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From

Director General Higher Education,
Haryana, Panchkula.

To

The Vice Chancellor,

1. Kurukshetra University, Kurukshetra
2. Maharishi Dayanand University, Rohtak
3. Bhagat Phool Singh Mahila Vishwavidyalya,
Khanpur Kalan, Sonapat
4. Indira Gandhi University, Meerpur, Rewari
5. Chaudhary Devi Lal University, Sirsa
6. Chaudhary Ranbir Singh University, Jind
7. Chaudhary Bansi Lal University, Bhiwani
8. Gurugram University, Gurugram
9. Dr. B.R. Ambedkar National Law University, Sonipat

Memo No. 18/360-2015 UNP (1)
Dated, Panchkula, the 22/06/18

Sub:- To grant the pay scale to the deputationist.

Kindly refer to the subject cited above.

I have been directed to inform you that as per provision contained in Rule 110 of Haryana Civil Services (General) Rules, 2016, the terms and conditions of the concerned employee who proceeded on foreign service in other organizations may be fixed as per Annexure-10 (copy enclosed) of Haryana Civil Services (General) Rules, 2016 in future and in true letter and spirit.


Deputy Director Cadet Corps
for Director General Higher Education,
Haryana, Panchkula

Annexure - 10

(see rule 110)

Specimen of Standard terms and condition in respect of Haryana Government employees transferred to foreign service in an Organization under the control of Haryana Government.

1. **Period of foreign service.**— Shri _____ (designation) is being/has been transferred to foreign service from _____ to _____ unless he is recalled earlier.
2. **Joining time, joining time pay and transfer travelling allowance.**— He shall be entitled to avail joining time, pay for the period of joining time and transfer travelling allowance both ways on joining the post on foreign service and on reversion therefrom to the parent department, it will be regulated as per provision in Haryana Civil Services Rules or the rules of foreign employer which are more beneficial for the concerned Government employee. The liability will be borne by the Foreign employer.
- ✓ 3. **Pay and dearness allowance.**— During the period of foreign service on the same post or the post of same Grade Pay he shall draw pay equal to the pay admissible to him in his parent department. On transfer to the same post of higher grade pay he shall be entitled to higher grade pay. However, on transfer to a higher post of different grade pay, the pay will be admissible to him as per provision in Haryana Civil Services (Pay) Rules, 2016. He will be entitled to dearness allowance equal to the rate of his parent department.
4. **Compensatory allowances.**— All compensatory allowances (excluding dearness allowance) shall be regulated as per provision in the rules of parent Department/borrowing Organization which are more beneficial for him.
5. **Medical facilities.**— He shall be entitled to the medical facilities as per provision in the rules of Haryana Government. If he desires, he may opt to avail the medical facilities of the borrowing Organization in lieu thereof.
6. **Facility of rent free accommodation and/or free conveyance.**— No rent free accommodation, free conveyance or any conveyance allowance be provided at the expenses of parent Department unless such benefits are normally attached

as a condition of service to the post to which he is deputed in the borrowing Organization.

7. **Allotment of residential accommodation.**— He shall be entitled to avail the facility of allotment of residential accommodation, if any, for the period of foreign service according to the rules of the borrowing Organization.
8. **Retention/Fresh allotment of Government accommodation.**— He shall be entitled to retain fresh allotment of Government accommodation already allotted/ to be allotted by the competent authority at the same station provided—
 - (a) the licence fee will be charged from him by the borrowing Organization; and
 - (b) the difference between market rent prescribed from time to time and licence fee recovered from the concerned Government employee will be borne by the borrowing Organization, and will be deposited in the following Head where the licence fee was being deposited by the parent department before his transfer on foreign service :-
"0216-Housing-01-Haryana Government Residential Buildings-106-General Pool Accommodation"

Note.— *In case residential accommodation belongs to Department other than PWD (B&R) Haryana, the rent shall be payable to the receipt head of the relevant department.*

9. **Leave travel concession.**— He will be entitled to avail leave travel concession as per provision in the respective rules of the Haryana Government as amended from time to time subject to prior sanction of the same by the lending department. The liability of LTC will be borne by the lending Department or borrowing Organization where the Government employee.—
 - (i) is/was in service at the time of actually availing LTC of home town or anywhere in India; or
 - (ii) remained in service for a period more than two years during the period of the respective block, in case one month salary in lieu of LTC is availed by him.
10. **Leave and pension.**— During the period of foreign service, he will continue to be governed by the Leave Rules and Pension Rules of his parent department.

11. **Disability leave and Hospital Leave.**— The payment of leave salary during disability leave and hospitality leave in respect of disability incurred in or through foreign service even though such disability manifests itself after the termination of foreign service shall be made by the borrowing Organization.
12. **Leave salary contribution.**— As per provision in Rule 128 of Haryana Civil Services (General) Rules, 2016 the borrowing Organization shall pay leave salary contribution quarterly within fifteen days @ 11% of emoluments admissible during the period of foreign service, otherwise after this penal interest @ Rs. 10/- per day shall be charged. It shall be deposited in the following Head (it is to be mentioned by the parent Department concerned) :-
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13. **Pension contribution.**— As per provision in Rule 131 of Haryana Civil Services (General) Rules, 2016 the borrowing Organization shall make payment of Pension Contribution @ _____ % of the emoluments in the Consolidated Fund of the State, quarterly within fifteen days otherwise, penal interest @ Rs. 10 per day shall be charged. It will be deposited in the following Major Head :-
- "0071 Contributions & recoveries towards Pension and other retirement benefits- 01 Civil - 101 Subscriptions and contributions-contributions of officers lent on Foreign Service"*
- OR
- Matching contribution.**— The borrowing Organization shall make monthly payment of matching contribution @ 10% of emoluments because Shri _____ is covered under Defined Contributory Pension Scheme.
14. **Subscription to Provident Fund or Defined Contributory Pension Scheme.**— During the period of foreign service, he will continue to subscribe his General Provident Fund Account or his Permanent Retirement Account Number to which he was subscribing, before his transfer on foreign service in accordance with the rules of such fund.
15. **Subscription to Group Insurance Scheme.**— He shall continue to subscribe to the Haryana Group Insurance Scheme, 1985. The Borrowing Organization shall effect recovery of the usual subscription from the pay of the officer/ official and

regularly deposit the same every month into Haryana Government Head of Account "8011 Insurance and Pension Funds-107 State Government Employees' Group Insurance Scheme" In case of delay/default, the Borrowing Organization will deposit the arrears of subscription along with interest at the rate and manner prescribed in the Scheme.

16. **Commencement and completion of foreign service.**— The foreign service shall commence on the date on which he hands over charge of his post and completes on the date on which he assumes charge of the post in his parent department.

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)



No. CDLU/Gen./2019/1057-1123
Dated: 18/03/2019

To

All Chairpersons/ Branch Officers
Chaudhary Devi Lal University
Sirsa

Subject: **Follow up action on the decision(s) taken by the 54th meeting of the Executive council held on 27.02.2019.**

Madam,

Reference letter no Academic/107/19/8225 dated 12.03.2019 on the subject cited above.

The Executive Council of CDLU, Sirsa in its 54th meeting held on 27.02.2019 has approved vide resolution No. 53 regarding to adopt the policy for providing the compassionate Financial assistance to the tune of Rs. 3.00 Lacs to the family of the deceased person working on contract basis through service providing agency. A copy of which is also made available on University Website.

-Sd-
Estate Officer

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)



To

The Finance Office
Ch. Devi Lal University
Sirsa.

Sub: Follow up action on the decision(s) taken by the 54th meeting of the Executive council held on 27.02.2019.

Sir,

Kindly informed you that as per the decision of 54th meeting of the Executive Council in its meeting held on 27.02.2019 vide resolution No.29 resolved to consider and approved the recommendation of the meeting of the committee held on 05.10.2018 regarding Development Fund component of fee structure of B.Ed & M.Ed programme. (Copy of the approved Minutes enclosed)

Further, resolved that the 10% interest on dues should be charged in future as penalty from the session 2019-20. Interest will be calculated from the last date of submission of RR (registration Return).

Yours faithfully,

-Sd-

Assistant Registrar (Acad.)

Endst No. Acad./AC=II/19/10-14

Dated: 04/04/2019

Minutes of meeting regarding Development Found component of fee structure of B.Ed and M.Ed programmes was scheduled to be held on 05.10.2018 at 03.45 P.M. in the office of Dean of Colleges, Chaudhary Devi Lal University, Sirsa.

The following were present:

- | | |
|---|----------|
| 1. Dean of Colleges | Convener |
| 2. Prof. Sushil Kumar, Chairperson, Deptt. of Physics | Member |
| 3. Dr. Poonam Gupta, Principal BSK College | Member |
| 4. Dr. Nivedita, Asstt. Prof., Deptt. of Education | Member |
| 5. Finance Officer | Member |
| 6. Mrs. Munni Devi, Assistant Registrar (Academic) | Member |

The committee was apprised that the issue of realization of Development Fund component of fees of B.Ed and M.Ed programme in the University Accounts has been pending since 2013-14. Details of deposition of Development Fund of B.Ed. / M.Ed. Programme in the University Accounts is attached at F/A. Position of fund realization by the University is very dismal post 2013-14 session.

The Committee discussed the issue thread-bare and recommended that in respect of the session 2013-14, the Colleges of education shall deposit the 100% of Development Fund in the University Accounts and post 2013-14 the committee recommended to adopt a sharing pattern of Development fund in the ratio of 60: 40:: University : College on the pattern of K.U.K. adopted in its Executive Council meeting held on 01.12.2014 vide resolution No. 35.

Further, the committee recommended to adopt this sharing ratio w.e.f.2014-2015 session and University shall raise a demand/issue a refund to the Colleges of Education in light of share of 60:40 in Development of the fee of B.Ed./M.Ed. programmes in SFS colleges of Education/Govt. Added private college of Education.

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)



To

The Dean Faculty of Engg. & Technology,
Ch. Devi Lal University
Sirsa.

Sub: Follow up action on the decision(s) taken by the 25th meeting of the Academic Council held on 12.02.2019 and 54th meeting of Executive council held on 27.02.2019.

R/Sir/Madam,

Kindly informed you that as per the decision of 25th meeting of the Academic Council in its meeting held on 12.02.2019 vide resolution No. 24 and resolution No. 20 Executive Council meeting was held on 27.02.2019 to approve the ordinance of Guru Jambheshwar University of Science & Technology, Hisar for all the semester of B.Tech. (all branches) and M.Tech. (Except CSE), retrospectively for the student of session w.e.f. 2018-19. However, the scheme, syllabus and ordinance of this university for M.Tech.(CSE) Programme will be applicable for all the affiliated colleges running this course, retrospectively.

Further, resolved in the Executive Council meeting that the uniformity regarding scheme and syllabus in the courses of B.Tech. and M.Tech. should be maintained from the Academic Session 2019-20.

In this context is also requested to supply the remains scheme, syllabus and ordinance i.e. B.tech. (all branches stream) 5th to 8th Sem.

Yours faithfully

-Sd-
Assistant Registrar (Acad.)

Endst No. Acad/AC-II/19/16 to 22

Dated: 04.04.2019

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)



NOTIFICATION

The Executive Council in its 54th meeting held on 27.02.2019 vide resolution No. 65 has considered the report submitted by Sh. Ramesh Chopra and resolved that already engaged Assistant Professor (Contact) shall continue till workload is available and their work and conduct is satisfactory as it is not feasible to disengage them at this stage.

-Sd-
Assistant Registrar (Estt.T)
For Registrar

Endst No. No. Estt.T/AE-V/O-187/2019/586-615

Dated: 29/03/2019

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)



NOTIFICATION

The Executive Council in its 54th meeting held on 27.02.2019 vide resolution No 50 has considered and approved the engagement of following six Assistant Professor (contract) as Full Time from part Time in various university Teaching Departments for the Academic Session 2018-2019. Further, resolved that the Vice-Chancellor is authorised to take the decision in such cases in future:

| Sr. No. | Name of Department | Name of Assistant Professor (Contract) |
|---------|-----------------------|--|
| 1. | Biotechnology | Mr. Yashpal Grover |
| 2. | Punjabi | Mr. Hardev Singh |
| 3. | Hindi | Ms. Sunita Rani |
| 4. | Sanskrit | Mr. Ramdev |
| 5. | History & Archaeology | Dr. Ritu |
| 6. | Physics | Dr. Amrik Singh |

-Sd-
Assistant Registrar

For Registrar

Endst/ No. Estt/AE-V/O-201/2019/616-625

Dated: 29/03/2019

Chaudhary Devi Lal University, Sirsa

(Established by the State legislature act 9 of 2003)

NOTIFICATION

The Executive Council in its 54th meeting held on 27.02.2019 vide Resolution No. 62 has approved the recommendations of the committee constituted by the Vice-chancellor for implementation of the “Earn while you learn” scheme in the University.

Assistant Registrar(Estt.)

for REGISTRAR

Endst.no. Estt-T/2019/AE-I&II/O-109/683-712 Dated: 11.04.2019

1. Name of the Scheme:

This scheme shall be called “**Earn while you learn**”

2. Brief background of the scheme

This scheme, as per the available record in the file, finds its origin in the official communication issued by the Higher Education Commissioner, Haryana vide memo number 18/98-2002 UNP (20, dated 12/09/2002. It primarily, aimed to provide part time employment to poor and deserving students in the colleges. This scheme is also figured in the record of the Executive Council of GJUS & T, Hisar in its meeting held on 10/07/2003 vide Resolution 20 approved the scheme with maximum amount of Rs.1200 per month, thereafter, the then Registrar of this university and Principals of various colleges in Sirsa District Attended a meeting on 15.10.2009 at 11:00 a.m. convened by the Deputy commissioner, Sirsa. In that meeting it was decided that the scheme of Earn while you learn may be introduced involving a large number of students so that the needy students get financial help as well as a chance to improve their knowledge. Under this scheme, it was resolved that it provides an excellent opportunity for tapping the energy and talent of students. It also encourages entrepreneurship spirit among them. The Scheme was started in the year 2005-06. Consequently, the Deputy Commissioner, Sirsa sent a copy envisaging the job opportunities in the laboratories and classes. For These tasks, the students were allowed to earn @ Rs.30/-per 45 minutes with a ceiling of a maximum of 8 periods of 45 minutes each per week. However, it was permitted to be revised proportionately for one-hour duration. This ceiling on working hours stipulates to ensure that jobs are not pursued at the cost of studies of the students. A student could thus earn upto Rs.960/-per month under this scheme. Hence, various Department such as CSA, FST, EFS, Bio-technology, Physical education, Economics and JMC proposals to implement this scheme. This university spent Rs.23, 550 under the scheme whose information was supplied to the Deputy Commissioner, Sirsa vide letter number Estt. /AF/09/3542 dated 30/09/2009 sent by the AR (Estt).

The Executive council of our university, in its 30th meeting held on 21.11.2009 at 02:30 p.m. vide agenda number 30 resolved to approve the proposal for introduction of scheme- “Earn while you learn” in the University for making the students of this University work oriented and financially independent along with payment on remuneration as given in the scheme.

But the scheme was not executed effectively, efficiently and Perpetually hence, the Director Higher education, Haryana sought the Action Taken Report on implementation of the scheme vide a Memo NO.18/418-2016 UNP (1) dated 07/12/2016. Thereafter, Office-Bearers of Dr. Ambedkar Student front of India (Regd.) urged the vice Chancellor on 27/07/2018 to implement this scheme. As the Scheme was gaining momentum throughout the country, so the syndicate of the Punjab University, Chandigarh vide para NO.10 in its meeting held on 26.05.2018 has approved the scheme namely "Earn while you learns" with a provision for payment of Rs.100 per hour to students with condition that each student will be allowed to work for a maximum of 40 hours in a month.

But in our university, this scheme did not remain in operation on sustenance basis, nor any specific budgetary provisions were made for implementation of this scheme, hence a committee comprising prof. Raj Kumar Siwach, Dr. Joginder Duhan, Dr. Arti Gaur and the SAO was constituted on 21/05/2018. Its meeting was held on 30/01/2019 at 3:00 p.m. Hence this report.

3. Rationale and Objectives of the Scheme

The Higher education institution are not utilizing full potentials of their young Pupils and the student Institutions bond is being weakened because of failure to engage them in positive growth of institutions. Due to this, the students are suffering a general feeling of ennui, boredom and disenchantment. It is, therefore, important to tap this vast pool of talent and devise effective ways of harnessing the energy of young students to advantage of both the institution and student. It is thus impressive that innovative ways aimed at enhancing productivity while reducing costs are evolved in higher education sooner than later. The scheme "Earn while you learn" is a step in that direction. The scheme has following objectives: -

- a) Exploit the immense potential of students as valuable human resources.
- b) Enable meritorious and needy students to earn a reasonable amount every month to meet their expanses.
- c) Involve the students in management and development of the institution and thereby strengthening the bond between the student and institution.
- d) Give students hand on experience and there by preparing them better for taking up jobs in future.
- e) Encourage young students to learn about dignity of labour.
- f) Prevent student from avoidable distractions and engage them in meaningful positive thoughts.
- g) Reduce dependence on regular ministerial staff whose productivity over a period of time has decided considerably.
- h) To provide an opportunity for earning while learning so that spirit of work culture and confidence is included in the students.

4. Scope of Works/Assignments

The Committee held threadbare discussion to explore the works/assignments under which the students can be asked to perform assigned tasks. The identified areas thought illustrative, not exhaustive are as under.

1. **Laboratories:** It will include in them a sense of responsibility towards handling, maintenance and general up keep of the equipment, distribution of

chemicals in a practical classes storage of material and other ancillary tasks in the laboratories.

2. **Library:** Library jobs involving them in maintaining and drawing catalogues, arrangement and display of books, stock verification, tasks related to repair of damage books, issue and return of the books at the counter etc.
3. **Information and Guidance Bureau/Facilitation Desks:** This task shall give them opportunity to learn the effective communication and conversational skills required for dealing with the citizens and other stakeholder who visit the University for specific queries, especially related to the examinations, results and other academic administrative programmes.
4. **Record up Keeping in the Departments:** It has been realized that the students can be given opportunity to learn the up keeping and maintenance of the records of the departments. They can learn movements and operation of the files in the offices.
5. **Secretarial and Typing works:** it has come to notice that typing/steno/short hand skills are must for performing official jobs in the government sector and there are various students, who even before getting admission are/were well acquainted with these skills. So, their skills could be utilized if they are offered these tasks. The students of commerce, for instance, could get preference for office jobs such as maintenance of accounts and salary bills, etc.
6. **Information, Education & Communication (IEC):** The students under this slot can be asked to carry out information, Education & Communication(IEC) campaign relating to the popular governmental schemes and serious social issues, such as Beti Bachao, Beti Padhao; Swachh Bharat Mission; National Rural Health Mission; the Right to Information; Right to services, Environmental Preservation; Welfare schemes for the SC s, ST s, BC s, Weaker Sections Widows, Aged and insidious effects of the Drugs Addiction, Alcoholism, Dowry etc.
7. **Incidental / Auxiliary Tasks:** In addition to above mentioned tasks, the Chairpersons of the UTDs can allot other tasks to engage students. If they fulfil the prime motive and aims of the Earn while, you learn Scheme.

5. **Eligibility Criteria**

As the scheme envisages to give opportunity to the meritorious, deserving and poor students, so only those students shall be considered eligible under this scheme who belong to Below Poverty Line (BPL) category as evidenced by the Ration cards issued by the Haryana Government. Their selection shall be made purely on academic marks/ CGP in qualifying examination on the basis of which she/he has sought admission in a particular course/ programme. For Availing this benefits, the conduct and character of the student should be above board. No student availing any kind of scholarship/Fellowship or any other kind of the financial benefit/ assistance shall be considered eligible under this scheme. The students studying in the last semester/class of the course/Programme shall be deemed eligible only.

6. **No of students, Earning and Working hours in a month**

At the initial level, it has been recommended that not more than two students, one female and male, may be considered for this scheme. A provision may be made for the payment of Rs.100 per hour to students with condition that each student will be allowed to work for a maximum of 30 hours in a month. On the basis of this criterion, as many as Rs .17,28,000(Seventeen Lakh twenty-eight thousand only) shall be incurred during the financial year (2019-20) for all twenty-four departments.

7. **Procedure of Implementation**

- a) The Chairperson of Department, before 15 January and or 15 July of each calendar year, shall identify the number of slots(hours) for which students can be engaged for various kinds of assignments.
- b) The Chairperson of department shall before last day of the January and or last day of July, notify the number of slots to be allotted to the students of their respective department (s) under this scheme.
- c) The applications for slot shall be invited by the Chairperson of the department from among the students of concerned department only. The notice inviting application shall be uploaded on web page of the university and shall also be pasted on notice board. This action be taken within a week.
- d) The Chairperson of Department shall, within fifteen days counted form last date of application, notify a Committee comprising One Professor, One Associate Professor and One Assistant Professor on the basis of seniority cum rotation, each year. This committee shall screen such application and recommend on names of the students(s) for assigning work under this scheme to the office of the Registrar while considering the academic record, economic and general conduct of the students(s) as specific above. But this action must be completed within three working days for concerned department and subsequently within three days, by the Registrar. The Registrar shall refer the matter to the AR (Estt) Branch for notifying the Work Order.
- e) On the basis of work assignment order issued by the Establishment Branch the Chairperson of department shall get the work done from the students. At the end of each month, the Chairperson shall clarify that the required tasks/work has been completed by the students(s). A bill for payment of honorarium to the students shall be submitted with the above certification by the Chairperson of the Department to Finance Officer for processing the Bill for final payment up to 5th of each month.

The above recommendations are advisory in nature, hence, these are subject to amendments/ modification by the Vice chancellor and further appropriate by the Executive Council in its ensuing meeting in consonance with the relevant account financial rules of the university.

(SAO) (Arti Gaur) (Joginder Singh Duhan) (Raj Kumar Siwach)

DEAN OF COLLEGES
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)



NOTIFICATION

The Executive Council vide resolution No. 35 in its 54th meeting held on 27.02.2019 has considered and approved the adoption of the letter No. 44/39/2018-4TE dated 13.08.2018 issued by Additional Chief Secretary to Govt. Haryana Technical Education Department Haryana Chandigarh regarding not to charge any type of fees such as affiliation continuation and extension fee from Govt. Engg. Colleges of the State.

-Sd-
DEAN OF COLLEGE

Endst No. CBA-I/O-60/2526-2530

Dated: 10/04/2019

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)



Minutes of the
54th meeting
of the
**Executive Council
(Emergent)**

Held on
27.02.2019
At 11.00 A.M

Venue:

NIC OFFICE, MINI SECRETARIAT, SIRSA

the Additional Chief Secretary to Govt. Haryana. Higher Education Department, Chandigarh.

17. Noted the action taken by the Vice-Chancellor under section 11(6) of the University Act to allow twenty Assistant Professors (Contract) engaged in various University Teaching Departments to continue to work in their respective departments on the basis of availability of workload and satisfactory work and conduct of these teachers for the Academic Session 2018-19 w.e.f. 01.06.2018 on the same terms & conditions.

Further, resolved that the engagement of Part Time Teachers be made as step gap arrangement.

18. Noted the action taken by the Vice-Chancellor under section 11(6) of the University Act regarding extension in engagement for another one year w.e.f. 30.01.2019 to Sh. Bhim Singh, Assistant Professor (Contract), University Centre for Distance Learning (UCDL).

19. Noted the action taken by the Vice-Chancellor on 29.05.2018 under Section 11(6) of Chaudhary Devi Lal University, Sirsa Act 2003 regarding approval of the change/amendments in the Inspection Proforma of D.P.Ed., B.Ed., B.A./B.Sc. B.Ed., M.Ed. being run by Self-Financed Colleges of Education.

Further, resolved to add the column "Recommendation of the Inspection Committee" in the Inspection Proforma.

20. Noted the action taken by the Vice-Chancellor under section 11 (6) regarding approval of Ordinance of B.Tech/M.Tech. Course.

Further, resolved that the uniformity regarding Scheme and Syllabus in the courses of B.Tech and M.Tech should be maintained from the Academic Session 2019-20.

21. Noted the action taken by the Hon'ble Vice-Chancellor under section 11(6) of the University Act 2003 in approving the minutes of HBI Committee and Admission guidelines for 2018-19 for UCDL courses and to introduce PG Diploma/DCST courses afresh alongwith introduction of M.Com. and M.A (History) courses for the academic session 2018-19 onwards under UCDL.

22. Noted the action taken by the Vice-Chancellor under Section 11(6) of University Act, regarding sanction of posts in the Department of Botany and Zoology and in the University College.

23. Considered and approved the order of the Haryana Govt., Information, Public Relations & Languages Department regarding extension in period of deputation in respect of Sh. Virender Singh Chauhan as Deputy Chairman, Haryana Granth Academy for a period of another one year i.e. from 19.07.2018 to 18.07.2019 on the same terms and conditions of deputation.

**ORDINANCE FOR
CREDIT BASED SYSTEM FOR
COURSES OF STUDIES IN THE
UNIVERSITY TEACHING
DEPARTMENTS AND
AFFILIATED INSTITUTIONS**



**(w.e.f. Academic Session
2011-2012)**

**Guru Jambheshwar University of
Science & Technology, Hisar**

A handwritten signature in black ink, appearing to be 'Raj', is located below the university name. The signature is stylized and cursive.

ORDINANCE FOR CREDIT BASED SYSTEM FOR COURSES OF STUDIES IN THE UNIVERSITY TEACHING DEPARTMENTS AND AFFILIATED INSTITUTIONS (w.e.f. 2011-12 and amended upto 08.10.2012)

- 1.1 This Ordinance applies to all the UG and PG regular programmes (other than Ph.D.) in the University Teaching Departments and affiliated institutions. The duration for various programmes for which the Ordinance is applicable is given in the Appendix-I. Each year shall be divided into two semesters. Each semester shall be of 21 weeks approximately inclusive of admissions and examinations etc. Eligibility criteria, Fee structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus as well as in relevant ordinances.
- 1.2 The prominent features of the credit based system are continuous evaluation of a student's performance, and flexibility to students to progress as per one's ability or convenience, subject to fulfilling minimum requirement for continuation. Each academic programme (degree/ diploma) has a certain number of credits. A student's performance is evaluated by the number of credits that he/she has completed satisfactorily.
- 1.3 Every course / paper* is coordinated by a member of the teaching staff of the Department/Institution offering the course/ paper in a given semester. This faculty member shall be called the Course Coordinator. He/ She has the responsibility for conducting the course/ paper, holding the minor tests and assignments, internal assessment, etc. For any difficulty, the student is expected to approach the Course Coordinator for advice and clarification.
- 1.4 Each course/ paper has a certain number of credits, which reflects its weightage. Credits of a course / paper are determined as under:-
- (a) For all lecture courses, one credit per lecture (one hour duration) per week per semester will generally be adopted. The course scheme for each programme will clearly indicate the credits assigned to each course/ paper.
 - (b) One laboratory hour per week per semester will be assigned half credit. Courses with odd numbers of laboratory hours having fractional credits will be taken into account.

*The terms course and paper are used interchangeably.



1.5 Every candidate shall be examined in the course (s)/ paper (s) as laid down in the syllabus approved by the Academic Council from time to time. The credits for each paper and the contact hours per week will be specified in the course / paper scheme.

1.6 Each paper will have Maximum Marks 100 in the ratio of 70% external and 30% internal, irrespective of the credits assigned to it. The marks obtained by a student out of 100 will be treated as notional marks. These notional marks (marks obtained) will be multiplied by the Credits to get grade point for each paper/ course.

1.7 The grade awarded to a student in any particular course / paper will be based on performance of the student in minor tests, attendance and co-curricular activities (assignment, viva-voce, lab. work, seminar, workshop, presentations, group discussions, quiz, etc.) and external Major test (End Semester examination) conducted at the end of semester. The distribution of the weightage of marks will be as under:-

| | |
|--|---|
| Minor Tests | 20% or 20 marks |
| Attendance & Co-curricular Activities | 10% or 10 marks (4 marks for attendance) |
| Major Test/ End Semester Examinations. | 70% or 70 marks |

*Distribution of marks for attendance and co-curricular activities are as under:-

- i) Attendance = 4 marks
- Classification:
 - (a) 65% to 70% = 1 marks
 - (b) 71% to 75% = 2 marks
 - (c) 76%to 80% = 3 marks
 - (d) 81% onwards = 4 marks
- ii) Assignment/ Presentation = 4 Marks
- iii) Overall performance = 2 Marks

1.8(a) The End Semester examination (Major tests) for the Odd semesters shall ordinarily be held in the month of December and for the Even semesters in the month of May, on such dates as may be scheduled by the University. It will be an external examination, to be conducted by the Examination Branch of the University.



1.8(b) The tentative schedule for holding End Semester Examinations (Major Tests) and Minor tests is as under:

Odd Semester

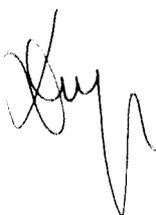
| | |
|--|---|
| 1st Minor Test | 2 nd week of September |
| 2 nd Minor Test | 3 rd week of October |
| End Semester Examinations (Major Tests) | 1 st week of December onwards |

Even Semester

| | |
|--|--|
| 1st Minor Test | 2 nd week of February |
| 2 nd Minor Test | 3 rd week of March |
| End Semester Examinations (Major Tests) | 1 st week of May onwards |

Provided further that, in view of the performance and attendance of the students in the earlier two tests, if a teacher feels that there is a need for conducting one more test, the teacher may conduct the subsequent test for internal assessment in the semester concerned. For the purpose of internal assessment, the highest marks obtained by a student in the tests taken by him/her will only be considered.

- 1.8 (c) The re-appear End Semester examinations for Odd semester will be held alongwith the Odd Semester regular End Semester examinations and for Even Semester re-appear End semester examinations alongwith Even Semester regular End Semester examinations. However, those candidates who have already appeared in their final semester examination and having re-appear in any semester may appear in Odd and Even semester examinations simultaneously.
- 1.8(d) The exact date and time for holding minor tests will be finalized by the Course Co-ordinator concerned in consultation with the Chairperson of the Department/ Director-Principal of the Institution.
- 1.8(e) For End Semester examinations (Major Tests), the Examination Branch of the University will formally announce the date sheet at least one week before the commencement of the examinations.
- 1.8(f) For minor tests, the syllabus for examination will be what is covered in a particular term. The end semester examinations(Major Tests) will be based on the entire syllabus.
- 1.8(g) The rules for revaluation of papers and improvement of division/ marks in theory course(s)/ paper(s) shall be applicable for end semester examinations (Major Tests) only.



- 1.8(h) The result of the students admitted through LEET in B.Tech./ B.Pharm. Courses will be declared on the basis of 3 years results, i.e., 2nd to 4th year and the words "Under Lateral Entry Scheme" will be shown in the Result/ DMC/ Degree of such students.
- 1.8(i) For deciding the topper/gold medalist the percentage of marks will be taken as the base which will be calculated by multiplying the CGPA by 10. In case of tie of CGPA, the student senior in age will be the topper.
- 1.09 The marks/ awards of minor tests including co-curricular activities shall be shown to the students by Course Co-ordinator/ teacher concerned before submitting to the Chairperson of the Department/Director-Principal of affiliated Institution. The Department/ Institution shall forward these marks to the Controller of Examinations at least one week before the commencement of the end semester examinations (Major Tests).
- 1.10. The Unfair means cases reported in the End Semester examinations (Major Tests) shall be referred to Controller of Examinations of the University and these would be decided by the Standing Committee on Unfair means Cases.
- 1.11 (a) The evaluation of practical component of each course/ paper will consist of two parts: (i) 30% at internal level to be conducted by the Departments/ Institutions and (ii) 70% End Semester examination to be conducted by the Examination Branch of the University.
- 1.11 (b) Final Practical [as in 1.11 (a) (ii) above] and viva voce examination wherever applicable will be conducted by a team of two examiners (one internal and the other external) except otherwise mentioned in scheme of examination of a particular programme. In case, the external examiner does not come for the purpose at the appointed time, the Chairperson of the University Teaching Department/Director- Principal of the Institution may appoint an examiner in his/her place from the University Teaching Department(s)/Institution itself. Under such circumstances one teacher from other department may also be appointed as Observer by the Controller of Examinations. If the examiners are unable to agree and there is difference in the awards, the average of the both shall be taken as the final award.
- 1.11 (c) For the External courses/ papers, each Board of Studies will recommend a panel of at least four paper-setters (which may include not more than two from the University). Out of these one will set the question paper. While appointing paper setters it will be ensured that not more than 50% papers are set internally. Paper setters may also evaluate the answer books, if the number of candidates is about 250. In case of more than 250 candidates, more than one evaluators may be appointed.

- 1.12 End Semester examinations (Major Tests) shall be open to a regular student who:
- i) has been on the rolls of the Department/Institution during the semester ; and
 - ii) has completed atleast 75% of the lectures in aggregate of each paper, seminar, case discussion, field trips, tutorials, etc. and not less than 50% in any one of these. The Chairpersons/Directors will take care of this condition at the time of allowing candidates to appear in minor tests as well. A deficiency upto 10% may be condoned by the Chairperson of the Department/Director-Principal of Institution.
- 1.13 The Dean of Faculty shall ensure that total credits in similar type of Academic Programmes do not vary significantly. For example, all B.Tech. programmes should have equal number of total credits. Likewise all M.Tech. programmes, M.Sc. programmes, M.B.A. etc. may be identified as separate groups to have equal number of total credits within their own group for the purpose of uniformity.
- 1.14 The medium of instruction and examination shall ordinarily be English except otherwise decided by the Board of Studies.
- 1.15(a) Under Credit Based System there will be no condition of passing papers for promotion to higher semester/ year in any academic programme. The candidates will have to complete the degree within the maximum period allowed under the Ordinance.
- 1.15(b) If a candidate has, after attending the course of studies in the University Teaching Departments / Colleges/ Institutions either not appeared or having appeared in any semester examination has failed in one or more paper(s) for that examination, he/she can appear for such paper(s) at subsequent examinations without attending a fresh course of studies for that semester. Such a candidate may, in the meantime, pursue his/her studies for the next semester and appear in the examination (s) for the same alongwith the examination for the lower semester(s).
- 1.15 (c) For B.Tech. students, the scaled marks for determining the division will be as under:-

| <u>Name of Examination</u> | <u>Scaled Marks</u> |
|--|---------------------|
| 1st & 2 nd Semester | 40% |
| 3 rd & 4 th Semester | 60% |
| 5 th & 6 th Semester | 80% |
| 7 th & 8 th Semester | 100% |

For diploma holder admitted under lateral entry scheme, the scaled marks will be as under:-



| | |
|--|------|
| 3 rd & 4 th Semester | 60% |
| 5 th & 6 th Semester | 80% |
| 7 th and 8 th Semester | 100% |

- 1.16(a) The subject/ topic of Research Project, wherever applicable will be approved by the Departmental Research Committee. In case of affiliated Colleges/ Institutes, the Departmental Research Committee comprising of 3 senior teachers including guide will be constituted by the Director-Principal.
- 1.16(b) The candidate shall be required to submit one copy of his/her project report with simple tape binding.
- 1.16 (c) Project Report/ Dissertation/ Portfolio /Assignments etc. are considered as separate paper and will be evaluated by the external as well as internal examiner in the manner as approved by the respective Board of Studies.
- 1.17 The candidate shall be required to undergo practical training/ internship wherever required/ provided in the scheme of examination, normally in the summer vacation. He/ She shall be required to submit a comprehensive report before the commencement of the next semester examination for the Programme but not later than 30th June of the year concerned. Training Report will be completed under the supervision of the officer of the Company/ Institution where the training was completed by the candidate at that institute/ organizations/ company. The candidate will add supervisor's certificate in the beginning of the report stating that the report is an out-come of work done by the candidate during his/her training.

In case of late submission i.e. after 30th June, the Controller of Examinations/ Vice-Chancellor shall have the power to grant extension of date of submission or condone delay in receipt of a thesis/ dissertation/ project report, for an examination, other than Ph.D. as under :-

| Duration | Powers vested in | Late fee as prescribed from time to time (Rupees) |
|---|----------------------------|---|
| Upto one month | Controller of Examinations | Rs. 100/- |
| Beyond one month and upto two months. | -do- | Rs. 500/- |
| Beyond two months and upto three months. | Vice-Chancellor | Rs. 1000/- |
| Beyond three months and upto twelve months. | Vice-Chancellor | Rs. 2000/- |



| | | |
|---|-----------------|------------|
| Beyond Twelve months onwards upto to the end of duration of course. | Vice-Chancellor | Rs. 3000/- |
|---|-----------------|------------|

Late Fee as prescribed in each case will be chargeable.

Provided that if a candidate fails to submit the dissertation etc. even during the extended period of three months i.e. 30th September, he/she will be considered to have absented in the dissertation etc. paper and his/her result will be declared accordingly.

- 1.18. A candidate who has passed the final examinations of this University and is desirous of improving his/her performance, will be allowed to appear in the end semester examinations (Major Tests) only as an ex-student in even/ odd semester examinations, as and when held, twice within the maximum period permissible. Such a candidate in the first instance shall be required to intimate all the paper(s) in which he/ she would like to improve his/her performance. He /She will then appear in the concerned paper(s) at the respective semester examinations as and when held. If he/she does not improve his./her performance, he/she shall be eligible to do so in the following examinations which would be treated as second chance. The candidate shall appear in examinations as per current syllabus, provided for students of that academic session. If any paper has been deleted altogether from the course/ paper, the question paper will be supplied according to the syllabus of the last examination held by the University in that paper. The candidate can appear for improvement examination within maximum permissible period for the programme concerned after passing the final examination.
- 1.19 The students who have failed in Internal assessment/ Minor Tests as well as in aggregate will have the option to improve their score in the Minor Test also to be conducted by the respective department giving a special chance to such students. However, no student will be eligible to improve his score of internal assessment, if he/she has already secured 40 per cent marks in aggregate as well as in external /End Semester examination. A student who couldn't secure 40% marks in external / End Semester will have to re-appear in the external End Semester examination of the respective paper. A student who has already secured pass marks in Internal assessment based on minor tests, attendance and Co-curricular Activities etc. will not be allowed to improve his/her score of internal assessment.
- 1.20 The Controller of Examinations shall publish the result within fifteen days after receipt of complete awards.



- 1.21 A candidate who has passed the theory papers and practical of semesters I & II examinations, and has worked for dissertation in semesters III & IV shall submit the dissertation not later than 30th June of the year concerned. At the time of submission of dissertation, a candidate shall produce a certificate from his supervisor that he has worked for dissertation for at least two semesters in M.Tech. courses.
- 1.22 A candidate who is not able to submit his/her dissertation by 30th June may be allowed to submit the same by 30th September of the concerned year with late fee as per provision in clause 1.17 above.
- 1.23 A candidate who does not submit Dissertation / Research Project report etc. or who fails in Dissertation/ Research Project etc. shall be allowed to revise and resubmit the same during the maximum duration of that particular programme (Refer to Appendix 'I'): If a candidate is not able to pass Dissertation/ Research Project etc. even during the maximum duration of the programme, he/she shall be deemed to have failed in the whole examination.
- 1.24 Notwithstanding the integrated nature of the programme wherever it is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

The Grading System

- 2.1 The grading system will be based on the performance of a student in internal and external examinations. The evaluation of different components of a course/ paper shall be done in terms of marks first. The aggregate marks (internal + external) obtained in a course / paper will be taken as notional marks. The notional marks will be multiplied by credits assigned to the course/ paper and divided by 10 to obtain Grade Point (GP).
- 2.2 The sum of Grade Point of all the courses/ papers in a particular semester divided by the total number of credits in that semester will determine the Semester Grade Point Average (SGPA.)

The SGPA will be calculated only on passing of all courses/ papers of a semester.
- 2.3 The Cumulative Grade Point Average (CGPA) will be determined on the basis of sum of GP of all courses /paper upto that semester divided by the number of total credits upto that semester.

The CGPA will be calculated only on passing of all papers of the preceding semester (s).



2.4 The GP, SGPA and CGPA will be calculated by the following formula:

- i) $GP = \frac{\text{Notional Marks} \times \text{No. of credits of course/ paper}}{10}$
- ii) $SGPA = \frac{\text{Sum of GP of all Courses/ papers}}{\text{Total Number of Credits in Semester}}$
- iii) $CGPA = \frac{\text{Sum of GP upto that Semester}}{\text{Total Number of Credits upto that Semester}}$

2.5 The overall percentage of marks obtained will be determined by multiplying the SGPA or CGPA, as the case may be, by 10. **Further it may only be reflected in the DMC of final year/ semester from the session 2011-12.**

2.6 The Letter Grades will be determined on the basis of overall percentage of marks as per the following table:

| Marks (%) | | Letter Grade | Marks(%) | |
|-----------|---|--------------|----------|-----|
| 75 | > | A+ | ≤ | 100 |
| 70 | > | A | ≤ | 74 |
| 60 | > | B+ | ≤ | 69 |
| 55 | > | B | ≤ | 59 |
| 50 | > | C+ | ≤ | 54 |
| 45 | > | C | ≤ | 49 |
| 40 | > | D | ≤ | 44 |

Note: A candidate securing 85% and above marks will be awarded A+ grade with "**distinction**".

2.7 The academic performance of a candidate will be determined on the basis of Letter Grades and will be displayed in final DMC, as under:

| Letter Grades | Academic Performance |
|---------------|----------------------|
| A+ | Outstanding |
| A | Excellent |
| B+ | Very Good |
| B | Good |
| C+ | Average |
| C | Below Average |
| D | Marginal |
| E | Fail |
| F | Detained student |
| X | Incomplete Project |

- Note: i) D and higher grades are the pass grades.
ii) E and F are Fail grades.
iii) Students detained for not fulfilling the attendance requirements shall be given F grade.



- 2.8 **The successful candidates shall be classified into divisions on the basis of marks obtained by them and the division will be indicated in their degree as given under:-**

| | |
|--|--|
| (i) First Division with Distinction | If marks are 85% or more in first attempt. |
| (ii) First Division | If marks are 60% or more and less than 85%. |
| (iii) Second Division | If marks are 50% or more and less than 60% |
| (iv) Third Division | If marks are less than 50% |

Continuous Absence

If a student is absent from the classes continuously for fifteen days without intimating to the Chairperson of the Department/ Director-Principal of the college/ institute, his/her name shall be removed from the roll of Department's. He/she may be allowed re-admission by the Chairperson / Director-Principal on payment of a fee of Rs. 500/- taking into consideration the possibility of fulfilling the requirement of attendance to be eligible to appear in the Major Tests. For the students detained for entire semester/ session the prescribed full fee will be charged in addition to re-admission fees.

Award of 'X' Grade

A student who is unable to complete his/her Project/ Dissertation etc. may be awarded an 'X' grade.

- A student who has been awarded 'X' grade shall be required to complete his/her project in the next semester.

GENERAL:

- i) The Department / Institution will notify at the start of each semester the names of course Co-ordinators for each course. The course Co-ordinators will ensure the implementation of the course / paper programme as per provisions of this Ordinance.
- ii) The preparation of question papers, evaluation of answer books, and maintenance of records of minor tests will be the responsibility of the teacher concerned till the declaration of result of semester concerned. Result of every minor test will ordinarily be declared within three days of the holding of examination. Evaluated answer books are also to be shown to the candidates. The conduct/ evaluation etc. of end semester examinations (Major Tests) will be the responsibility of Examination Branch of the University.
- iii) The Examination Branch of the University will supply the blank Answer Sheets of 12 pages each for minor tests.
- iv) The University rules for grace marks, re-evaluation and mercy chance are reproduced at APPENDIX-II.



APPENDIX-I

NORMAL AND MAXIMUM DURATION FOR ALL THE PROGRAMES OFFERED BY THE UNIVERSITY TEACHING DEPARTMENTS/ INSTITUTIONS.

| <u>Programmes</u> | <u>Normal duration (In Years)</u> | <u>Maximum duration (In Years)</u> |
|--|-----------------------------------|------------------------------------|
| Bachelor of Technology (B.Tech.) | Four | Seven |
| Bachelor of Architecture (B.Arch.) | Five | Eight |
| Bachelor of Physiotherapy (B. Physiotherapy) | Four & Half | Seven & half |
| Bachelor of Pharmacy (B.Pharm.) | Four | Seven |
| Bachelor of Administration (BBA) | Three | Five |
| Bachelor of Computer Applications (B.C.A.) | Three | Five |
| Master of Sciences (M.Sc.) | Two | Four |
| Master of Business Administration (MBA) | Two | Four |
| Master of Business Administration MBA (Evening) | Three | Five |
| Master of Computer Applications (M.C.A.) | Three | Five |
| Master of Commerce (M.Com.) | Two | Four |
| Master of Physiotherapy (M.P.Th.) | Two | Four |
| Master of Technology (M.Tech.) | Two | Four |
| Master of Pharmacy (M.Pharm.) | Two | Four |



APPENDIX-II

RE-EVALUATION RULES

- 1. GENERAL** 1.1 These rules may be known as the Guru Jambheshwar University of Science & Technology Re-Evaluation Rules (except 100% Credit Based System).
- 2. SCOPE** 2.1 Re-evaluation will be permitted only for the theory / External Examinations conducted by this University.
- 2.2 No re-evaluation is allowed for examination in practical/ Viva-Voce/ Training Report/ Project Report etc. or any other paper wherein there is a joint evaluation by two examiners.
- 3. Application Form** 3.1(i) A candidate of University Teaching Departments may apply for re-evaluation of answer-books(s) in theory papers only on the prescribed form in an examination taken by him/her within 21 days of the date of declaration of the result or the dispatch of D.M.C. from the University, whichever is later, and within 30 days of the declaration of result or dispatch of DMC whichever is later in respect of the courses being run through distance education, enclosing therewith the Original Detailed Marks Card/ downloaded DMC from University website and fee as prescribed for re-evaluation.
- (ii) The Vice-Chancellor in exceptional cases, may permit, with a late fee of Rs.400/- in case of a candidate who submits the re-evaluation form after stipulated period but not later than 90 days of the dispatch of DMC.
- No re-evaluation form will be accepted thereafter under any circumstances.
- 3.2 The re-evaluation form will be free of cost. Its format will be available in the Hand Book of Information/ Prospectuses of various courses.
- 3.3 University will not be responsible for postal delay in receipt of the form from the candidate.
- 3.4 Application form once submitted may be withdrawn on written request in respect of one or all papers applied for re-evaluation provided that the answer-books have not been sent to the re-evaluator. No fee refund, however, will be permissible under such a situation.
- 4. FEE** 4.1 A) The re-evaluation fee is Rs.200/- per answer book.



(Deposit & Refund)

B) It should be deposited with the University Cashier or through Bank Draft drawn in favour of the Registrar, Guru Jambheshwar University of Science & Technology, Hisar & payable at Panjab National Bank, Guru Jambheshwar University of Science & Technology, Hisar.

4.2 **Refund** of fee will be admissible only in the following cases:-

- i) 50% of the fee paid in case the application form is rejected/ in admissible being time barred under clause 3.3.
- ii) 100% when re-evaluation is not possible due to some administrative technical reason.
- iii) 100% in case the candidate withdraws his/her application for re-evaluation due to the reason that his/her result has been revised due to rechecking of marks but before the re-evaluation.

5. Identification of

5.1 On a written request a candidate may be permitted to see his/her re-evaluated answer-book for identification purpose only.

Answer-book

5.2 Such request should be submitted, alongwith a fee of Rs.100/- per answer book within 15 days of the communication of re-evaluated result.

Award of Re-Evaluation Marks/ Score:

6. Re-evaluated Result

| | |
|---|---|
| 6.1 When Increase/ Decrease is upto 15% of the Maximum Marks of the paper concerned. | Average of the Original Examiner & Re-Evaluator to be given. |
| 6.2 When Increase/ Decrease is more than 15% of the Maximum Marks of the Paper concerned. | Answer Book to be sent to the second Re-Evaluator and Average of two highest scores out of the original Examiner and both the re-evaluators, to be given. |

6.3 The final result of re-evaluation favourable or not will be binding upon the candidate and subject to above provisions it will supersede, suo moto, the original score/ result.

7. Re-Appear

Exams/

7.1 In case the re-evaluation result has not been declared and the next supplementary/ re-appear examinations are to be held,



- Supplementary Exam.** candidates should apply for such re-appear examination without waiting for the re-evaluation result.
- 7.2 On a written request his/her re-appear examination result will be kept pending till finalization of his/her re-evaluation result and he/she will be given the benefit of the best score out of the re-appear/supplementary exam and the 're-evaluated score'.
- 7.3 In case of re-appear/ fail candidates if the answer-books is lost/ spoiled/ damaged or not available for re-evaluation, he/she may be given a chance to appear in that paper in the next re-appear examination without paying any examination fee.
- OR
- The candidate may be given the option for refund of the re-evaluation fee in full.
- 7.4 In case of already pass candidate he/she may be given a chance for improvement in that paper or he/she may be given the option for refund of Re-Evaluation Fee in full.
- 8. Remuneration to the Re-evaluator (s)** The re-evaluator will be paid a Remuneration Rs.10/- per answer book, subject to a minimum Rs.100/- per subject/ paper.
- 9. General Instructions**
- 9.1 Ignorance of the titles/ codes of any paper shall not be accepted as a plea for wrong entry in the application form.
- 9.2 Incomplete application forms, forms deficient in fee shall be rejected and no fee refund is permissible under such situation.
- 9.3 In case of any clarification/ ambiguity the power to interpret the rules vests with the Vice-Chancellor and in case of any dispute the decision of the Vice-Chancellor will be final and binding.
- 9.4 The candidates should plan their future programme of taking examinations/ admissions in accordance with their original result already communicated by the University till it is actually superseded by the re-evaluation result. The University does not take any responsibility of any consequences arising out of the delay in completion of the process of re-evaluation and declaration of re-evaluated result. The university shall also not be responsible if the re-evaluation result of any candidate is delayed or some mistake/ discrepancy is found in the original evaluation/ re-evaluation of the answer-book.
- 9.5 All disputes are subject to the jurisdiction at Hisar.



AWARD OF GRACE MARKS

A. For Passing:

1. A candidate, who fails in one or more paper(s)/ Subject (s) and/or in the aggregate, shall be given grace marks upto 1% of the aggregate, marks of that semester examination excluding sessional marks provided that by addition of these marks he/she passes the examination or is placed under compartment or earns exemption.
2. The grace marks shall be added to the paper(s)/subject (s). The remaining grace marks, to the extent still necessary, shall then be added to the aggregate and the same number of marks shall be added to a subject in which the candidate secured the lowest percentage of marks.
3. While awarding grace marks, fraction upto .5 or above shall be rounded to the whole number and fraction below .5 shall be ignored.

B. For Improvement of Division

For a candidate who appears or re-appears in the following examinations in one or more Paper (s)/ Practical (s) etc. shall be given grace marks, as under, for the award of higher division/result, as the case may be:-

- (i) Bachelor's and Master's Degree in Faculties other than the Faculties of Law, Engg. and Technology and Medical sciences.

Grace marks upto 1% of the total marks of the Previous and final year exams. excluding sessional marks, provided that with these marks he/she improves his/her division from III to II or II to I, or the result from 54.5 to 55% marks. Provided that rules of improvement from 54.5 to 55 shall be applicable for Master's degree only.

- (ii) In case of Bachelor/ Masters degree in Faculties of "Engineering and Technology" and "Pharmacy" the grace marks upto 1% of the total marks of the last two semesters/ annual examination excluding sessional marks, subject to a maximum of 15 marks may be awarded provided that with these marks a candidate improves his division from III to II or II to I or he improves the score from 54.5 to 55% provided that rule of improvement of score from 54.5 to 55% shall be applicable only for Master Degree only.

MERCY CHANCE

Grant of Mercy chance is allowed to those students who got re-appear and could not pass the examination within maximum duration of programme on the recommendation of the committee constituted for the purpose and for those students who want improvement of "Division"/ "Score" after maximum duration of programme. Such candidates will have to pay a fee of Rs. 5000/- per paper subject to a maximum of Rs. 10,000/-.



Recommendation of the Inspection Committee:

(Convener)

(Member)

(Member)

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)



NOTIFICATION

THE Executive Council in its 54TH Meeting held on 27.02.2019 Vide Resolution 64 has resolved to adopt the guidelines of Academic Leave and Duty Leave as supplied by the UGC and duty forwarded by the DGHE, Haryana to the University.

Assistant Registrar(Estt.)

for REGISTRAR

Endst. No Estt/2019/AE-I & II/O-174/839-865

Dated:17-05-2019

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the state legislature Act 9 of 2003)

“B” Grade Accredited by NAAC

(Office of Controller of Examinations)



NOTIFICATION

The Vice-Chancellor has approved the rates of remuneration/honorarium for examination duties and relevant works on 08.05.2019 as authorized by the Executive Council vide Resolution No. 69 (i) in its meeting held on 27.02.2019 as under :-

A. Rates of Remuneration for Evaluation/Re-evaluation(Theory)

| Sr. No. | Examinations | Rates |
|---------|-----------------|---|
| 1. | For all courses | Rs.25/- per answer book subject to minimum of Rs.250/-(Question Paper-wise/ID-wise) |

B. Remuneration for evaluation of Project Report/ Training Reports/ Dissertation

| Sr. No. | Examinations | Rates |
|---------|--|--|
| 1. | P.G. Courses (M.A./M.Sc./ LL.M. and all other courses) | Rs.150/- per dissertation/project report. No extra payment for viva-voce. Where the project report/Dissertation is to be evaluated by internal and external examiner, the remuneration of Rs.150/- will be equally divided between the two. |
| 2. | M. Phil. | Rs.400/- per dissertation for evaluation including viva-voce. |
| 3. | B. Tech. | Rs.80/- each dissertation |
| 4. | All Diploma courses & U.G. examinations | Rs.60/- per dissertation/project report. No extra payment for viva-voce. Where the project report/Training report is to be evaluated by internal and external examiner, the remuneration of Rs.60/- will be equally divided between the two. |
| 5. | B.A./B.Sc./B.Com. Voc. Courses (on the job training report) | Rs.25/- for evaluation and conduct of viva-voce examination per candidate subject to minimum of Rs.250/- per examiner. |
| 6. | M. Tech. | Dissertation + Viva-voce Rs. 400/- per candidate |
| 7. | M.Sc.(IT)/MBA- 5 year course | Rs.150/- including viva-voce to be divided in three internal examiners @Rs.50/- each |
| 8. | Ph.D. | Rs.2,500/- Evaluation of thesis and Rs.2,000/- for viva-voce per candidate |

C. Rates of Remuneration relating to various examinations for Paper Setting

| Sr. No. | Examinations | Rates |
|---------|---|------------------------------|
| 1. | B.A./B.Sc./B. Com (Gen., Voc. & Hons) B.Ed. / B.Sc. (Home Sci.)/D.PEd. and other similar examinations including | Rs.800/- per question paper. |

| | | |
|----|--|---|
| | OT/MIL and all diploma courses examinations / All certificates Courses / B. Tech./B. Lib. Sci./ B.A. Mass Comm./ BBA & all other Bachelor's Level Professional Exams | |
| 2. | M.A./M.Sc./M.Com./M.Ed./MBA./MCA/ MBE/ M. Phil/ M.P. Ed./ (Annual)/ Semester and all other Master's degree examinations/P.G. Diploma / M. Tech./ M. Lib. Sci./LLM/ Mass Comm./ & all other master's Level Professional Exams | Rs.900/- per question paper. |
| 3. | PG/UG Classes | For Hindi translation Rs.150/- per question paper in addition to remuneration for paper setting |

D. Remuneration for payment for various type of Examination Duties

| Sr. No. | Name of Examinations | Designation | Rates |
|---------|---|---|---|
| 1. | Annual/ Semester Supplementary Examinations | Superintendent-in-chief | i. In case of one centre Rs.4,500/- per examination Centre subject to maximum of Rs.7,500/- ii. In case of two centres Rs. 5,250/- per examination Centre subject to maximum of Rs.9,000/- Rs.4,050/- per exam. Centre subject to maximum of Rs 6,750/- |
| 2. | | Convener/Observer Member, Flying Squad | Rs.500/- per session (TA/DA will be paid as per University rules). |
| 3. | | Chairmen of UMC Committee/Member | Rs.500/- for Chairperson and Rs.450/- for Member |
| 4. | | Centre Superintendent | Rs.350/- per session (one session for opening and one session for winding up the examination centre + Rs.400/- lump sum as mobile charges without bill). |
| 5. | | Dy. Centre Supdt. | Rs.300/- per session |
| 6. | | Asstt. Supdt. | Rs.250/- per session |
| 7. | | Centre Clerk/ Clerk with Supdt-in-Chief | Rs.250/- per session (one session for opening and one session for winding up the examination centre) |
| 8. | | Service Staff i. Daftri ii. Watermen iii. Sweeper iv. Chowkidar | Rs.150/- per session Rs.150/- per session Rs.150/- per session Rs.150/- per day |

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|-----|--|---|--|
| 9. | | Misc. Items i) Typing of Plans ii) Arrangement of Seats/Furniture iii)Contingencies Charges | i) Upto 200 candidates Rs.25/- Above 200 Candidates Rs.45/- ii)Rs.50/- per Centre iii) Rs.500/- per centre without Bill |
| 10. | | Local Conveyance | Rs.50/- per day |
| 11. | | Chief Co-ordinator (Principal) at Nodal Collection Centre | Rs.450/- per day (these may not be clubbed with the remuneration of Supdt. in Chief) |
| 12. | | Asstt. Coordinator the employee deputed for delivering of the question paper/bundles of A/books at Nodal Centre | Rs.450/- per day |
| 13. | | Clerk at Nodal Centre | At par with Centre Clerk |
| 14. | | Peon/Chowkidar at Nodal Centre | At par with Centre Staff |

Note (s):

- (i) Teachers of teaching department and affiliated Colleges and supporting staff of the University and its affiliated colleges are to be paid remuneration at double the rate for performing examination duties during vacations/Holidays/Sundays in Chaudhary Devi Lal University, Sirsa.
- (ii) A person can perform multiple duties as per requirement but no additional remuneration will be paid to him/her.

E. Rates of Remuneration for Handling Charges of Answer Books for Secrecy Branch

| Sr. No. | Job | Rates |
|---------|--|-------------------------|
| 1. | To receive the Bundles of Answer Books from the examination centre, to count each and every bag physically and to send them for evaluation to the examiners/examinations centres | Rs.0.25 per answer book |
| 2. | To collect the evaluated answer books from the examiners and to send awards to the concerned Result Branch(s) | Rs.0.20 per answer book |
| 3. | For Supervisor staff | Rs.1.00 per answer book |

- Note:- i) Part of the above remuneration shall be shared by the official dealing with other miscellaneous jobs in the secrecy branch as may be prescribed/ decided by the Branch Officer.
- ii) 20% of the job will be deemed to have been done during office hours for which no payment will be made to the concerned persons.

F. Rates of Remuneration Payable to Supervisory Staff/Service Staff for Conducting various Entrance Examination/Recruitment Test

| Sr. No. | Designation | Rates |
|---------|---|--|
| 1. | Superintendent-in-Chief (One in one Institution) | Rs.700/- (for one Centre) Rs.400/- (for each additional centre) |
| 2. | Observer | Rs.700/- per duty. |
| 3. | Centre Supdt. | Rs.700/- per duty |
| 4. | University Assistant Co-Ordinator/Deputy Centre Supdt./Security Officer(Two Security Officers in an Examination) | Rs.500/- per duty |
| 5. | Asst. Supdt./ Invigilator/Driver | Rs.300/- per duty |
| 6. | Centre Clerk | Rs.300/- per duty |
| 7. | Daftri | Rs.150/- per duty |
| 8. | Chowkidar (Four Security Men in one building in University Campus only.) | Rs.150/- per duty |
| 9. | Waterman | Rs.150/- per duty |
| 10. | Sweeper | Rs.150/- per duty |

G. Rates of Remuneration for Checking Assistant and Coding/Decoding of Answer Books

| Sr. No. | Examinations | Rates |
|---------|---|---|
| 1. | Checking of evaluated answer books | Rs.70/- per 100 answer books subject to minimum of Rs.60/-(question paper wise) |
| 2. | Coding of answer books | Rs.70/- per 100 answer books. |
| 3. | De-coding of answer books including recording of Roll Nos. on the award | Rs.100/- per 100 answer books Note:- Person(s) committing up to 5% mistake shall be penalized @ Rs.10/- per mistake. Person(s) committing more than 5% mistake shall be disqualified for the job. |

H. Rates of Remuneration for Spot Evaluation

| Sr. No. | Designation | Rates Approved |
|---------|------------------------|--------------------|
| 1. | Co-ordinator | Rs.9,000/- lumpsum |
| 2. | Assistant Co-ordinator | Rs.6,500/- lumpsum |
| 3. | Clerk only | Rs.4,500/- lumpsum |
| 4. | Peon | Rs.3,000/- lumpsum |

I. Rates of Remuneration for Secrecy/Revaluation Branch/Result Branch

| Sr. No. | Job | Rates |
|---------|--|--|
| i) | Remuneration for Co-Ordinator for supervising Secrecy work in the Secrecy Branch | Rs.300/- per day. |
| ii) | Contingency for paper setters | Papers setters who send their question papers by post shall be paid Rs.100/- as contingency charges plus actual postage charges. |

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|------|---|--|
| iii) | Remuneration for Revaluation Branch officials for handling of dissertations/ Project Reports/ Training Reports/ Summer Training Reports | Rs.0.70 per dissertation/project report summer training reports/job training reports etc. each to both persons in the set. |
| iv) | Degree Writing | Rs.13/- per degree with title of thesis and Rs.10/- per degree for other degrees |

J. Rates of Remuneration Various Jobs relating to Entrance Examination, etc.

| Sr. No. | Job | Rates |
|---------|---|---|
| 1. | For setting of Questions: for Entrance examinations viz./LLB/MBA/B.Ed/M.Ed. and any other similar test as added by COE (Having M.C.Q. type question) / Paper setting for Departmental Entrance examinations i.e. M.A./M.Sc./M.Com./LLM/M. Phil./URS/Ph. D. and any other similar test as added by COE (Having M.C.Q. type question) | Rs.50/- per question+ Rs.20/- per question for translation in Hindi, if required. |
| 2. | Chief Secrecy Officer (appointed for post-entrance examination work) | Rs.800/- per day |
| 4. | Processing of dealing with Application Forms received for various centralized entrance examinations | Rs. 6.00/- per form divisible as under: - i) Rs.1.20 per form for COE office. ii) Rs.1.20 per form for Conduct Branch. iii) Rs.2.80/- per form for Dealing branch iv) Rs. 0.80/- per form Accounts Branch |
| 5. | Processing of dealing with Application Forms received for UTD/Departmental Examinations | Rs 6/- per form divisible as under: - i) Rs.0.90 per form for COE office. ii) Rs.0.90 per form for Conduct Branch. iii) Rs.3.40/- per form for Dept. concerned iv) Rs. 0.80/- per form Account Branch. |
| 6. | Remuneration for printing of question paper: At times in emergency, some question papers are required to be printed at office level for which the total honorarium is divisible proportionately amongst 7-8 employees of the office of COE(CPA/PA/Asstt./Typist/peons under the order of the COE | Rs. 100/- per question paper, irrespective of number of copies/ pages/subject |

K. Rates of Remuneration for Practical Examinations

| Sr. no. | Classes | Rates for Paper-setting | Rates for examination |
|---------|--|--|---|
| 1. | B.A./B.Sc./B.Com./D.S.P / B.Sc(Home Sci.)/BCA/ BBA.Sc.)/B.P.Ed. B.Ed/B.Ed (Spcl. Edu) and other U.G. examinations / B. Lib. Sci./ | Rs.150/- (For the first Question paper), Rs 100/- (for setting each subsequent paper) | Rs.25/- per answer book subject to minimum of Rs.400/- (Question Paper Wise). |

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|----|---|---|--|
| | All Diploma Course / Certificates Courses on India or Foreign Language | | |
| 2. | M.A./M.Sc./M.Com.(Home Sc.)/M.Ed./M.Tech/MBA./ MCA and other P.G. Courses | Rs. 200/- per question paper. | Rs.25/- per answer book subject to minimum of Rs.500/- (Question Paper Wise). |
| 3. | M.Phil./Ph. D. Course Work | Rs. 25/- per candidate subject to minimum of Rs. 500/- | Rs.25/- per answer book subject to minimum of Rs.500/- (Question Paper Wise). |
| 4. | Practical Exams: i) Major Project ii) Minor Project/other Subject/Projects | Rs.25/- per candidate subject to minimum of Rs.500/- Rs.25/- per candidate subject to minimum of Rs. 400/- | |
| 5. | Certificate Course in Music (Vocal and Instrumental) and all other certificate courses. | Rs.25/- per candidate subject to minimum of Rs.400/- | |

L. Rates of Remuneration for Laboratory Staff

| Sr. No. | Designation/Job | Rates for UG/ Engg./ Professional Examinations | Rates for PG Examinations |
|---------|--|--|------------------------------|
| 1. | Tech. Asstt./Sr. Lect. Asstt./Sr. Tech. Asstt./Jr. Tech. Gr.I/Jr. Tech. Gr.II/Jr. Tech. Asstt. Storekeeper/Computer Operator/Technician-C/Technician-D/Key punch operator. | Rs.65/- per session | Rs.80/- per session |
| 2. | Jr. Tech. Asstt./Jr Tech. Gr.III/Lab Asstt./Technician-A/Technician-B | Rs.65/- per session | Rs.80/- per session |
| 3. | Gas Man or Mechanic or Instrument Maker of Lab | Rs.60/- per session | Rs.60/- per session |
| 4. | Lab Attendant/Plant Collector | Rs.50/- per session | Rs.60/- per Session |
| 5. | Game Boy/Ground Man | Rs.50/- per session | Rs.50/- per Session |
| 6. | Lab Cleaner/Sweeper | Rs.50/- per session | Rs.50/- per Session |

M. Rates of Remuneration for Scrutiny of Results by Result Branch

| Sr. No. | Name of Examination | Maximum per hundred per scrutineer (Rs.) | Minimum per hundred per result per scrutineer (Rs.) |
|---------|---|--|--|
| 1. | B.A./B.Sc./B.Com. Ist year | Rs.60.00 | Rs.45.00 |
| 2. | B.A./B.Sc./B.Com. 2nd year | Rs.70.00 | Rs.50.00 |
| 3. | B.A./B.Sc./B.Com. 3rd year | Rs.75.00 | Rs.55.00 |
| 4. | PG Examinations | Rs.60.00 | Rs.45.00 |
| 5. | O.T/M.I.L Examinations | Rs.50.00 | Rs.40.00 |
| 6. | Professional Examination like B.Tech,MBA,LL.B.,B.Ed etc. | Rs.80.00 | Rs.60.00 |
| 7. | M.Phil, Pre Ph.D course work Examinations | Rs.70.00 | Rs.50.00 |

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|-----|---|--|
| 8. | Re-evaluation results of examinations (Annual/Supplementary/Semester/Any other) | (a)Upto 25 candidates Rs.25/- per Scrutineer (b)26 to 50 candidate Rs.30/- per scrutineer (c)51 to 100 candidate Rs.70/- per hundred Note: - For the above work (Re-evaluation) two scrutineers be appointed irrespective of the number of the candidate involved. |
| 9. | Result Late cases (All examination Annual/Supplementary/Semester/Any other including all re-evaluation results) | (a)Upto 25 candidates Rs 12/- per Scrutineer (b)26 to 50 candidate Rs 25/- per scrutineer (c)51 to 100 candidate Rs. 50/- per hundred |
| 10. | Rates for confidential result | Rs. 7.00/- per results per scrutineer |
| 11. | Remuneration for dealing extra examination forms | (i) One set consisting 01 Assistant 02 Clerk will be paid remuneration over and above, the forms dealt by (4500 regular students including re-appear/supplementary students). (ii) Remuneration @5/- per form for the regular and @9.50/- per form for ex-students over and over the norms be paid to the concerned set to be equality shared by the officials on the set concerned. (iii) Payment @50 paise per extra examination form over and above the norms is paid to the fellow officials including Supervisory staff. (iv) The payment Rs.0.70/- per extra form which will be distributed amongst the peon and daftries equally. (v) Schedule of various examination regarding declaration of results issued from time to time shall be adhering to by the staff. The Superintendent (Results) will ensure the adherence to the schedule. No overtime shall be paid to officials of the Result Branch. |

Sd/-

Controller of Examinations

Endst. No./COE/2019/1485-1590

Dated: 20.05.2019

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

1. All the Deans of various Faculties, CDLU, Sirsa
2. Director, IQAC, CDLU, Sirsa
3. Director, UC DL, CDLU, Sirsa
4. All the Chairpersons, UTD, CDLU, Sirsa
5. All the Principals, affiliated colleges to Chaudhary Devi Lal University, Sirsa
6. Principal, University College, CDLU, Sirsa

7. Finance Officer, CDLU, Sirsa.
8. Joint Director (Audit), CDLU, Sirsa.
9. Incharge, Website, CDLU, Sirsa (with a request to upload the same on University website)
10. Superintendent (Secrecy), CDLU, Sirsa.
11. Superintendent (Conduct), CDLU, Sirsa.
12. Superintendent (Results), CDLU, Sirsa.
13. Dy. Superintendent (Re-eval.), CDLU, Sirsa
14. Incharge (Website), CDLU, Sirsa (to upload the notification on the University website)
15. PS to VC (for kind information of the Vice-Chancellor), C.D.L.U., Sirsa
16. PA to Registrar (for kind information of the Registrar), C.D.L.U., Sirsa

Sd/-
Controller of Examinations

CHAUDHARY DEVI LAL UNIVERSITY SIRSA

(Established by the State Legislature Act 9 of 2003)



Notification

The Executive Council in its 54th meeting held on 27.02.2019 vide Resolution No. 59 has considered and approved that the date of conferment for the degrees of all the courses run in the UTD(s), University College and affiliated colleges of the University including Ph.D programme would be 30th June and 31st December of the concerned year as per the decision of Academic Council vide Resolution No. 15 in its 11th meeting held on 10.09.2010, instead of decision taken by Executive Council vide Resolution No. 13 in its 53rd meeting held on 28.03.2018 for the purpose of printing of degrees completed after 01.07.2017. The date of conferment for the remaining students to whom the degrees would be award after 01.07.2017 will be the date of convocation.

Sd/-

Controller of Examinations

Endst. No. CDLU/Re-eval(D)/2019/1010-1101

Dated: 16.07.2019

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

1. The Dean, Academic Affairs, CDLU, Sirsa.
2. The Dean of Research, CDLU, Sirsa.
3. All Chairpersons of UTDs, CDLU, Sirsa.
4. The Principal, University College, CDLU, Sirsa.
5. All Principals of affiliated colleges, CDLU, Sirsa.
6. The Assistant Registrar (Academic), CDLU, Sirsa.
7. In-charge (R&S), CDLU, Sirsa.
8. The Supdt. (Result), CDLU, Sirsa.
9. P.S. to Vice-Chancellor, CDLU, Sirsa (for kind information of the Vice-Chancellor).
10. P.A. to Registrar, CDLU, Sirsa (for kind information of Registrar).

Sd/-

Dy. Supdt. (Re-evaluation)
for Controller of Examinations

Endst. No. CDLU/Re-eval(D)/2019/1109

Dated:18.07.2019

A copy of the above is forwarded to the In-charge, IT-Cell, CDLU, Sirsa with request to upload the Notification on the University Website.

Sd/-

Dy. Supdt. (Re-evaluation)
for Controller of Examinations