/PhD

5. **School of Mathematics, Computer & Information Sciences**

Department of Mathematics

- MSc (Industrial Mathematics)

6. **School of Life Sciences**

- MSc (Computational Biology/Bio-informatics)
- MPhil/PhD

7. **School of Humanities & Languages**

Department of English & Foreign Languages

- MA (English Language & Comparative Literature)

Department of Hindi & Indian

Languages

- MA (Hindi)
- MPhil/PhD

8. **School of Tourism, Travel & Hospitality Management**

Department of Tourism & Travel Management

- MBA (Tourism & Travel)
- MPhil/PhD

9. **School of Journalism, Mass Communication & New Media**

Department of Mass Communication & Electronic Media

- MA (New Media Communication)

Department of Journalism & Creative Writing

- MA (Journalism & Creative Writing)

10 **School of Fine Arts & Art Education**

Department of Visual Art

- MFA (Painting)

The university aims at providing internet connectivity, LAN/wifi, communication facilities, computing facility, language lab, e-governance facility during the year. For this purpose, a separate new scheme has been formulated and provided in the Budget Estimates for the year 2011-12.

FINANCES

The Budget Estimates for the year 2011-12, revised estimates for 2010-11 and Revised Estimates for the year 2010-11 are required to be

prepared by the Finance Officer of the University as per provisions of Statutes 7(7)(c) contained in The Second Schedule of the Central Universities Act 2009. However, since the university is in its initial stage of establishment and the post of the Finance Officer though advertised but is yet to be filled up, these estimates have been prepared by the Officer on Special Duty (Finance), under the direction and supervision of the Vice-Chancellor. The estimates are based on actual flow of expenditure for revenue and capital items since only the Plan Development grant has been provided by the University Grants Commission.

Based upon the above back ground, the Budget Estimates for the year 2011-12, revised estimates for the year 2010-11 have been prepared as under:

ABSTRACT

Rupees in lakhs

Head	Actuals for 2009-10	Budget Estimates for 2010-11	Revised Estimates for 2010-11	Budget Estimates for 2011-12
RECEIPTS				
(I) UGC Plan Development Grant-in-aid				
(i) Opening Balance	-	292.55	292.55	774.03
(ii) Grant-In-Aid from UGC	300.00	4950.00	1500.00	4478.00
(iii) Income of University	-	3.45	31.48	47.97
TOTAL (I)		5246.00	1824.03	5300.00
(II) UGC Sponsored Research Project (s)				
(i) Opening Balance	-	-	-	0.70
(ii) Financial Assistance	-	-	2.30	2.30
(iii) Total (II)			2.30	3.00
TOTAL RECEIPTS	300.00	5246.00	1826.33	5303.00
EXPENDITURE (I) UGC Plan Development Grant-in-aid				
Non-Recurring				
(I) Campus development	-	600.00	50.00	600.00
(II) Construction of buildings	-	1000.00	-	2000.00
(III) Central facilities	-	1000.00	-	550.00
(IV) Recurring	7.45	2350.00	1000.00	2150.00
(II) UGC Sponsored Research Project (s)	-	-	1.60	3.00
TOTAL EXPENDITURE	7.45	4950.00	1051.60	5303.00

BUDGET ESTIMATES FOR THE YEAR 2011-12 AND REVISED ESTIMATES FOR THE YEAR 2010-11

RECEIPT

Rupees in lakhs

Head	Actuals for 2009-10	Budget Estimates for 2010-11	Revised Estimates for 2010-11	Budget Estimates for 2011-12
Grant-in-aid from UGC				
i) Opening Balance	-	292.55	292.55	774.03
ii) GIA expected from UGC	300.00	4950.00	1500.00	4478.00
Interest on bank deposits/investments	-	1.50	10.75	8.00
Income out of sale of prospectus, application forms	-	0.25	2.40	3.50
Income out of students fees, etc.	-	1.70	17.42	35.47
Income out of sale of produce	-	-	-	-
Income from rent of hostels/buildings	-	-	-	-
Misc. Income	-	-	0.91	1.00
UGC Sponsored Research Project	-	-	2.30	3.00*
Total	300.00	5246.00	1826.33	5303.00

*Rs.2.30 lakh as financial assistance and Rs.0.70 lakh unspent balance of previous year.

A sum of Rs.774.03 lakhs is likely to remain unspent at the close of the financial year 2010-11. Total availability of funds during the year 2010-11 is likely to be Rs.1824.03 lakh against which the expenditure is expected to be Rs.1050.00 lakhs. The closing balance of Rs.774.03 lakhs shall be accounted for as opening balance as on 1.4.2011. The university also proposes to invest some of the grant in term deposits with the Bank, as such nominal income on account of interest is likely to be earned. The university has also started some academic programmes and proposes to start some more courses and thus it expects an income of Rs.35.47 lakh during the financial year 2011-12.

The University Grants Commission has also provided financial assistance amounting to Rs.4.30 lakh for the UGC sponsored Research Project entitled "Revisiting the quality and excellence in the accredited institutions of Higher education", out of which a sum of Rs.2.30 lakh has been received during the year 2010-11 and the project has been started w.e.f.22.6.2010. Out of this amount of Rs.2.30 lakh, a sum of Rs.0.70 lakh is likely to remain as unspent which has been taken into total receipt for the year 2011-12.

EXPENDITURE

Rupees in lakhs

Head	Actuals for 2009- 10	Budget Estimates for 2010- 11	Revised Estimates for 2010-11	Budget Estimates for 2011-12
NON-RECURRING				
I CAMPUS DEVELOPMENT				
Providing and fixing the boundary pillars	-	10.00	50.00	20.00
Construction of boundary walls	-	340.00	-	340.00
Construction of internal roads	-	50.00	-	50.00
Levelling of land/Survey work/PMC	-	100.00	-	100.00
Augmentation and Providing Water and Elect. Lines/connections	-	100.00	-	90.00
Total (i)	-	600.00	50.00	600.00
II CONSTRUCTION OF BUILDINGS				
Administrative building	-	500.00	-	500.00
Academic Block	-	400.00	-	400.00
Residences for statutory officers, faculty, staff	-	100.00	-	100.00
Total (ii)	-	1000.00	-	1000.00
III CENTRAL FACILITIES				
Construction of Central Library	-	450.00	-	450.00
Construction of Guest House	-	400.00	-	400.00
Construction of Health care centre	-	150.00	-	150.00
Temporary accommodation	-	-	-	550.00
Total (iii)	-	1000.00	-	1550.00
IV RECURRING EXPENDITURE				
Salary of the staff	-	650.00	100.00	800.00
Furniture & Fixtures	-	300.00	320.00	400.00
Computers and peripherals, etc.	1.11	200.00	200.00	200.00
Vehicles	5.99	20.00	14.27	25.00
Travelling expenses	0.33	50.00	50.00	50.00
Operational/administrative expenses	0.02	300.00	10.00	75.00
Consumables	-	220.00	5.00	20.00
Telephones connectivity	-	5.00	1.34	5.00
EPABX/LAN connectivity	-	5.00	6.00	5.00
Seminars/workshops/conferences	-	50.00	-	50.00
Rent on account of hiring of temporary buildings	-	350.00	50.00	320.00
Books, journals, periodicals, etc.	-	200.00	243.39	200.00
Total (iv)	7.45	2350.00	1000.00	2150.00
V UGC sponsored Research Project	-	-	1.60	3.00
GRAND TOTAL {(I) TO (IV)}	7.45	4950.00	1051.60	5303.00

The Budgeted figures are provisional estimates for the execution of the plans and policies of the university within the available means/grants as provided/demanded.

(B.R. DHIMAN)
OFFICER ON SPECIAL DUTY (FINANCE)
CENTRAL UNIVERSITY OF HIMACHAL PRADESH

(PROF. FURQAN QAMAR)
VICE-CHANCELLOR
CENTRAL UNIVERSITY OF HIMACHAL PRADESH

(i)

SUMMARY OF ACTUAL ESTIMATES FOR 2010-11 AND BUDGET ESTIMATES FOR 2011-12 UNDER GRANT-IN-AID FROM UNIVERSITY GRANTS COMMISSION

(Rs. in lakhs)

Code No.	Name of the Scheme	Actuals for 2009-10	Budget Estimates for 2010-11	Revised Estimates for 2010-11	Budget Estimates for 2011-12						
					Salary	T.A.	NRC	Recurring Contingency			Total
								Office expense and consumables	Rent of hired buildings	Books, journals, newspapers	
CUHP(P)-001	Establishment of Central University of Himachal Pradesh and creation of facilities for the offices of the Vice-Chancellor, Registrar, Finance Officer, Controller of Examination	7.45	2350.00	500.00	192.00	49.75	399.00	174.50	200.00	24.75	1040.00
CUHP(P)-002	Establishment of Central University of Himachal Pradesh- Provision for Capital Works for Creation of infrastructure for the University	-	2600.00	50.00	-	-	3150.00	-	-	-	3150.00
CUHP(P)-003	Establishment and strengthening of Temporary Academic Block at Shahpur and creation of facilities for the Schools and Departments	-	-	500.00	550.00	25.00	100.00	50.00	50.00	100.00	875.00
CUHP(P)-004	Creation of facilities for promoting Raj Bhasha Hindi in Official working	-	-	-	8.00	0.25	1.00	0.50	-	0.25	10.00
CUHP(P)-005	Establishment and start of new Departments/courses at Temporary Academic Block at Shahpur and creation of facilities for the Schools and Departments	-	-	-	75.00	25.00	50.00	25.00	25.00	25.00	225.00
	Total	7.45	4950.00	1050.00	825.00	100.00	3700.00	250.00	275.00	150.00	5300.00

(ii)

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SUMMARY OF ACTUAL ESTIMATES FOR 2010-11 AND BUDGET ESTIMATES FOR 2011-12 UNDER GRANT-IN-AID FROM UNIVERSITY GRANTS COMMISSION

(Rs. in lakhs)

Code No.	Name of the Scheme	Actuals for 2009-10	Budget Estimates for 2010-11	Revised Estimates for 2010-11	Budget Estimates for 2011-12						
					Salary	T.A.	NRC	Recurring Contingency			Total
								Office expense and consumables	Rent of hired buildings	Books, journals, newspapers	
UGC(Ad. Pr.)-001	UGC sponsored Research Project entitled "Revisiting the quality and excellence in the accredited institutions of Higher education"	-	2.30	1.60	0.90	1.10	-	1.00	-	-	3.00
	Total	-	2.30	1.60	0.90	1.10	-	1.00	-	-	3.00

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA(HP)
Budget Estimates for 2011-12 and Revised Estimates for 2010-11**

1.	Code No.	CUHP(P)-001
2.	Name of the scheme	Establishment of Central University of Himachal Pradesh and creation of facilities for the offices of the Vice-Chancellor, Registrar, Finance Officer, Controller of Examination.
3.	Budget Estimates 2011-12	Rs.10,40,00,000.00
4.	Revised Estimates 2010-11	Rs.5,50,00,000.00

DETAILS OF THE POSTS

Name of the post	Pay band+AGP/GP	Status of the posts		
		Sanctioned*	Filled	Vacant
Vice-Chancellor	75000+5000	1	1	-
Registrar	37400-67000+10000	1	-	1
Finance Officer	37400-67000+10000	1	-	1
Controller of Examination	37400-67000+10000	1	-	1
Officers of Special Duty	37400-67000+10000	2	2	-
Deputy Registrar	15600-39100+7600/ 37400-67000+8700	1	1	-
Assistant Registrar	15600-39100+5400/6600	1	1	-
Section Officer	9380-34800+4600	1	1	-
Office Assistant	9380-34800+4200	2	2	-
PS to Vice-Chancellor	15600-39100+5400	1	1	-
Data Entry Operator	+2400	2	2	-
Drivers	+2400	2	2	-
Peons	+1800	2	2	-

***The above staff was provided initially which remained on roll upto 30.11.2010. However, w.e.f.1.12.2010, the following staff has been provided:**

DETAILS OF THE POSTS

Name of the post	Pay band+AGP/GP	Status of the posts		
		Sanctioned	Filled	Vacant
Vice-Chancellor	75000+5000	1	1	-
Registrar	37400-67000+10000	1	1*	-
Finance Officer	37400-67000+10000	1	1*	-
Controller of Examination	37400-67000+10000	1	-	1
Librarian	37400-67000+10000	1	-	1
Deputy Librarian	15600-39100+8000	1	-	1
Assistant Librarian	15600-39100+6000	1	-	1
System Analyst	15600-39100+5400	1	-	1
Deputy Registrar	15600-39100+7600/ 37400-67000+8700	2	1	1
Internal Audit Officer	15600-39100+6600	1	-	1
Assistant Registrar	15600-39100+5400/6600	2	-	2
Executive Engineer	15600-39100+7600	1	-	1
Assistant Engineer	9380-34800+4600	1	-	1
Junior Engineer (Civil & Elect one each)	9380-34800+4200	2	-	1
Section Officer	9380-34800+4600	2	1	1
Office Assistant	9380-34800+4200	4	2	2
Private Secretary	9380-34800+4600	3	1	2
Personal Assistant	9380-34800+4200	1	-	1
Semi Professional Asstt	5200-20200+2800	1	-	1
Technical Assistant	5200-20200+2800	1	-	1
UDC	5200-20200+2400	4	1	3
Laboratory Assistant	5200-20200+2000	2	-	2
LDC	5200-20200+1900	4	2	2
Caretaker	5200-20200+1900	1	-	1
Drivers	5200-20200+1900	3	2	1
Cook	5200-20200+1900	1	-	1
Library Attendant	5200-20200+1800	2	-	2
Library Attendant	5200-20200+1800	1	-	1
Peons/Office Attendant	5200-20200+1800	4	2	2

*Salary of OSDs (2No) is charged till filling up of the posts of Registrar and Finance Officer, which have been advertised and likely to be filled up shortly.

Statement of Cost (Rs. In lakhs)

Actuals for 2009-10	Budget Estimates for 2010-11	Revised estimates for 2010-11	Budget Estimates for 2011-12			
			Salary	T.A.	Contingency (RC & NRC)	Total
-	2350.00	500.00	192.00	49.75	399.00	1040.00

Explanatory Note

Objectives:

The Central University of Himachal Pradesh has been established at Dharamshala, District Kangra. It has become functional w.e.f. 20th January, 2009. Besides the Statutory positions of Vice-Chancellor, Registrar, Finance Officer and Controller of Examination, some of the non-teaching and administrative/academic, posts have been created with the approval of the Executive Council and concurrence of University Grants Commission. The University has advertised the said posts, which are likely to be filled up during the year 2011-12. The scheme aims at providing facilities for the establishment of these offices, filling up of the posts and create facilities to make these offices functional.

Duration of the scheme	Indefinite
Drawing & Disbursing Officer	Deputy Registrar
Controlling Officer	Vice-Chancellor
Terms & Conditions	100% UGC Plan Dev.
Anticipated income	Rs.11.50 lakh

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA (HP)
Budget Estimates for 2011-12 and Revised Estimates for 2010-11**

1.	Code No.	CUHP(P)-002
2.	Name of the scheme	Establishment of Central University of Himachal Pradesh – Provision for Capital Works for Creation of infrastructure for the University
3.	Budget Estimates 2011-12	Rs.31,50,00,000.00
4.	Revised Estimates 2010-11	Rs.50,00,000.00

Statement of Cost (Rs. In lakhs)

Actuals for 2009-10	Budget Estimates for 2010-11	Revised estimates for 2010-11	Budget Estimates for 2011-12			
			Campus Development	Construction of buildings	Central facilities	Total
-	-	50.00	600.00	2000.00	550.00	3150.00

Explanatory Note

Objectives:

The Central University of Himachal Pradesh has been established in Dharamshala, District Kangra. It has become functional w.e.f. 20th January, 2009. The first and foremost task with the university is to get the land transferred in its name, develop the campus, create infrastructure for making the university functional. For this purpose this scheme has been carved out so as to make provision for the capital works for campus development such as providing boundary walls, construction of internal roads, levelling of land, carrying out survey work, appointing/engaging PMC, augmenting and providing for water and electricity supply lines; constructions of buildings such as administrative blocks, Academic blocks, residences for statutory officers, faculty and staff, creation of central facilities like Central Library, Guest Houses, Students Hostels, students' welfare activities, health care centre, and providing select facilities at temporary/hired accommodation, etc.

Duration of the scheme	XI Plan period
Drawing & Disbursing Officer	Deputy Registrar
Controlling Officer	Vice-Chancellor
Terms & Conditions	100% UGC Plan Dev.
Anticipated income	nil

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA (HP)
Budget Estimates for 2011-12 and Revised Estimates for 2010-11**

1.	Code No.	CUHP(P)-003
2.	Name of the scheme	Establishment and strengthening of Temporary Academic Block at Shahpur and creation of facilities for the Schools and Departments
3.	Budget Estimates 2011-12	Rs. 8,75,00,000.00
4.	Revised Estimates 2010-11	Rs. 5,00,00,000.00

DETAILS OF THE POSTS

Name of the post	Pay band+AGP/GP	Status of the posts		
		Sanctioned	Filled*	Vacant
School of Management Studies				
Professors	37400-67000+10000	3	-	3
Associate Professors	37400-67000+9000	6	-	6
Assistant Professors	15600-39100+6000	9	6	3
School of Mathematics, Computer & Information Science				
(i) Department of Library & Information Science				
Professors	37400-67000+10000	1	-	1
Associate Professors	37400-67000+9000	2	-	2
Assistant Professors	15600-39100+6000	3	1	2
(ii) Department of Mathematics				
Professors	37400-67000+10000	1	-	1
Associate Professors	37400-67000+9000	2	-	2
Assistant Professors	15600-39100+6000	3	2	1
School of Social Sciences				
(i) Department of Social Work				
Professors	37400-67000+10000	1	-	1
Associate Professors	37400-67000+9000	2	-	2
Assistant Professors	15600-39100+6000	3	2	1
(ii) Department of Economics				
Professors	37400-67000+10000	1	-	1
Associate Professors	37400-67000+9000	2	-	2
Assistant Professors	15600-39100+6000	3	-	3
School of Humanities & Languages				
Department of English				
Professors	37400-67000+10000	1	-	1
Associate Professors	37400-67000+9000	2	-	2
Assistant Professors	15600-39100+6000	3	2	1

*During the year 2010-11, the posts have been filled up on contractual basis at Rs.25000 per month

Statement of Cost (Rs. In lakhs)

Actuals for 2009-10	Budget Estimates for 2010-11	Revised Estimates for 2010-11	Budget Estimates for 2011-12			
			Salary	T.A.	Contingency (RC & NRC)	Total
-	-	500.00	550.00	25.00	300.00	875.00

Explanatory Note

Objectives: The Central University of Himachal Pradesh has started its academic programmes at Shahpur District Kangra in a newly constructed Government College Building allotted by the State Government named as Temporary Academic Block, with a built up area of 80000 sq ft. At the time of framing the Budget Estimates for the year 2010-11, no provision was made for this purpose. However, a proposal was sent to the UGC and with the approval of Executive Council and concurrence of UGC, 8 posts of Professors, 16 Associate Professors and 24 posts of Assistant Professors. Out of these positions, 13 positions of Assistant Professors were filled up during the year 2010-11 on contractual basis. However, all the teaching positions have been advertised and are likely to be filled up during the year 2011-12 so as to run the academic programmes smoothly. Besides filling up the posts, the TAB has been fully furnished with modular furniture, purified drinking water, common photocopying facility, students 'recreation facility, etc. The TAB has other facilities like class rooms/lecture theaters, seminar rooms/ conference hall, laboratories, work stations, Library and information resource centre. The university aims at providing for mini gymnasium, activity room, playground and provision for other games like badminton, volleyball, basketball, etc. The University also aims at providing canteen facility. The scheme aims at providing facilities for the establishment and strengthening of facilities at TAB so as to run the academic programmes smoothly.

Duration of the scheme	Indefinite/till the establishment of permanent campuses of the university/
Drawing & Disbursing Officer	Deputy Registrar
Controlling Officer	Vice-Chancellor
Terms & Conditions	100% UGC Plan Dev.
Anticipated income	Rs.35.47 lakh

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA (HP)
Budget Estimates for 2011-12 and Revised Estimates for 2010-11**

1.	Code No.	CUHP(P)-004
2.	Name of the scheme	Creation of facilities for promoting Raj Bhasha Hindi in Official working
3.	Budget Estimates 2011-12	Rs.10,00,000.00
4.	Revised Estimates 2010-11	--

DETAILS OF THE POSTS

Name of the post	Pay band+AGP/GP	Status of the posts		
		Sanctioned	Filled	Vacant
Hindi Officer	15600-39100+5400	1	-	1
Hindi Translator	9380-34800+4200	1	-	1
Hindi Translator	5200-20200+1900	1	-	1

Statement of Cost (Rs. In lakhs)

Actuals for 2009-10	Budget Estimates for 2010-11	Revised estimates for 2010-11	Budget Estimates for 2011-12			
			Salary	T.A.	Contingency (RC & NRC)	Total
-	-	-	8.00	0.25	1.75	10.00

Explanatory Note

Objectives:

The Central University of Himachal Pradesh does not facilities for promoting Raj Bhasha Hindi in Official working. The above posts have been provided by the University and for the creation of these posts an agenda item has been placed in the 1st meeting of the Finance Committee. The scheme aims at creating facilities so as to comply with the directions/instructions of the Govt. for promoting Raj Bhasha Hindi in Official working.

Duration of the scheme	Indefinite
Drawing & Disbursing Officer	Deputy Registrar
Controlling Officer	Vice-Chancellor
Terms & Conditions	100% UGC Plan Dev.
Anticipated income	nil

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA (HP)
Budget Estimates for 2011-12 and Revised Estimates for 2010-11**

1.	Code No.	CUHP(P)-005
2.	Name of the scheme	Establishment and start of new Departments/courses at Temporary Academic Block at Shahpur and creation of facilities for the Schools and Departments
3.	Budget Estimates 2011-12	Rs.2,25,00,000.00
4.	Revised Estimates 2010-11	nil

DETAILS OF THE POSTS

Teaching staff

Sl. No.	Name of the School / Department (Course)	Teaching Positions Requested from UGC (Prof:Assoc Prof:Asstt. Prof)
1.	School of Earth & Environmental Sciences <ul style="list-style-type: none"> ▪ MSc (Environmental Sciences) ▪ MPhil/PhD 	1:2:4=7
2.	School of Education <u>Department of Teachers' Training</u> <ul style="list-style-type: none"> ▪ MA (Education) ▪ MPhil/PhD 	1:2:4=7
3.	School of Mathematics, Computer & Information Sciences <u>Department of Computer Science & Informatics</u> <ul style="list-style-type: none"> ▪ MCA/MSc(Information Technology) ▪ MPhil/PhD 	1:2:4=7
4.	School of Physical & Material Sciences <u>Department of Physics & Astronomical Sciences</u> <ul style="list-style-type: none"> ▪ MSc (Theoretical Physics) ▪ MPhil/PhD 	1:2:4=7
5.	School of Mathematics, Computer & Information Sciences <u>Department of Mathematics</u> <ul style="list-style-type: none"> ▪ MSc (Industrial Mathematics) 	1:2:4=7
6.	School of Life Sciences <ul style="list-style-type: none"> ▪ MSc (Computational Biology/Bio-informatics) ▪ MPhil/PhD 	1:2:4=7
7.	School of Humanities & Languages <u>Department of English & Foreign Languages</u> <ul style="list-style-type: none"> ▪ MA (English Language & Comparative Literature) 	

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	<u>Department of Hindi & Indian Languages</u> <ul style="list-style-type: none"> ▪ MA (Hindi) ▪ MPhil/PhD 	1:2:4=7 1:2:4=7
8.	School of Tourism, Travel & Hospitality Management <u>Department of Tourism & Travel Management</u> <ul style="list-style-type: none"> ▪ MBA (Tourism & Travel) ▪ MPhil/PhD 	1:2:4=7
9.	School of Journalism, Mass Communication & New Media <u>Department of Mass Communication & Electronic Media</u> <ul style="list-style-type: none"> ▪ MA (New Media Communication) <u>Department of Journalism & Creative Writing</u> <ul style="list-style-type: none"> ▪ MA (Journalism & Creative Writing) 	1:2:4=7 1:2:4=7
10	School of Fine Arts & Art Education <u>Department of Visual Art</u> <ul style="list-style-type: none"> ▪ MFA (Painting) 	1:2:4=7

Other academic and non-teaching staff					
Sl. No	Name of the Posts	Approved Core Scale of Pay		Non-teaching positions (technical and non-technical) Proposed	Remarks/ Justification*
		PB	GP		
Administrative, Secretarial & Support Staff					
	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
Technical Staff					
	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

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					Science Lab
	Technical Assistants	2	4600	1	IT lab

Statement of Cost (Rs. In lakhs)

Actuals for 2009-10	Budget Estimates for 2010-11	Revised Estimates for 2010-11	Budget Estimates for 2011-12			
			Salary	T.A.	Contingency (RC & NRC)	Total
	-	-	75.00	25.00	125.00	225.00

Explanatory Note

Objectives:

The Central University of Himachal Pradesh has been established in Dharamshala, District Kangra. It has become functional w.e.f. 20th January, 2009. The University is running its approved academic programmes at Temporary Academic Block Shahpur located in newly Constructed Government College Building. The University has asked the University for Proposals for the new academic programmes, which the university may like to start during the year 2011-12. The said proposals has been sent to the UGC on the prescribed proforma. It is expected to start the new academic programmes at TAB after approval by the UGC. Hence this new scheme has been formulated. The scheme aims at providing facilities for the establishment and start of new Departments and courses at TAB and creation/filling of posts so as to run the academic programmes smoothly.

Duration of the scheme	Indefinite
Drawing & Disbursing Officer	Deputy Registrar
Controlling Officer	Vice-Chancellor
Terms & Conditions	100% UGC Plan Dev.
Anticipated income	Rs.1.00 lakh

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA (HP)
Budget Estimates for 2011-12 and Revised Estimates for 2010-11**

1.	Code No.	UGC(Ad.Pr)-001
2.	Name of the scheme	UGC sponsored Research Project entitled "Revisiting the quality and excellence in the accredited institutions of Higher education"
3.	Budget Estimates 2011-12	Rs.3,00,000.00
4.	Revised Estimates 2010-11	Rs.1,60,000.00

DETAILS OF THE POSTS

Name of the post	Pay band+AGP/GP	Status of the posts		
		Sanctioned	Filled	Vacant
Research Associate	Rs.20,000.00 p.m. fixed	1	-	1
Research Assistant	Rs.10,000.00 p.m. fixed	1	1	-

Statement of Cost (Rs. In lakhs)

Actuals for 2009-10	Budget Estimates for 2010-11	Revised estimates for 2010-11	Budget Estimates for 2011-12			
			Salary	T.A.	Contingency (RC & NRC)	Total
-	-	1.60	0.90	1.10	1.00	3.00

Explanatory Note

Objectives:

UGC has provided financial assistance for the UGC sponsored Research Project entitled "Revisiting the quality and excellence in the accredited institutions of Higher education" with Prof. Furqan Qamar, Vice-Chancellor, as the Principal Investigator. The scheme is running in the University w.e.f.22nd June, 2010. Though the scheme was for six months only, yet it is likely to continue during the year 2011-12. Hence this scheme has been framed to make budgetary provision for running of the

scheme. The scheme aims at providing facilities for the smooth conduct of the research project.

Duration of the scheme	2011-12
Drawing & Disbursing Officer	Deputy Registrar
Controlling Officer	Vice-Chancellor/P.I.
Terms & Conditions	100% UGC Plan Dev.
Anticipated income	nil

Draft agreement for project Management Consultation

Reply |yksharma@rites.com to vc, ysverma, me

show details 12/7/10

Sir,

Based on the discussions held with you during my visit to your office on 4.12.2012 , we have prepared two draft agreements as under:-

I. Where RITES to be retained by University for providing only Project Management Consultation services.

II. RITES has to also appoint an Architect in consultation with University and there after provide project Management Consultation services.

we request you to kindly go through the draft of the Agreements and advice us on any changes if required.

Thanking you.

Y.K.Sharma

General Manager/CP

RITES

AGREEMENT BETWEEN CENTRAL UNIVERSITY OF HIMACHAL PRADESH AND M/S. RITES LTD FOR THE PROJECT MANAGEMENT CONSULTANCY (PMC) FOR THE BUILDING PROJECTS OF THE HIMACHAL PRADESH CENTRAL UNIVERSITY at DHARAMSHALA, HIMACHAL PRADESH.

(Architect to be appointed by RITES with University approval)

THIS AGREEMENT MADE ON THIS ----- between **CENTRAL UNIVERSITY OF HIMACHAL PRADESH**, a Central University, established by an Act of Parliament in 2009, having its office at Sanskriti Sadan (Writers' Home), Dharamshala, represented by its Registrar (hereinafter referred to as the "CLIENT") which expression shall wherever the context so admits or requires include its/ his successors and assigns of ONE PART and M/s. RITES Ltd, (A Govt. of India Enterprise) under the Ministry of Railways having its Registered Office at SCOPE Minar, Laxmi Nagar, Delhi represented by its General Manager (hereinafter referred to as the 'CONSULTANT') which expression shall wherever the context so admits or required include its/his successors and assigns of the OTHER PART.

WHEREAS

- I The Client is interested to take up the establishment of CU HP in the area of about ----- Acres at Dharamshala and Dehra. Himachal Pradesh Central University desires to avail the services of M/s.RITES Ltd who will be in a position to undertake Project Management Consultancy for the construction of the Buildings, Infrastructure, Site Development and allied Services Works for and on behalf of the Client.
- II The Consultant is engaged for providing services which is intended by the Client in the interest of project management of the constructions in all respects including pre-construction activities, construction supervision, quality control, technical auditing and surveillance and commissioning of the new works.
- III **NOW THEREFORE**, in consideration of the mutual assurances and covenant hereinafter contained, it is mutually agreed and declared by and between the parties hereto as follows:-

CLAUSE 1 – DEFINITIONS

- 1.1 'APPROVAL' shall mean and include the written consent, either manuscript, type written or printed statement, under signature or seal, as the case may be, given from time to time by the Client or their authorized representative on documents, drawings or other particulars in relation to this Agreement.

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- 1.2 “ARCHITECT” is the firm/ person appointed by the Client/ Consultants for Architectural works which will include the preparation of i) Conceptual Plans, Architectural Plans ii) Design Details; iii) Building Plans, Working Drawings; iv) Estimates; v) Bid documents; vi) Technical Specification; vii) Bill of quantities and all connected ancillary works which should conform to civil works standards. The Architect shall also be responsible for taking approvals of Master Plans/ Building Plans etc. from local/ statutory bodies including taking up completion certificates (if required as per norms of the area). The Consultant shall have superintendence over the work of the Architect. The release of payment to Architect for their services at different stages shall be released after it is certified by the Consultant. Necessary Stipulations shall be inserted in the Agreement to be executed between Client and the Architect.
- 1.3 ‘COMMENCEMENT DATE OF CONTRACT’ with reference to Consultancy Contract shall mean from the date of written orders issued by the Client to the Consultant. **The work is to be taken up in different phases. The phasing and stages of the work along with time allocation shall be fixed by the Client in consultation with the Consultant.**
- 1.4 ‘COMPLETION PERIOD’ with reference to a particular Works Contract shall mean the period from the commencement date of works contract to physical completion of the project by the Works Contractor.
- 1.5 ‘CONTRACT’ shall mean this AGREEMENT including all exhibits hereto and all documents herein specified and amendments which both the parties may hereafter agree in writing to be made to this Agreement.
- 1.6 ‘CONTRACTOR’ shall mean any agency/firm/person appointed by the Client for carrying out construction of different types of works involved in the campus development projects.
- 1.7 ‘COORDINATING OFFICER’ shall mean the officer nominated by the Client/or his representative as the case may be to whom all the matters related to the Project shall be referred to by the Consultant for views, decisions, correspondences, approvals etc as per Scope of Services of the Contract and who shall provide and communicate such views, decisions, correspondences, approvals etc to the Consultant on behalf of the Client.
- 1.8 ‘DRAWINGS’ shall mean and include building and structural drawings, sketches showing plans, sections, design details and elevations related to the Projects together with modification and/ or revisions thereto as desired by the Client .
- 1.9 ‘ENGINEER / ENGINEER IN CHARGE’ shall mean the person nominated from time to time by the Consultant and shall include those who are explicitly authorized by the Consultant to act for and on behalf of the Consultant for the provision of the services related to this Agreement.
- 1.10 ‘MONTH’ shall mean calendar month.

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- 1.11 'PHYSICAL COMPLETION' with reference to Works Contract shall mean readiness of the project except in minor works, which does not prevent use/occupation of the project by the Client for the purpose for which the projects have been designed.
- 1.12 'PMC' shall mean Project Management Consultant or Project Management Consultancy as the context requires or admits.
- 1.13 'PROJECT or WORKS' shall mean the building projects of the Client comprising of Academic buildings, hostels, residential quarters, roads, internal & external electrification, landscaping, sewerage, drainage, other allied services etc.
- 1.14 'SERVICES' shall mean the responsibilities to be discharged by the Consultant for fulfilling the obligations under this Agreement.
- 1.15 'SPECIFICATIONS' shall mean and include schedules, detailed descriptions, statement of technical data, performance characteristics, standards as applicable and specified in the Works Contract and to be read and supplemented with CPWD specifications and as required by the Client..
- 1.16 'STANDARDS' shall mean the goods and equipments, utilized for the Works in the Project and the Works in the Project shall conform to the standards mentioned in CPWD Specifications/Bureau of Indian Standards (BIS) of relevant codes which ensure an equal or higher quality and when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods / Equipments utilized in the Works in India and such Standard shall be verified and approved by the Consultant.
- 1.17 'SUB-CONSULTANT' shall mean any agency engaged by the Consultant for providing any of the services wherever deemed to be necessary for the successful completion of the projects.
- 1.18 'TEST' shall mean such process or processes to be carried out by the Consultant as prescribed in the Works Contract in order to ascertain quality, workmanship, performance and efficiency of equipment or part thereof as a part of Quality Control, surveillance and technical auditing.
- 1.19 'VENDOR' means any agency/ firm appointed by the Client/ Consultant for supply of Materials/ Equipments for the Project.
- 1.20 'WORDS' in the singular include the plural and vice versa.
- 1.21 'WRITING' includes matter either in whole or in part, in manuscript, typewritten, lithographed, cyclostyled, photographed or printed under or over signature or seal as the case may be.

CLAUSE 2 – SCOPE OF WORK

The detailed scope of the work to be rendered by the Consultant is as follows:-

- 2.1 (i) Preparation of bid documents for selection of architect, calling of competitive bid and appoint Architect for providing Architectural Services for the Campus Development. University will be fully involved during the selection of Architect and the decision of the University shall be final in appointment of the Architect. Fee for selected architect shall be borne by University and payment shall be made by RITES from the funds provided by University.
- (ii) Scrutiny of detailed design, drawings and estimate with reference to Delhi Schedule of Rates (DSR)/ Himachal Pradesh Schedule of Rates (HP SR) and tender documents. The Consultant shall have superintendence over the work of the Architect in respect of adequacy and timely completion of their works.
- (iii) Creation of different packages of Works Contract. Appointment of Works Contractors based on Pre-qualification followed by Price Bid or based on Two- bid system as decided in consultation with the Client.
- (iv) Preparation of comparative statement and evaluation of tender and recommendations for awarding of the work by the Consultant to the successful bidder.
- (v) Construction supervision and execution of the agreed works including Quality Control & surveillance, measurements, certification of bills, technical auditing by deployment of adequate technical and supporting staff at site of works.
- 2.2 RITES shall co-ordinate with the Architect till the physical completion of the project.
- 2.3 The Consultant shall conduct all the procedures of mandatory tests as well as random tests, checks as per the CPWD specification/BIS standards, so as to comply with requirement of authorities like CTE/CVC or any other Agency(s) of the Govt. of India as and when required by Auditors of C&AG.
- 2.4 Submit periodic Progress Reports in the format of Consultant as stipulated by the Client.
- 2.5 To ensure establishment of Site laboratory by various works contractors for Quality Control Works. Necessary stipulations to be inserted in the Works Contract.

- 2.6 Coordinating with contractors and rendering technical advice to the Client; Holding periodic Progress Review Meetings and sorting out problems arising, if any, due to any action of the Client and/or by the Consultant.
- 2.7 Keeping a close watch on Deviations during execution by way of Extra items, Substituted items and Deviations in Quantities of Schedule items. Fixation of Rates for items / quantities covered by Deviation orders as per the contract conditions between Contractor and the Consultant. Client to be kept informed for issue of necessary revised expenditure sanction whenever found necessary if the Cost of the work with its Deviation and Price Escalation (if provided for in the Contract) and the Consultant's fee and Service Tax in terms of this Agreement exceeds the amount for which Expenditure Sanction has been issued by the Client earlier.
- 2.8 Ensuring that the construction is being carried out in accordance with the approved working designs, drawings and specifications in co-ordination with the Architect appointed by Client and as per programme laid down in the Works Contract Agreement.
- 2.9 Shall take measurements jointly with contractor or his authorized representatives and record them in measurement books and obtain contractor signature for acceptance. Test checks of such measurements may be got done by the Client as per the method of measurement wherever necessary.
- 2.10 Granting Extension of Time to the Contractor for completion of Works, with or without Liquidated Damages, subject to keeping the Client advised of the same with full details including the effect on cost escalation, if any.
- 2.11 The Consultant shall assist the Client in :
- i. Inspection of the works by Chief Technical Examiner (CTE) or any other Agency(s) of the Government as and when required and complying with their statutory requirement and effectively arrange for replying to their observations.
 - ii. Settling all audit objections pertaining to the construction works to their satisfaction
 - iii. Furnishing replies to the audit queries raised by the C&AG auditors to their satisfaction at any/all times.
 - iv. Settling the Claims / disputes, if any, made by the Works Contractors. Where there is disagreement between the Consultant and the Works Contractor, such disputes shall be referred for Arbitration by an Arbitrator as provided for in the Works Contract between the Consultant and the Contractor. All amounts payable to the Contractor on his claims decided by the Arbitrator and agreed to by the Contractor will be charged to the Cost of Works. In cases where the Contractor resorts to settling his claims through an Arbitrator, the Client being the Principal Employer will implead himself as a Party in the Arbitration Proceedings and the Consultant shall assist the Client in the Arbitration Proceedings.
 - v. Assisting the Architect/ Client in obtaining the necessary clearance from the Agencies / Departments / Local Bodies concerned for the occupation of the Completed works.

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- 2.12 Complete construction management of Contract with the Works Contractor till the expiry of maintenance period and releasing of payment of final dues to the Contractor by Consultant by issuing satisfactory completion certificate after obtaining Client's approval.
- 2.13 Collect and deliver to the Client, Guarantee Bonds executed by the Contractor for Specialised items of Works (If applicable as per the provisions of contract between contractor and the Consultant) such as Waterproofing of structures, Termite Proofing of Structures etc which involve maintenance period extending well beyond the normal maintenance period of structures. Collect and deliver to the Client Insurance Policies, if any, of Works still current at the time of handing over of works.
- 2.14 The Consultant shall also perform post construction activities including inspecting the defective works for their rectification during the maintenance period.
- 2.15 The scope of work given above is purely indicative. Any other services required to be rendered in connection with the execution of the Work, shall be provided by the Consultant on ordered by the Client.
- 2.16 The Consultant shall scrutinize and approve the contractor's safety management manual and ensure its implementation in the project.
- 2.17 It will be compulsory for the Consultant to place necessary full time qualified engineers throughout the period of execution of works. Graduate engineer will be considered as qualified engineer.

Consultant is expected to ensure that men of proven ability and adequately qualified are only employed at site and they work diligently. In case, Client finds any Engineers not up to the mark, the Consultant will have to withdraw him/them from site and replace him/them by posting new one/s in his/their position. Client reserves the right to remove such personnel and ask for a substitute of required caliber. In case an Engineer/s resign from their employment, Consultant shall immediately provide a substitute of equivalent caliber. Consultant shall not make any changes in the personnel deployed by them on work site without prior permission.

The Consultant shall furnish the list of Engineers and Supervisors to be deployed on the project with details of their qualifications, experience etc. to the Client.

- 2.18 The Consultant will ensure safety of structure by taking necessary precautions by not allowing excessive construction load on floor and shall avoid such other factors which will endanger the safety of structure during construction.

CLAUSE 3 – OBLIGATIONS OF THE CLIENT

- 3.1 The Client shall ensure the Architect appointed shall provide all the required drawings, details, specifications, contract agreement to be executed between contractor and Consultant and any other documents required for performing the scope of services of Consultant.
- 3.2 The Client will furnish layout plan of the existing structures and services, if any, in the area where new Works are proposed.
- 3.3 The Client will nominate Coordinating Officer who shall perform the duties as per clause 1.7.
- 3.4 The Client will hand over vacant possession of land / Site to the Consultant. The Consultant may, if so required, take responsibility for demolition / disposal of existing buildings / structures.
- 3.5 The Client will obtain from Local Bodies approvals for the Works and shifting / relocating existing utilities as necessary. The Client will also obtain the necessary clearance from the Agencies / Departments / Local Bodies concerned for the occupation of the Completed Works.
- 3.6 The Client will communicate their decisions whenever referred to, within reasonable time of such request from the Consultant.
- 3.7 The Client shall provide the necessary redeemable Power of Attorney to the Consultant to discharge their obligations under this Contract on behalf of the Client, wherever considered necessary.
- 3.8 The Client shall pay the consultancy charges to the Consultant, in line with the agreed payment schedule. The Client will borne the cost of Notice Inviting Tender (NIT) Cost including advertisements and other ancillary cost for appointment of Works Contractor.
- 3.9 The Client shall not be responsible for any liability arising out of Consultant's contractual obligations with the Consultant's personnel, Sub-Consultants, licensors, collaborators, vendors and subordinates who are engaged by the Consultant and whose remuneration/fees are paid by the Consultant from his/their Consultancy fee.
- 3.10 The Client shall promptly take over the Works/ Project facilities within 15 days from the date of certified physical completion in all aspects. If for any reason, the Client is unable to comply with the above requirements within the period mentioned above, the Consultant shall allow the Client to have a further period of another 15 days for the taking over of the Works.

- 3.11 Client shall provide the cost of furnished office accommodation for setting up of Consultant's office within University campus. The electricity and water consumption charges for the Consultants' Office will be borne directly by the Client.

CLAUSE 4 – CONSULTANT'S FEE

- 4.1 Consultant's fee would be at **7.50% (Seven and Half percent)** of the final Built up cost to be borne by the Client as defined in Clause 5 below. The fee payable will be initially calculated on the basis of the Preliminary Estimate followed by contract value of the Work as per Letter of Award placed on contractor by the Client. Later on it shall be adjusted on the basis of Works Contract Cost. Finally the fee shall be adjusted as per Percentage of "As Built-up Cost".
- 4.2 In addition to the Fee mentioned in clause 4.1 and 4.2 above, the Consultant will also be entitled to "Service Tax" on the fees at the rates as stipulated by the Government of India from time to time, as on the date of agreement.
- 4.3 If, after the date of execution of this Agreement, the Central Government or the concerned State Government imposes any fresh Tax or Charges on the Consultancy service, then the same shall be reimbursable to the Consultant by the Client.

The stages of payment of Consultancy fee and Service Tax for PMC at 7.5% will be as under:-

- i) Mobilization fee on Signing of this Agreement

(Initially fee would be calculated on the works estimated

to be Rs -----crores)

10%

- ii) Balance on pro-rata basis of value of work done with

respect to works bill and finally adjusted as per clause 4.1 above

80%

iii) The remaining **10%** will be released on completion of Maintenance period of respective Works Contracts as well as submission of connected records to the satisfaction of the Client.

- 4.6 Once in a month, on the first Working day, the Consultant shall submit the Consultancy bill at the percentage rates as indicated above, based on the value of works done in the previous month towards the "Built up Cost" as defined in Clause 5 below. The Client will deduct Income Tax as due and pay the net Consultancy fee to the Consultant within 7 days from the date of receipt of the bill. The Client will also issue Tax Deduction at Source Certificate to the Consultant within the time stipulated in the Income Tax Act.

CLAUSE 5 - BUILT UP COST

“Built Up Cost” will consist of the expenditure incurred towards the following, all to be borne by the Client.

- i) Gross amount paid to the Contractor towards Construction of the Works as per Works Contract agreement.
- ii) Cost of any materials supplied free to the Contractor including Cost of handling, transportation and storage incurred by the Client/Consultant.
- iii) Charges, if any, levied by Local Authorities for approval of plans and services and for issue of “Completion”/“No- objection” Certificate for occupation of the Works on Completion.
- iv) Charges, if any, levied by Local Authorities/Providers of services such as Water Supply, Drainage, Sewerage etc. for Shifting/relocation of Utilities as well as their disconnection/connection.
- v) Cost of Soil tests/ Geotechnical investigations.
- vi) Cost of litigation, if any, with a Third Party or individual organization to remove legal barriers in the execution of works.
- vii) Advertisement Charges for issuing Notice Inviting Tenders.
- viii) Cost of testing of materials/workmanship for items for which the Contractor is not required to pay in terms of the provisions in the Works Contracts.
- ix) Any amount paid/payable to the Contractor towards his claims as considered reasonable by the Consultant.
- x) Any amount paid/payable to the Contractor towards his claims not accepted by the Consultant but decided in favour of the Contractor by an Arbitrator or Court of Law. The amount will include the Cost involved in defending the stand of the Client/Consultant in the Arbitration or Court proceedings.

**CLAU CLAUSE 6 - PROJECT PLANNING AND MONITORING & PROGRESS
REPORTING**

- 6.1 Monthly Progress reports will be sent by the Consultant to the Client by seventh day of every month as per format to be mutually agreed to.
- 6.2 Review meetings to be organized by the Client will be held every month either at site or at the Client’s office as decided by the Client and the Consultant.

CLAUSE 7 - TENDERING PROCEDURE

The Consultant shall complete the Tendering process, including Calling of Tenders, Tender Documentation, Evaluation and award of work by the Consultant and execution of Contract Agreement with the successful tenderers.

CLAUSE 8 - COST TO BE BORNE BY THE CONSULTANT

The Consultant shall bear the Cost of the following items and these are deemed to have been included in the Consultancy fees payable by the Client to the Consultant under Clause 4.

- 8.1 Payments to all personnel engaged by the Consultant including their employees, engineers etc. Tools & Plants, machineries required for the Quality Control surveillance.
- 8.2 All travel, conveyance, living, boarding, lodging, salary and perks of Consultant's personnel engaged in the Project, insurance of all kinds for Consultant's personnel including accident benefits, postage, communication and telephone charges, stationeries, Internet charges, and all other expenses of the Consultant for the purpose of implementation of the project.

CLAUSE 9 - PAYMENT AND ACCOUNTAL PROCEDURE

- .1 The payments to contractors or any other agencies except Architects shall be made by the Consultant. Wherever necessary, the Client will seek the assistance and guidance of the Consultant in this regard.
- 9.2 The Payment to the Architects appointed by the Client for the work will be made by the Client on certification of RITES Ltd.
- 9.3 RITES Ltd. will open a separate account for the work and submit to the client the quarterly statement of expenditure along with the future requirement of the fund.
- 9.4 Client shall release funds to RITES Ltd. in stages as per requirements projected by the Consultant.

CLAUSE 10 - LABOUR LAWS

- 10.1 The Consultant shall undertake to ensure compliance of all labour laws and its enactments which are applicable to their workmen and also obtain through suitable provision in the Works Contracts commitments by the Contractors in respect of their workmen to whom any part of the Works Contracts envisaged under this Agreement is entrusted.
- 10.2 The Consultant shall be responsible for enforcing all statutory obligations and any other laws in the above regard, in force from time to time, regarding employment or conditions of service of Contractors/Architects employees.
- 10.3 The Consultant shall ensure compliance by the Works Contractors of all safety rules as required under various Statutes in India through suitable provisions in the Works Contracts.
- 10.4 The Consultant shall incorporate third party risk clause in all Works Contracts awarded by the Client, so as to ensure that the Client is held harmless and indemnified against any damage or injury to third party on account of any act or omission to act by the employees or representatives of the Contractors engaged for the execution of the work.

CLAUSE 11 – MODIFICATION IN WORKS CONTRACTS

Any modification in the Works Contracts with respect to technical or commercial aspects including time limit for completion and deviation by way of extra items, substituted items and deviations in quantities of Schedule items as well as fixation of rates for Deviation, shall be considered by the Consultants and authorized subject to the following:

- 11.1 The Client shall be kept advised of the Modifications in the works contracts with details of the implications and the justification.
- 11.2 Where the Modification is likely to result in the need for obtaining approval of “Revised Expenditures Sanction” from the Client for an increased amount, the Consultant shall approach the Client promptly with full details and justification before payment.

CLAUSE 12 – TIME SCHEDULE

- 12.1 Time is the essence of contract. The phasing of work and time allocations therefor shall be finalized by the Client in consultation with the Consultant.
- 12.2 The Consultant shall furnish to the Client a detailed time-schedule for getting the works executed, after finalization of the Detailed Estimate based on Detailed Designs and Drawings (prepared by the Architect).
- 12.3 The construction in all respects shall be got completed by the Consultant as per the above time schedule.

CLAUSE 13 – RESPONSIBILITY OF CONSULTANT

- 13.1 The Consultants shall not delegate their work to any other agency without prior approval of the Client.

- 13.2 The Consultants shall discharge their obligations under this Agreement in accordance with the agreed time schedule and with due care, diligence and competence generally as stipulated under Clause 2 of "Scope of Work".
- 13.3 Consultant shall supervise the work, as already explained in the scope of work.
- 13.4 To meet their obligations under this Agreement, the Consultant shall employ at site their own manpower so that on completion of the project the Client shall have no responsibility for absorbing any of them in its service.

CLAUSE 14 - LIABILITY OF CONSULTANT

- 14.1 The Consultant shall be liable for consequences of errors and omissions arising out of gross negligence on their part or on the part of their employees and shall take necessary action to remedy the defects and deficiencies arising from said negligence. The liability of the Consultant shall be restricted to the period of validity of this Agreement under Clause 20.
- 14.2 The Consultant shall not delegate their work to any other agency without prior approval of the Client.

CLAUSE 15 - FORCE MAJEURE

- 15.1 Neither the Consultant nor the Client shall be considered as defaulting in the Performance of their obligations under this Agreement, as long as such performance is prevented or delayed, for reasons, beyond the reasonable Control of the party claiming the existences of Force Majeure such as Acts of God, severe earthquake, cyclone (except monsoon), floods, lightning, land slide, fire or explosions, plague or epidemics, strikes, lockouts (lasting more than 14 consecutive calendar days), sabotage, blockade, war, riots, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military usurped power or confiscation or trade embargoes or destruction or requisition by order of any Government or any Public Authority. The party claiming the existence of Force Majeure shall within ten days or within shortest possible period without delay, as the case may be, notify the other party about the occurrence of the Force Majeure event and provide the other details of arising and ceasing of the impediment. At the end of the impediment, the party claiming the existence of Force Majeure shall provide necessary documental proof of cessation.
- 15.2 As soon as the cause of Force Majeure has got removed, the party whose ability to perform its obligations has been affected shall notify the other of such cessation and of the actual delay incurred

in such affected activity, adducing necessary evidence in support thereof. From the date of occurrence of a case of Force Majeure, obligations of the party affected shall be suspended during the continuance of Force Majeure Conditions and any liability so caused until the cause itself and the inability so caused resulting therefrom have been removed, the agreed time of completion of the respective obligations under this contract shall stand extended by a period equal to the period of delay occasioned by such events.

- 15.3 Should one or both the parties be prevented from fulfilling the contractual obligations by state of Force Majeure lasting continuously for a period of six months, the parties shall consult each other regarding the future implementation of the Project.

CLAUSE 16 - LIQUIDATED DAMAGES CLAUSE

If any delay in execution of the works is attributable to the acts or omissions and commissions of Consultant, Client shall be entitled to recover liquidated damages at the rate of 0.5% of the total fee per week of delay limited to maximum of 10% of the total actual fees payable.

CLAUSE 17 - PROFESSIONAL MISCONDUCT

If at any time, it is noticed that deliberate attempt has been made by the Consultant to cause over payments to the contractors by over-measurement or over estimation of rates or sub-standard work is accepted and recommended for payment, the amount shall be recovered from the payments due to the Consultant not only from this contract but also from any other contract awarded by this Client and other means available to the Client. The matter will be viewed as a professional misconduct and strict action as per laws will be taken.

CLAUSE 18 - SUB-LETTING OF PROFESSIONAL SERVICES

No sub-letting of professional services shall be permitted by the Client. Under no circumstances the Consultant shall delegate their responsibilities to sub-consultants engaged with the prior approval of client, as envisaged under Clause 1.16.

CLAUSE 19 - AMENDMENTS TO THE AGREEMENT

Any amendments or modifications to this AGREEMENT must be in writing and shall be signed by both the parties.

CLAUSE 20 – TIME LIMIT FOR VALIDITY OF THIS AGREEMENT

Unless extended by mutual consent of both the Client and the Consultant, this Agreement will be valid for a period of 60 days beyond the date of the Maintenance Period after completion of the works.

CLAUSE 21 – TERMINATION OF THE AGREEMENT

- 21.1 The Agreement herein may be terminated at any time by either Party (Client / Consultant) by giving a written notice of two months to the other party. With the termination of the Agreement, the Works Contracts will be operated by the Client. Even after the termination of the Agreement, the Consultant shall be liable and be responsible for due certification of any Bills submitted by the Works Contractors at any time, in respect of the Work executed before the termination of the Agreement.
- 21.2 In case there is any change in the Constitution of the Consultant, the details will be promptly communicated to the Client. In case the Client is of the opinion that this will affect the Performance of the Consultants under this Agreement, the Client shall be entitled to terminate this Agreement after giving due notice and entrust the work to some other Agency.
- 21.3 In case of the Termination under clause 21.1 or 21.2 the Consultant shall not be entitled to fees or compensation except the fee payable to them for the work actually done. The amount of fee so payable shall be decided by mutual discussions between the Client and the Consultant.
- 21.4 In case of the Termination under clause 21.1 or 21.2, the Client may make use of all or any drawings, estimates or other documents prepared by the Consultant, after a reasonable payment for the services of the Consultant for preparation of the same.

CLAUSE 22 – CONFIDENTIALITY

Except with the prior written consent by the Client, the Consultant and their representatives shall not at any time communicate to any person or entity any confidential information disclosed to them for the purpose of the services. The Consultant shall not publicize any information pertaining to Client which is discussed with them during course of execution of work in the interest of project completion.

CLAUSE 23 – INDEMNIFICATION

The consultant shall indemnify the Client for any loss resulting from and as a consequence of errors, omissions arising out of gross negligence on the part of the Consultant or on the part of their employees/representatives/agents and shall take necessary action to remedy the loss, such as removal of defects, deficiencies and such other action as considered necessary by the Client to remedy the loss arising from such negligence.

CLAUSE 24 – THIRD PARTY LIABILITY

The Client shall not be liable for any injury/death, caused to any official, employee, representative or agent of the Consultant or their sub-consultants working at the site or damage to their properties for any reason whatsoever and Client shall not entertain any claim from any person on that behalf. It would be the responsibility of the Consultant to get their officials, employees, representatives, agents or their sub-consultants insured against the possible risks involved in the discharge of their duties at the work site.

CLAUSE 25 – ARBITRATION

Any question, dispute or difference arising under or out of or in connection with this agreement shall be settled through mutual discussions and consultations by the parties to this Agreement. In case no resolution is possible/ reached, the dispute or difference shall be referred to the Vice Chancellor of Himachal Pradesh Central University by either party for appointment of Arbitrators / Sole Arbitrator.

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The award of the Arbitrators/ Sole Arbitrator shall be final and binding upon the parties to the disputes, provided, however any party aggrieved by such award may make further reference for setting aside or revision of the award to the court of Law at Gulbarga.

CLAUSE 26 – JURISDICTION

The Parties hereby agree that the Courts in Delhi/ Dharamshala alone shall have the jurisdiction to entertain any application or other proceedings in respect of anything arising under this Agreement and any award or awards made by the Arbitrator(s) hereunder shall be filed in the concerned Courts in Delhi/ Gulbarga only.

IN WITNESS WHEREOF, the parties have hereunder signed this AGREEMENT the date first written.

For the Client

For the Consultant

Witnesses:

1.

1.

2

2.

AGREEMENT BETWEEN HIMACHAL PRADESH CENTRAL UNIVERSITY AND M/S. RITES LTD FOR THE PROJECT MANAGEMENT CONSULTANCY (PMC) FOR THE BUILDING PROJECTS OF THE HIMACHAL PRADESH CENTRAL UNIVERSITY at DHARAMSHALA, HIMACHAL PRADESH.

(Architect appointed by University)

THIS AGREEMENT MADE ON THIS ----- between **CENTRAL UNIVERSITY OF HIMACHAL PRADESH**, a Central University, established by an Act of Parliament in 2009, having its office at Sanskriti Sadan (Writers' Home), Dharamshala, represented by its Registrar (hereinafter referred to as the "CLIENT") which expression shall wherever the context so admits or requires include its/ his successors and assigns of ONE PART and M/s. RITES Ltd, (A Govt. of India Enterprise) under the Ministry of Railways having its Registered Office at SCOPE Minar, Laxmi Nagar, Delhi represented by its General Manager (hereinafter referred to as the 'CONSULTANT') which expression shall wherever the context so admits or required include its/his successors and assigns of the OTHER PART.

WHEREAS

- I The Client is interested to take up the establishment of KCU in the area of about ----- Acres at Dharamshala and Dehra. Himachal Pradesh Central University desires to avail the services of M/s.RITES Ltd who will be in a position to undertake Project Management Consultancy for the construction of the Building, Infrastructure, Site Development and allied Services Works for and on behalf of the Client.
- II The Consultant is engaged for providing services which is intended by the Client in the interest of project management of the constructions in all respects including pre-construction activities, construction supervision, quality control, technical auditing and surveillance and commissioning of the new works.
- III **NOW THEREFORE**, in consideration of the mutual assurances and covenant hereinafter contained, it is mutually agreed and declared by and between the parties hereto as follows:-

CLAUSE 1 – DEFINITIONS

- 1.1 'APPROVAL' shall mean and include the written consent, either manuscript, type written or printed statement, under signature or seal, as the case may be, given from time to time by the Client or their authorized representative on documents, drawings or other particulars in relation to this Agreement.

- 1.2 “ARCHITECT” is the firm/person appointed by the Client for Architectural works which will include the preparation of i) Conceptual Plans, Architectural Plans ii) Design Details; iii) Building Plans, Working Drawings; iv) Estimates; v) Bid documents; vi) Technical Specification; vii) Bill of quantities and all connected ancillary works which should conform to civil works standards. The Architect shall also be responsible for taking approvals of Master Plans/ Building Plans etc. from local/ statutory bodies including taking up completion certificates (if required as per norms of the area). The Consultant shall have superintendence over the work of the Architect. The release of payment to Architect for their services at different stages shall be released after it is certified by the Consultant. Necessary Stipulations shall be inserted in the Agreement to be executed between Client and the Architect.
- 1.3 ‘COMMENCEMENT DATE OF CONTRACT’ with reference to Consultancy Contract shall mean from the date of written orders issued by the Client to the Consultant. **The work is to be taken up in different phases. The phasing and stages of the work along with time allocation shall be fixed by the Client in consultation with the Consultant.**
- 1.4 ‘COMPLETION PERIOD’ with reference to a particular Works Contract shall mean the period from the commencement date of works contract to physical completion of the project by the Works Contractor.
- 1.5 ‘CONTRACT’ shall mean this AGREEMENT including all exhibits hereto and all documents herein specified and amendments which both the parties may hereafter agree in writing to be made to this Agreement.
- 1.6 ‘CONTRACTOR’ shall mean any agency/firm/person appointed by the Client for carrying out construction of different types of works involved in the campus development projects.
- 1.7 ‘COORDINATING OFFICER’ shall mean the officer nominated by the Client/or his representative as the case may be to whom all the matters related to the Project shall be referred to by the Consultant for views, decisions, correspondences, approvals etc as per Scope of Services of the Contract and who shall provide and communicate such views, decisions, correspondences, approvals etc to the Consultant on behalf of the Client.
- 1.8 ‘DRAWINGS’ shall mean and include building and structural drawings, sketches showing plans, sections, design details and elevations related to the Projects together with modification and/ or revisions thereto as desired by the Client .
- 1.9 ‘ENGINEER / ENGINEER IN CHARGE’ shall mean the person nominated from time to time by the Consultant and shall include those who are explicitly authorized by the Consultant to act for and on behalf of the Consultant for the provision of the services related to this Agreement.
- 1.10 ‘MONTH’ shall mean calendar month.

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- 1.11 'PHYSICAL COMPLETION' with reference to Works Contract shall mean readiness of the project except in minor works, which does not prevent use/occupation of the project by the Client for the purpose for which the projects have been designed.
- 1.12 'PMC' shall mean Project Management Consultant or Project Management Consultancy as the context requires or admits.
- 1.13 'PROJECT or WORKS' shall mean the building projects of the Client comprising of Academic buildings, hostels, residential quarters, roads, internal & external electrification, landscaping, sewerage, drainage, other allied services etc.
- 1.14 'SERVICES' shall mean the responsibilities to be discharged by the Consultant for fulfilling the obligations under this Agreement.
- 1.15 'SPECIFICATIONS' shall mean and include schedules, detailed descriptions, statement of technical data, performance characteristics, standards as applicable and specified in the Works Contract and to be read and supplemented with CPWD specifications and as required by the Client..
- 1.16 'STANDARDS' shall mean the goods and equipments, utilized for the Works in the Project and the Works in the Project shall conform to the standards mentioned in CPWD Specifications/Bureau of Indian Standards (BIS) of relevant codes which ensure an equal or higher quality and when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods / Equipments utilized in the Works in India and such Standard shall be verified and approved by the Consultant.
- 1.17 'SUB-CONSULTANT' shall mean any agency engaged by the Consultant for providing any of the services wherever deemed to be necessary for the successful completion of the projects.
- 1.18 'TEST' shall mean such process or processes to be carried out by the Consultant as prescribed in the Works Contract in order to ascertain quality, workmanship, performance and efficiency of equipment or part thereof as a part of Quality Control, surveillance and technical auditing.
- 1.19 'VENDOR' means any agency/firm appointed by the Client/Consultant for supply of Materials / Equipments for the Project.
- 1.20 'WORDS' in the singular include the plural and vice versa.
- 1.21 'WRITING' includes matter either in whole or in part, in manuscript, typewritten, lithographed, cyclostyled, photographed or printed under or over signature or seal as the case may be.

CLAUSE 2 – SCOPE OF WORK

The detailed scope of the work to be rendered by the Consultant is as follows:-

- 2.1 (i) Scrutiny of detailed design, drawings and estimate with reference to Delhi Schedule of Rates (DSR)/ Himachal Pradesh Schedule of Rates (HPSR) and tender documents. The Consultant shall have superintendence over the work of the Architect in respect of adequacy and timely completion of their works.
- (ii) Creation of different packages of Works Contract. Appointment of Works Contractors based on Pre-qualification followed by Price Bid or based on Two- bid system as decided in consultation with the Client.
- (iii) Preparation of comparative statement and evaluation of tender and recommendations for awarding of the work by the Consultant to the successful bidder.
- (iv) Construction supervision and execution of the agreed works including Quality Control & surveillance, measurements, certification of bills, technical auditing by deployment of adequate technical and supporting staff at site of works.
- 2.2 The Consultant shall co-ordinate with the Architect appointed by Client till the physical completion of the project.
- 2.3 The Consultant shall conduct all the procedures of mandatory tests as well as random tests, checks as per the CPWD specification/BIS standards, so as to comply with requirement of authorities like CTE/CVC or any other Agency(s) of the Govt. of India as and when required by Auditors of C&AG.
- 2.4 Submit periodic Progress Reports in the format of Consultant as stipulated by the Client.
- 2.5 To ensure establishment of Site laboratory by various works contractors for Quality Control Works. Necessary stipulations to be inserted in the Works Contract.

[Type the document title]

- 2.6 Coordinating with contractors and rendering technical advice to the Client; Holding periodic Progress Review Meetings and sorting out problems arising, if any, due to any action of the Client and/or by the Consultant.
- 2.7 Keeping a close watch on Deviations during execution by way of Extra items, Substituted items and Deviations in Quantities of Schedule items. Fixation of Rates for items/ quantities covered by Deviation orders as per the contract conditions between Contractor and the Consultant. Client to be kept informed for issue of necessary revised expenditure sanction whenever found necessary if the Cost of the work with its Deviation and Price Escalation (if provided for in the Contract) and the Consultant's fee and Service Tax in terms of this Agreement exceeds the amount for which Expenditure Sanction has been issued by the Client earlier.
- 2.8 Ensuring that the construction is being carried out in accordance with the approved working designs, drawings and specifications in co-ordination with the Architect appointed by Client and as per programme laid down in the Works Contract Agreement.
- 2.9 Shall take measurements jointly with contractor or his authorized representatives and record them in measurement books and obtain contractor signature for acceptance. Test checks of such measurements may be got done by the Client as per the method of measurement wherever necessary.
- 2.10 Granting Extension of Time to the Contractor for completion of Works, with or without Liquidated Damages, subject to keeping the Client advised of the same with full details including the effect on cost escalation, if any.
- 2.11 The Consultant shall assist the Client in :
- i. Inspection of the works by Chief Technical Examiner (CTE) or any other Agency(s) of the Government as and when required and complying with their statutory requirement and effectively arrange for replying to their observations.
 - ii. Settling all audit objections pertaining to the construction works to their satisfaction
 - iii. Furnishing replies to the audit queries raised by the C&AG auditors to their satisfaction at any/all times.
 - iv. Settling the Claims / disputes, if any, made by the Works Contractors. Where there is disagreement between the Consultant and the Works Contractor, such disputes shall be referred for Arbitration by an Arbitrator as provided for in the Works Contract between the Consultant and the Contractor. All amounts payable to the Contractor on his claims decided by the Arbitrator and agreed to by the Contractor will be charged to the Cost of Works. In cases where the Contractor resorts to settling his claims through an Arbitrator, the Client being the Principal Employer will implead himself as a Party in the Arbitration Proceedings and the Consultant shall assist the Client in the Arbitration Proceedings.
 - v. Assisting the Architect/ Client in obtaining the necessary clearance from the Agencies/ Departments/ Local Bodies concerned for the occupation of the Completed works.

[Type the document title]

- 2.12 Complete construction management of Contract with the Works Contractor till the expiry of maintenance period and releasing of payment of final dues to the Contractor by Consultant by issuing satisfactory completion certificate after obtaining Client's approval.
- 2.13 Collect and deliver to the Client, Guarantee Bonds executed by the Contractor for Specialised items of Works (If applicable as per the provisions of contract between contractor and the Consultant) such as Waterproofing of structures, Termite Proofing of Structures etc which involve maintenance period extending well beyond the normal maintenance period of structures. Collect and deliver to the Client Insurance Policies, if any, of Works still current at the time of handing over of works.
- 2.14 The Consultant shall also perform post construction activities including inspecting the defective works for their rectification during the maintenance period.
- 2.15 The scope of work given above is purely indicative. Any other services required to be rendered in connection with the execution of the Work, shall be provided by the Consultant on ordered by the Client.
- 2.16 The Consultant shall scrutinize and approve the contractor's safety management manual and ensure its implementation in the project.
- 2.17 It will be compulsory for the Consultant to place necessary full time qualified engineers throughout the period of execution of works. Graduate engineer will be considered as qualified engineer.

Consultant is expected to ensure that men of proven ability and adequately qualified are only employed at site and they work diligently. In case, Client finds any Engineers not up to the mark, the Consultant will have to withdraw him/them from site and replace him/them by posting new one/s in his/their position. Client reserves the right to remove such personnel and ask for a substitute of required caliber. In case an Engineer/s resign from their employment, Consultant shall immediately provide a substitute of equivalent caliber. Consultant shall not make any changes in the personnel deployed by them on work site without prior permission.

The Consultant shall furnish the list of Engineers and Supervisors to be deployed on the project with details of their qualifications, experience etc. to the Client.

- 2.18 The Consultant will ensure safety of structure by taking necessary precautions by not allowing excessive construction load on floor and shall avoid such other factors which will endanger the safety of structure during construction.

CLAUSE 3 – OBLIGATIONS OF THE CLIENT

- 3.1 The Client shall ensure the Architect appointed shall provide all the required drawings, details, specifications, contract agreement to be executed between contractor and Consultant and any other documents required for performing the scope of services of Consultant.
- 3.2 The Client will furnish layout plan of the existing structures and services, if any, in the area where new Works are proposed.
- 3.3 The Client will nominate Coordinating Officer who shall perform the duties as per clause 1.7.
- 3.4 The Client will hand over vacant possession of land / Site to the Consultant. The Consultant may, if so required, take responsibility for demolition / disposal of existing buildings / structures.
- 3.5 The Client will obtain from Local Bodies approvals for the Works and shifting / relocating existing utilities as necessary. The Client will also obtain the necessary clearance from the Agencies/ Departments/ Local Bodies concerned for the occupation of the Completed Works.
- 3.6 The Client will communicate their decisions whenever referred to, within reasonable time of such request from the Consultant.
- 3.7 The Client shall provide the necessary redeemable Power of Attorney to the Consultant to discharge their obligations under this Contract on behalf of the Client, wherever considered necessary.
- 3.8 The Client shall pay the consultancy charges to the Consultant, in line with the agreed payment schedule. The Client will borne the cost of Notice Inviting Tender (NIT) Cost including advertisements and other ancillary cost for appointment of Works Contractor.
- 3.9 The Client shall not be responsible for any liability arising out of Consultant's contractual obligations with the Consultant's personnel, Sub-Consultants, licensors, collaborators, vendors and subordinates who are engaged by the Consultant and whose remuneration/fees are paid by the Consultant from his/their Consultancy fee.
- 3.10 The Client shall promptly take over the Works/ Project facilities within 15 days from the date of certified physical completion in all aspects. If for any reason, the Client is unable to comply with the above requirements within the period mentioned above, the Consultant shall allow the Client to have a further period of another 15 days for the taking over of the Works.
- 3.11 Client shall provide the cost of furnished office accommodation for setting up of Consultant's office within University campus. The electricity and water consumption charges for the Consultants' Office will be borne directly by the Client.

CLAUSE 4 – CONSULTANT’S FEE

- 4.1 Consultant’s fee would be at **7.00% (Seven percent)** of the final Built up cost to be borne by the Client as defined in Clause 5 below. The fee payable will be initially calculated on the basis of the Preliminary Estimate followed by contract value of the Work as per Letter of Award placed on contractor by the Client. Later on it shall be adjusted on the basis of Works Contract Cost. Finally the fee shall be adjusted as per Percentage of “As Built-up Cost”.
- 4.2 In addition to the Fee mentioned in clause 4.1 and 4.2 above, the Consultant will also be entitled to “Service Tax” on the fees at the rates as stipulated by the Government of India from time to time, as on the date of agreement.
- 4.3 If, after the date of execution of this Agreement, the Central Government or the concerned State Government imposes any fresh Tax or Charges on the Consultancy service, then the same shall be reimbursable to the Consultant by the Client.
- 4.4 The stages of payment of Consultancy fee and Service Tax thereon will be as under:-
- i) Mobilization fee on Signing of this Agreement
(Initially fee would be calculated on the works estimated
to be Rs ----- crores) **10%**
 - ii) Balance on pro-rata basis of value of work done with
respect to works bill and finally adjusted as per clause 4.1 above **80%**
 - iii) The remaining **10%** will be released on completion of Maintenance period of respective Works Contracts as well as submission of connected records to the satisfaction of the Client.
- 4.6 Once in a month, on the first Working day, the Consultant shall submit the Consultancy bill at the percentage rates as indicated above, based on the value of works done in the previous month towards the “Built up Cost” as defined in Clause 5 below. The Client will deduct Income Tax as due and pay the net Consultancy fee to the Consultant within 7 days from the date of receipt of the bill. The Client will also issue Tax Deduction at Source Certificate to the Consultant within the time stipulated in the Income Tax Act.

CLAUSE 5 - BUILT UP COST

“Built Up Cost” will consist of the expenditure incurred towards the following, all to be borne by the Client.

- i) Gross amount paid to the Contractor towards Construction of the Works as per Works Contract agreement.
- ii) Cost of any materials supplied free to the Contractor including Cost of handling, transportation and storage incurred by the Client/Consultant.
- iii) Charges, if any, levied by Local Authorities for approval of plans and services and for issue of “Completion”/“No- objection” Certificate for occupation of the Works on Completion.
- iv) Charges, if any, levied by Local Authorities/Providers of services such as Water Supply, Drainage, Sewerage etc. for Shifting/relocation of Utilities as well as their disconnection/connection.
- v) Cost of Soil tests/ Geotechnical investigations.
- vi) Cost of litigation, if any, with a Third Party or individual organization to remove legal barriers in the execution of works.
- vii) Advertisement Charges for issuing Notice Inviting Tenders.
- viii) Cost of testing of materials/workmanship for items for which the Contractor is not required to pay in terms of the provisions in the Works Contracts.
- ix) Any amount paid/payable to the Contractor towards his claims as considered reasonable by the Consultant.
- x) Any amount paid/payable to the Contractor towards his claims not accepted by the Consultant but decided in favour of the Contractor by an Arbitrator or Court of Law. The amount will include the Cost involved in defending the stand of the Client/Consultant in the Arbitration or Court proceedings.

CLAUSE 6 - PROJECT PLANNING AND MONITORING & PROGRESS REPORTING

- 6.1 Monthly Progress reports will be sent by the Consultant to the Client by seventh day of every month as per format to be mutually agreed to.
- 6.2 Review meetings to be organized by the Client will be held every month either at site or at the Client’s office as decided by the Client and the Consultant.

CLAUSE 7 - TENDERING PROCEDURE

The Consultant shall complete the Tendering process, including Calling of Tenders, Tender Documentation, Evaluation and award of work by the Consultant and execution of Contract Agreement with the successful tenderers.

CLAUSE 8 - COST TO BE BORNE BY THE CONSULTANT

The Consultant shall bear the Cost of the following items and these are deemed to have been included in the Consultancy fees payable by the Client to the Consultant under Clause 4.

- 8.1 Payments to all personnel engaged by the Consultant including their employees, engineers etc. Tools & Plants, machineries required for the Quality Control surveillance.
- 8.2 All travel, conveyance, living, boarding, lodging, salary and perks of Consultant's personnel engaged in the Project, insurance of all kinds for Consultant's personnel including accident benefits, postage, communication and telephone charges, stationeries, Internet charges, and all other expenses of the Consultant for the purpose of implementation of the project.

CLAUSE 9 - PAYMENT AND ACCOUNTAL PROCEDURE

9.1 The payments to contractors or any other agencies except Architects shall be made by the Consultant. Wherever necessary, the Client will seek the assistance and guidance of the Consultant in this regard.

9.2 The Payment to the Architects appointed by the Client for the work will be made by the Client on certification of RITES Ltd.

9.3 RITES Ltd. will open a separate account for the work and submit to the client the quarterly statement of expenditure along with the future requirement of the fund.

9.4 Client shall release funds to RITES Ltd. in stages as per requirements projected by the Consultant.

CLAUSE 10 - LABOUR LAWS

- 10.1 The Consultant shall undertake to ensure compliance of all labour laws and its enactments which are applicable to their workmen and also obtain through suitable provision in the Works Contracts commitments by the Contractors in respect of their workmen to whom any part of the Works Contracts envisaged under this Agreement is entrusted.
- 10.2 The Consultant shall be responsible for enforcing all statutory obligations and any other laws in the above regard, in force from time to time, regarding employment or conditions of service of Contractors/Architects employees.
- 10.3 The Consultant shall ensure compliance by the Works Contractors of all safety rules as required under various Statutes in India through suitable provisions in the Works Contracts.
- 10.4 The Consultant shall incorporate third party risk clause in all Works Contracts awarded by the Client, so as to ensure that the Client is held harmless and indemnified against any damage or injury to third party on account of any act or omission to act by the employees or representatives of the Contractors engaged for the execution of the work.

CLAUSE 11 - MODIFICATION IN WORKS CONTRACTS

Any modification in the Works Contracts with respect to technical or commercial aspects including time limit for completion and deviation by way of extra items, substituted items and deviations in quantities of Schedule items as well as fixation of rates for Deviation, shall be considered by the Consultants and authorized subject to the following:

- 11.1 The Client shall be kept advised of the Modifications in the works contracts with details of the implications and the justification.
- 11.2 Where the Modification is likely to result in the need for obtaining approval of "Revised Expenditures Sanction" from the Client for an increased amount, the Consultant shall approach the Client promptly with full details and justification before payment.

CLAUSE 12 – TIME SCHEDULE

- 12.1 Time is the essence of contract. The phasing of work and time allocations therefor shall be finalized by the Client in consultation with the Consultant.
- 12.2 The Consultant shall furnish to the Client a detailed time-schedule for getting the works executed, after finalization of the Detailed Estimate based on Detailed Designs and Drawings (prepared by the Architect).
- 12.3 The construction in all respects shall be got completed by the Consultant as per the above time schedule.

CLAUSE 13 – RESPONSIBILITY OF CONSULTANT

- 13.1 The Consultants shall not delegate their work to any other agency without prior approval of the Client.
- 13.2 The Consultants shall discharge their obligations under this Agreement in accordance with the agreed time schedule and with due care, diligence and competence generally as stipulated under Clause 2 of “Scope of Work”.
- 13.3 Consultant shall supervise the work, as already explained in the scope of work.
- 13.4 To meet their obligations under this Agreement, the Consultant shall employ at site their own manpower so that on completion of the project the Client shall have no responsibility for absorbing any of them in its service.

CLAUSE 14 – LIABILITY OF CONSULTANT

- 14.1 The Consultant shall be liable for consequences of errors and omissions arising out of gross negligence on their part or on the part of their employees and shall take necessary action to remedy the defects and deficiencies arising from said negligence. The liability of the Consultant shall be restricted to the period of validity of this Agreement under Clause 20.
- 14.2 The Consultant shall not delegate their work to any other agency without prior approval of the Client.

CLAUSE 15 – FORCE MAJEURE

15.1 Neither the Consultant nor the Client shall be considered as defaulting in the Performance of their obligations under this Agreement, as long as such performance is prevented or delayed, for reasons, beyond the reasonable Control of the party claiming the existences of Force Majeure such as Acts of God, severe earthquake, cyclone (except monsoon), floods, lightning, land slide, fire or explosions, plague or epidemics, strikes, lockouts (lasting more than 14 consecutive calendar days), sabotage, blockade, war, riots, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military usurped power or confiscation or trade embargoes or destruction or requisition by order of any Government or any Public Authority. The party claiming the existence of Force Majeure shall within ten days or within shortest possible period without delay, as the case may be, notify the other party about the occurrence of the Force Majeure event and provide the other details of arising and ceasing of the impediment. At the end of the impediment, the party claiming the existence of Force Majeure shall provide necessary documental proof of cessation.

15.2 As soon as the cause of Force Majeure has got removed, the party whose ability to perform its obligations has been affected shall notify the other of such cessation and of the actual delay incurred in such affected activity, adducing necessary evidence in support thereof. From the date of occurrence of a case of Force Majeure, obligations of the party affected shall be suspended during the continuance of Force Majeure Conditions and any liability so caused until the cause itself and the inability so caused resulting therefrom have been removed, the agreed time of completion of the respective obligations under this contract shall stand extended by a period equal to the period of delay occasioned by such events.

15.3 Should one or both the parties be prevented from fulfilling the contractual obligations by state of Force Majeure lasting continuously for a period of six months, the parties shall consult each other regarding the future implementation of the Project.

CLAUSE 16 - LIQUIDATED DAMAGES CLAUSE

If any delay in execution of the works is attributable to the acts or omissions and commissions of Consultant, Client shall be entitled to recover liquidated damages at the rate of 0.5% of the total fee per week of delay limited to maximum of 10% of the total actual fees payable.

CLAUSE 17 - PROFESSIONAL MISCONDUCT

If at any time, it is noticed that deliberate attempt has been made by the Consultant to cause over payments to the contractors by over-measurement or over estimation of rates or sub-standard work is accepted and recommended for payment, the amount shall be recovered from the payments due to the Consultant not only from this contract but also from any other contract awarded by this Client and other means available to the Client. The matter will be viewed as a professional misconduct and strict action as per laws will be taken.

CLAUSE 18 - SUB-LETTING OF PROFESSIONAL SERVICES

No sub-letting of professional services shall be permitted by the Client. Under no circumstances the Consultant shall delegate their responsibilities to sub-consultants engaged with the prior approval of client, as envisaged under Clause 1.16.

CLAUSE 19 – AMENDMENTS TO THE AGREEMENT

Any amendments or modifications to this AGREEMENT must be in writing and shall be signed by both the parties.

CLAUSE 20 – TIME LIMIT FOR VALIDITY OF THIS AGREEMENT

Unless extended by mutual consent of both the Client and the Consultant, this Agreement will be valid for a period of 60 days beyond the date of the Maintenance Period after completion of the works.

CLAUSE 21 – TERMINATION OF THE AGREEMENT

- 21.1 The Agreement herein may be terminated at any time by either Party (Client / Consultant) by giving a written notice of two months to the other party. With the termination of the Agreement, the Works Contracts will be operated by the Client. Even after the termination of the Agreement, the Consultant shall be liable and be responsible for due certification of any Bills submitted by the Works Contractors at any time, in respect of the Work executed before the termination of the Agreement.
- 21.2 In case there is any change in the Constitution of the Consultant, the details will be promptly communicated to the Client. In case the Client is of the opinion that this will affect the Performance of the Consultants under this Agreement, the Client shall be entitled to terminate this Agreement after giving due notice and entrust the work to some other Agency.
- 21.3 In case of the Termination under clause 21.1 or 21.2 the Consultant shall not be entitled to fees or compensation except the fee payable to them for the work actually done. The amount of fee so payable shall be decided by mutual discussions between the Client and the Consultant.
- 21.4 In case of the Termination under clause 21.1 or 21.2, the Client may make use of all or any drawings, estimates or other documents prepared by the Consultant, after a reasonable payment for the services of the Consultant for preparation of the same.

CLAUSE 22 – CONFIDENTIALITY

Except with the prior written consent by the Client, the Consultant and their representatives shall not at any time communicate to any person or entity any confidential information disclosed to them for the purpose of the services. The Consultant shall not publicize any information pertaining to Client which is discussed with them during course of execution of work in the interest of project completion.

CLAUSE 23 – INDEMNIFICATION

The consultant shall indemnify the Client for any loss resulting from and as a consequence of errors, omissions arising out of gross negligence on the part of the Consultant or on the part of their employees/representatives/agents and shall take necessary action to remedy the loss, such as

removal of defects, deficiencies and such other action as considered necessary by the Client to remedy the loss arising from such negligence.

CLAUSE 24 - THIRD PARTY LIABILITY

The Client shall not be liable for any injury/death, caused to any official, employee, representative or agent of the Consultant or their sub-consultants working at the site or damage to their properties for any reason whatsoever and Client shall not entertain any claim from any person on that behalf. It would be the responsibility of the Consultant to get their officials, employees, representatives, agents or their sub-consultants insured against the possible risks involved in the discharge of their duties at the work site.

CLAUSE 25 - ARBITRATION

Any question, dispute or difference arising under or out of or in connection with this agreement shall be settled through mutual discussions and consultations by the parties to this Agreement. In case no resolution is possible/ reached, the dispute or difference shall be referred to the Vice Chancellor of Himachal Pradesh Central University by either party for appointment of Arbitrators / Sole Arbitrator. The award of the Arbitrators/Sole Arbitrator shall be final and binding upon the parties to the disputes, provided, however any party aggrieved by such award may make further reference for setting aside or revision of the award to the court of Law at Dharamshala.

CLAUSE 26 - JURISDICTION

The Parties hereby agree that the Courts in Delhi/ Dharamshala alone shall have the jurisdiction to entertain any application or other proceedings in respect of anything arising under this Agreement and any award or awards made by the Arbitrator(s) hereunder shall be filed in the concerned Courts in Delhi/ Dharamshala only.

IN WITNESS WHEREOF, the parties have hereunder signed this AGREEMENT the date first written.

[Type the document title]

For the Client

For the Consultant

Witnesses:

1.

1.

2.

2.



Prof. Sunaina Singh
President

January 7, 2011

Prof. Furqan Qamar
Vice-Chancellor,
Central University of Himachal Pradesh,
Dharamshala, Himachal Pradesh
Dist. Kangra, Himachal Pradesh - 176215

*Please put up
on file 17/1/2011
Dr. S.P. /*

Sub: Delegation of Vice Chancellors to Canada- March -May-2011

Dear Prof.Qamar,

Shastri Indo- Canadian Institute is a bi-national Institute with an aim to strengthen the bilateral linkages/collaborations through different programs facilitating scholarly research and exchanges between the Indian and Canadian Universities, Cultural Organisations, Government Bodies and United Nations Development Goals. Named after Shri Lal Bahadur Shastri, the mandate of the Institution is to promote bilateral intellectual and cultural linkages.

Shastri Indo-Canadian Institute apart from its regular programs has been involved in new initiatives. Shastri Institute signed the historic Quebec Agreement on Supplemental Tuition Fee Exemption with the Quebec Government in 2010. This year 2011 we intend to keep the Shastri flag flying by leading a delegation of Vice Chancellors to Canada to initiate formulating a policy dialogue on the bilateral linkages and collaborations in higher education with the President of Canadian Universities.

We have requested the Honourable Minister of Human Resource Development, Shri. Kapil Sibal ji to lead this delegation. The objective of the delegation has reference to the recently signed MoU on Higher Education between Government of India and Government of Canada which encourages the continued development of contacts and cooperation between the higher education sectors in the two countries.

The Shastri Indo-Canadian Institute would like this delegation to debate and discuss primarily on:

- Prof. Sunaina Singh - 403 Apurupa- 8-2-277/A/5, Road No 2, Banjara Hills Hyderabad - 500 034. Mob +91-9000501357. E-mail: snghsunayana@msn.com. Res +91-40-40101875
- India Office : S, Bhai Vir Singh Marg, New Delhi-110 001, India Telephone: 2374-2677, 2374-3114, 2374-6417, 2334-6906 Fax: 2374-6416, E-mail: sci@vsnl.com
- Canada Office : 2500 University Drive N.W. Calgary, Alberta, Canada T2N 1N4 Telephone: (403) 220-7467, Fax: (403) 289-0100, E-mail: sci@ucalgary.ca
website: www.sci.org

Shastri Indo-Canadian Institute

- a. sending our Post Doctoral Scholars / Faculty to Canada to train in Research & Teaching
- b. to work on the modalities of inviting Faculty and Post Doctoral Researchers from Canada to teach in Indian Universities on short term basis as guest faculty
- c. to look for synergies in collaborative research in emerging areas such as renewable energy, sustainable development, waste management, as well as in the soft power

Apart from this the broad based aim of this delegation is to look into the possibilities of collaboration through the listed terms of understanding as per the MoU:

1. Exchanges of undergraduate, graduate and vocational students, and post-doctoral fellows;
2. Short-term awards for faculty and graduate student research and curriculum development;
3. Doctoral studies at Canadian and Indian universities;
4. Joint organization of special technical programmes;
5. Specialist training and professional/academic development activities;
6. Setting up of education and/ or training programmes between institutions of educational excellence in technical, vocational and higher education.
7. Twinning arrangements between institutions of higher learning.
8. Exploration of means to facilitate mutual recognition of educational qualifications;
9. Providing mutual assistance in education in the field of educational planning and management, social sciences, information technology, computer science, mathematics, science, nanotechnology and bio-technology;
10. Reciprocal internship programs in areas of mutual interest, such as in mathematical sciences research;
11. Policy dialogue in areas of mutual interest.

This mission it is hoped will lead to future collaborations

I am happy to invite you to be part of this delegation which shall travel to Canada in April/May 2011 where in local hospitality will be provided for 5 nights stay in executive accommodation in Canada and we assume that international travel would be covered by your institution.

Shastri Indo-Canadian Institute

An early reply confirming your participation will help us in finalizing the program. In case of any query, please feel free to contact me at prof.sunaina@gmail.com, 09000501357 or Ms.Anju Taneja at anjut@vsnl.net , 9899731054.

Thanking you,

Sincerely,



Prof. Sunaina Singh
President
Shastri Indo-Canadian Institute
09000501357
prof.sunaina@gmail.com

