

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



CALENDAR

2011

Amended upto 22-7-2011

Volume - III

RULES AND REGULATIONS

SIRSA
HARYANA (INDIA)

INDEX**PART-A****ORDINANCES**

Chapter	Title	Pages
I	Visiting Professors/Scholars	1
II	Establishment Committee	2
III	Library Committee	4
IV	University Appointed Teachers	6
IV-A	Terms and conditions of service of Non-Teaching Employees of the	19
V	Employees Conduct Rules	70

PART-B**Rules & Regulations**

VI	Conduct of meetings of the Court	91
VII	Conduct of meetings of the Executive Council	93
VIII	Regulations for conduct of meetings of the Academic Council	95
IX	Conduct of meetings of Finance Committee	97
X	Conduct of meetings of the Faculties	98
XI	Conduct of meetings of the Boards of Studies	99
XII	Conduct of meetings of the Academic Planning Board	101
XIII	Election Rules and Counting Procedure	102
XIV	Rules for writing of Annual Confidential Report on the work & conduct of officials working in the University Offices	116
XV	Rules for forwarding of Applications of employees for outside jobs, etc.	124
XVI	Grant of Permission to Non-Teaching Staff for appearing in the Examinations	126

XXVII	Grant of Permission to Teachers for appearing in the Examinations	130
XIII	Registration of the University Teachers for foreign assignments	131
XIX	Casual Leave Regulations	132
XX	Employees Foreign Services Rules	135
XXI	Rules for Providing Compassionate Assistance to the dependants of the deceased University employees	140
XXII	Participation in seminars / conferences /workshops etc by the teachers of University Teaching Departments.	145
XXIII	Rules for the Re-employment of the Non-Teaching Employees and fixation of their Pay	147
XXIV	Rules for Re-employment of teachers after attaining the age of superannuation	148
XXV	Rules for carrying consultancy work by the Academic Staff of the Teaching Departments of the University	149
XXVI	Assignment of the Departments of the Studies to Faculties	153
XXVII	Rules for writing off losses of store articles, Cash, Demurrage, etc and for determining Store Articles surplus, obsolete and unserviceable and their disposal	154
XXVIII	Vice- Chancellor's Discretionary Fund	158
XXIX	Vice-Chancellor's Fund Rules	159
XXX	Students' Aid Fund	165
XXXI	Depreciation Reserve Fund Rules	167
XXXII	N.C.C Fund Rules	169

XXXIII	Amalgamated Fund Rules for constituent/recognized colleges and University Teaching Departments	170
XXXIV	Magazine Fund Rules for the constituent /recognized colleges, University Teaching Departments and University Centre for Distance Learning (UCDL)	180
XXXV	Hostel Fund Rules	182
XXXVI	Rules for supply of Liveries to Employees	189
XXXVII	Rules for Employees Welfare Fund	192
XXXIII	Hostel Regulations	194
XXXIX	Rules for University Faculty House	202
XL	Constitution of Faculty Club	206
XLI	Constitution of Youth Welfare Committee	214
XLII	National Service Scheme	220
XLIII	Constitution of University Film Club	227
XLIV	University Employment Information and Guidance Bureau	232
XLV	Casual Students' Regulations	236
XLVI	Publication of Text Books	237
XLVII	Rules for Printing of Text Books and Appointment of Sales Agencies for sale of Text Books/Forms	239
XLVIII	Terms & Conditions for Sale/ Distribution of General Books(other than Text Books, Calendar, HBI, Syllabi etc.) published by the University.	249
XLIX	Constitution of the University Cultural Council	251
L	Constitution of Unifete Society	261
LI	The Building Committee	264

CHAPTER-I

ORDINANCE : VISITINGS PROFESSORS/SCHOLARS.

1. Distinguished scholars/professionals, having special competence in one or other fields of study covered by the University, may, with the approval of the Executive Council, be invited by the Vice-Chancellor to function as visiting professors/scholars, in the University. These visiting professors /scholars can be drawn either from within India or abroad.
2. Such visiting professors/scholars will according to the arrangements entered into in each individual case, deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in teaching and research work of the University.
3. Persons invited as visiting professors/scholars may be paid such salary / honorarium, travelling expenses, accorded hospitality etc. as per UGC norms and provided such other facilities as may be decided by the Vice-Chancellor, with the approval of the Executive Council.
4. Subject to the above, the Vice-Chancellor will determine at his/her discretion such other terms and conditions as may be required in the case of any visiting professor/scholar, including the duration of the appointment.

CHAPTER- II**ORDINANCE: ESTABLISHMENT COMMITTEE.**

1. Subject to the control of the Executive Council, the Establishment Committee shall be constituted as follows:-
 - (i) The Vice-Chancellor, Chairman;
 - (ii) One member of the Executive Council nominated by the Vice-Chancellor;
 - (iii) One of the Professors nominated by the Vice-Chancellor;
 - (iv) Expert(s) nominated by the Vice-Chancellor whenever deemed necessary by him/her; and
 - (v) Registrar, Member-Secretary.

Provided that if there are more than one expert and one of the experts fails to turn up at the meeting of the Establishment Committee after accepting the invitation to attend the same, the proceedings of the meeting shall not be invalidated.

2. The nominated members shall hold office for two years.
3. Any member who ceases to hold the qualifications by virtue of which he/she was nominated as member of the Establishment Committee shall cease to be a member thereof.
4. 50% of the members shall form the quorum. Fraction will be ignored.
5. The Committee shall have the following powers and duties:-
 - a) to recommend to the Executive Council on appointments and promotions to the posts, other than officers and the

teachers of the University, of the level of the Supdt. or equivalent and above.

- b) to consider and to recommend on matters relating to organization, service conditions etc. of the administrative, ministerial staff, other staff coming within the purview of the committee as may be referred to it, from time to time by the Executive Council or the Vice-Chancellor for opinion and advice.

CHAPTER-III

ORDINANCE: LIBRARY COMMITTEE

1. Subject to the control of the Academic Council, the general management of the University Library shall be the responsibility of the Library Committee. The Library Committee shall consist of the following:-

- | | | |
|-----|---|------------------|
| (1) | The Vice-Chancellor | Chairman |
| (2) | Registrar | Member |
| (3) | All the Deans of Faculties | Member |
| (4) | The Chairpersons of the Depts. | Member |
| (5) | Two teachers nominated
by the Vice-Chancellor. | Member |
| (6) | Librarian | Member Secretary |

The Vice-Chancellor may associate any other functionary/expert with the Committee.

2. The nominated members of the Committee shall hold office for two years.
3. The Library Committee shall:-
- (a) frame rules for the management of the Library, subject to the approval of the Academic Council.
 - (b) arrange for the Stock Taking of the Library.
 - (c) prepare an annual report on the working of the Library for submission to the Academic Council by the end of the December every year.
 - (d) prepare the annual budget estimates of the Library for submission to the authorities concerned.
 - (e) allocate annual grants for purchase of books and periodicals (both recurring and non-recurring) among the subjects of study and research in the University.

- (f) make provision of audio/video and such other facilities in the Library.
- (g) liaise with other Universities in India.
- (h) setup a Book Bank and monitor its functioning

Two fifths of the members shall form the quorum.

4. It shall be the duty of the Librarian to carry out the directions of the Library Committee and he/she will undertake all such allied duties as may be assigned to him/her from time to time.

CHAPTER- IV

ORDINANCE : UNIVERSITY APPOINTED TEACHERS

1. Subject to the provision of the Act and the Statutes, the conditions of service of teachers appointed by the University, shall be those embodied in the Agreement of Service, annexed hereto, or an agreement, substantially to like effect, and every teacher shall sign the Agreement at the time of joining the University service.

In so far as the appointment/promotion letter is not an exhaustive statement of the terms and conditions of one's appointment /promotion, the same as are prescribed from time to time in the Act, Statutes, Ordinances, and/or Rules & Regulations, shall be deemed to have become a part of the service agreement and consequently the appointment/promotion letter.

2. Every person on his/her first appointment in the University shall get himself/herself examined by the Medical Officer of Chaudhary Devi Lal University or any other Medical Officer approved by the competent authority and furnish a Medical Certificate in the prescribed form. In case of doubt/rejection by the Medical Officer, the Vice-Chancellor may refer the same to a specially constituted panel of doctors.

Provided that no person shall be confirmed to any post unless he/she possesses good character and antecedents which shall also be verified by the University as soon as possible, after appointment but not later than the date of confirmation.

However, a person on his/her first appointment in the University will be required to submit an affidavit to the effect that he/she was not dismissed from any Govt./Semi-Govt. service and has

not been punished in any act of moral turpitude. No teacher shall involve in any act of sexual harassment against women.

3. Subject to the provisions of clauses 6,7,8 and 9 of Agreement of service, a person, appointed as permanent teacher of the University, shall be entitled to be in the service of the University until he/she completes the age of sixty.
Provided the Executive Council may, on an application from a teacher or at its own, re-employ a teacher upto the age of Sixty Five years, as per the provisions made in this regard in the Rules.
4. A University teacher may, seek voluntary retirement after twenty years service or on the attainment of fifty-five years of age, with the approval of the appointing authority.
5. Qualifications of the teachers of the University, their scale of pay and categories of posts shall be prescribed by the Executive Council.
6. The teachers, excluding the professor(s), in the department shall submit to the Chairperson of the Department, their Self Appraisal Report, on the format prescribed by the Executive Council, within a period of three months from the date of expiry of preceding academic session, for verification. The professors, the Chairpersons of Departments and the Deans of Faculties shall submit their Self Appraisal Report to the Vice-Chancellor within the period stipulated above.
7. Previous regular service, whether national or international, as a teacher in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT etc. may be counted for scrutiny of applications for direct recruitment/promotion under CAS to a teaching post in the University provided that ;

- a) The essential qualifications of the post held were not lower than the qualifications prescribed by the University for the relevant teaching post.
- b) The post is / was in an equivalent grade of the teaching post in the University.
- c) The candidate for the direct recruitment has applied through proper channel only.
- d) The concerned person such possess the same minimum qualifications as prescribed by the UGC / University for appointment to the relevant teaching post.
- e) The person was appointed with in accordance with the prescribed selection procedure as laid down by the University for appointment to a teaching post.
- f) The previous appointment was not a guest lecturer for any duration or an adhoc or in a leave vacancy of less than one year duration. Adhoc or temporary service of more than one year duration can be counted provided that:
 - i) The period of service was of more than one year duration;
 - ii) The incumbent was appointed on the recommendations of duly constituted selection committee; and
 - iii) The incumbent was selected to the permanent post in continuation to the adhoc or temporary service without any break.
- g) No distinction may be made with reference to the nature of management of the institution where the previous service was rendered (private / local body / Govt.) for counting of past service under this clause.

ANNEXURE

**CHAUDHARY DEVI LAL UNIVERSITY SIRSA
FORM OF AGREEMENT OF SERVICE FOR UNIVERSITY
TEACHERS.**

Memorandum of agreement made this _____ day of _____ between _____ hereinafter called the “teacher” of the first party, and Chaudhary Devi Lal University, Sirsa being a body corporate Constituted under Chaudhary Devi Lal University Act (Haryana Act No. 9 of 2003,) hereinafter called the University, of the Second Party.

The teacher has joined on _____ (Date) and that this Agreement shall be effective from the date of joining.

It is hereby agreed as follows:

1. That the University hereby appoints _____ (name) to be a member of the teaching staff of the University with effect from the date of the said _____ (name) takes charge of the duties of his/her office and the said _____ (name) hereby accepts the engagement, and undertakes to take such part and perform such duties in the University as may be required by and in accordance with the Act, the Statutes, the Ordinances and the Rules & Regulations for the time being in force, of the University, whether the same relate to organization of instruction, or teaching or examination of students or their discipline or their welfare, and generally to act under the directions of the authorities of the University.

Provided that the teacher shall be on probation for a period of 2 years which may be extended for a maximum period of one year in case of unsatisfactory performance.

Provided that the case for confirmation shall be initiated and placed before the Appointing Authority within a reasonable period after completion of the period of 2 years or such other extended period as may be prescribed, not exceeding six months or two consecutive Executive Council meetings whichever is less.

Provided further that if the period of extra-ordinary leave in the case of teacher of the University during the probationary period is upto 15 days in one year, it be not added to the probation period but be included in it. But in the case the period of extra-ordinary leave exceeds the limit of 15 days in one year, the probation period be extended to that extent.

If during the period of probation the performance report of a teacher is not found satisfactory or if he/she wants to leave the service of the University, the appointment can be terminated with a notice of one month from either side or emoluments of one month in lieu thereof.

2. That the said _____(name) shall be whole time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher, as hereinafter provided, shall continue in the service of the University until he/she completes the age of sixty.

Provided that the date of retirement of the teachers of University teaching departments (except those whose date of birth falls on first day of the month) shall be the afternoon of the last day of the month in which the dates of their retirement fall, instead of the actual date of superannuation. In case of those teachers whose date of birth falls on the first day of the month, the date of retirement will be the afternoon of the last day of the month preceding the month in which their date of birth falls.

Signature of Teacher

Signature of Registrar

3. That the University shall pay _____ during the continuance of his/her engagement, hereunder, as a remuneration for his/her service as shall be of Rs. _____ per mensem rising by annual increment of Rs. _____ to a maximum salary of Rs. _____ per mensem.

Provided that wherever there is any change in the nature of appointment or in the emoluments of the teacher, particulars of the change shall be recorded in schedule-1, annexed hereto, under the signatures of both parties and the terms of this agreement shall apply, mutatis mutandis, to the new post and the terms and conditions attached to that post.

Provided further that no increment shall be withheld or postponed, save by a resolution of the Executive Council, on the reference by the Vice-Chancellor to it, and after the teacher has been given sufficient opportunity to make his/her written representation.

4. That the said _____ (name) agrees to be bound by the Ordinances and Regulations, from time to time, in force, in the University, and in particular, by those relating to Provident fund, provided that no change in the Ordinance and Regulation, in this regard shall be deemed to have adversely affected the teachers.

5. (i) That teacher shall devote his/her whole time to the service of the University, and shall not without the permission of the University, engage, directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached, but this prohibition shall not apply to any work undertaken in connection with the Examinations of

Signature of Teacher

Signature of Registrar

Universities, Public Service Commissions and where the permission of the Vice-Chancellor has been obtained to any other examination work, nor shall the prohibition be applicable to any literary work or publication.

(ii) That the teacher shall refrain from any activity which is anti-secular or which tends to create communal disharmony. The teacher found guilty of such activity shall be liable to be removed from service.

(iii) That the teachers shall be available for University Examinations as it will be compulsory duty and no exemption will be given unless he/she produces the medical certificate from the Medical Officer of this University. The rules relating to the examination work as framed by the University from time to time will be applicable to the teachers.

(iv) A teacher may become member, representative or office bearer of any registered and recognized Association representing or purporting to represent his/her Group of employees and participate in its deliberations and with the permission of the Vice-Chancellor, hold its meeting on the premises of the University provided such Association satisfies the following conditions:

- a. Its membership is confined to a distinct Group of employees and it is open to all such regular employees.
- b. It is not in any way connected with any political party or organization and does not engage in any political activity.

Signature of Teacher

Signature of Registrar

(v) No teacher of the University shall act as Reporter/Correspondent/Editor/Stinger/Journalist of Newspapers / Magazines/Periodicals other than literary, scientific or academic journals or participate in the management of such News papers / Magazines/Periodicals/Other media with or without payment except with the previous sanction of the Vice-Chancellor.

a. Provided that this rule shall not apply if a contribution which is of literary, artistic, scientific or general Academic character and does not form a part of the role of the employee specified herein.

b. Provided further that the Vice-Chancellor may withdraw at any time sanction so granted without assigning any reason.

c. No University teacher has a right to make wild allegations amounting to defamation, baseless criticism and uncalled for observations regarding functioning of the University or its authorities.

d. The teacher may write for redressal of their grievances connected with the service conditions to the concerned competent authority/body.

e. If the grievances of the University teacher are not met with according to the above procedure within the reasonable time then they may make representations to the higher authorities of the University provided it is routed through proper channel.

(vi) A teacher (other than Lecturer in Physical Education) shall be available for at least 5 hours daily in the University, Lecturer in Physical Education will be available in the grounds at least for one hour in the morning and two hours in the evening so that their stay in the University is of 6 hours.

Signature of Teacher

Signature of Registrar

6. (i) Notwithstanding anything hereinbefore contained, the Executive Council of the University shall be entitled summarily to determine the engagement of the teacher on the ground of misconduct in accordance with the provisions hereinafter set forth.

(ii) The Vice-Chancellor may, when he/she deems it necessary, suspend the teacher on the ground of misconduct. When he/she suspends the teacher, he/she shall report it to the Executive Council in its next meeting.

(iii) The Executive Council shall investigate all matters reported to it by the Vice-Chancellor about the misconduct of the teacher whether he/she has been suspended or not. The Executive Council may appoint a committee for the purpose. The teacher shall be notified, in writing, of the charges against him/her and shall be given not less than ten days time to submit his/her explanation in writing.

The Executive Council or the Committee may hear the teacher and take such evidence it may consider necessary. The Executive Council may determine the engagement of the teacher where it deems that the misconduct of the teacher deserves to be dealt with, in that manner, after it has considered the explanation and the evidence, if any and /or the report of committee, if one has been appointed.

(iv) Where the termination of the service on the ground of misconduct, is after suspension by the Vice-Chancellor, as aforesaid, the termination of service may be from the date of suspension, if Executive Council so directs.

7. The engagement under these provisions, shall not, save as aforesaid, be determined by the Executive Council except by a resolution stating the reasons for the termination. Before a resolution under this clause is passed the Executive Council shall give notice to the teacher of the proposal to determine the engagement and not less than ten days' time to make such representation as the teacher may like to make.

Signature of Teacher

Signature of Registrar

Every resolution terminating the service under this clause, shall be passed, only after consideration of the representation, if any, of the teacher. The teacher, whose services are terminated under this clause, shall be given not less than three months' notice from the date on which he/she is notified or the resolution of the termination of service or not less than three months' salary in lieu of notice.

In case the office of a teacher is declared vacant by the University, salary equivalent to one month/three month in lieu of notice period, in case teachers on probation/confirmed respectively shall be recovered by the University from the teacher concerned.

(a) A teacher who is placed under suspension under clause 6(i) shall draw subsistence allowance equivalent to half the rate which is admissible to him/her immediately before the commencement of the suspension and other allowances based on half pay. Compensatory allowance, if any, shall be admissible only if the Vice-Chancellor is satisfied that the teacher continues to meet the expenditure for which they are sanctioned. The rate of compensatory allowance, if admissible would be determined on the basis of the pay which the teacher was in receipt of on the date of suspension. Provided that where the period of suspension exceeds 12 months the Vice-Chancellor shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first 12 months, as follows:-

(i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first 12 months if, in the opinion of the Vice-Chancellor the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the teacher

Signature of Teacher

Signature of Registrar

(ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first 12 months if, in the opinion of the Vice-Chancellor the period of suspension has been prolonged for reasons to be recorded in writing, directly attributable to the teacher.

(iii) The rate of dearness allowance will be based on the increased/decreased amount, as the case may be, of subsistence allowance/admissible under Clause (i) & (ii) above.

(b) No payment under (a) above shall be made unless the teacher furnishes a certificate that he/she is not engaged in any other employment, business, profession or vocation.

8. The resolution of Executive Council determining the engagement of the teachers under clause 6 or 7 of the Agreement, shall be passed by a vote of not less than a two-third majority of the members present at the meeting, provided that the two-third majority is not less than half the total members of the Executive Council.

9. The confirmed teacher may, at any time terminate his/her engagement by giving the Executive Council three month's notice, in writing, or by payment of an amount equal to three months' salary in lieu of notice.

10. A University teacher shall not ordinarily, be allowed to leave the University during the course of the Academic session.

Signature of Teacher

Signature of Registrar

11. (i) Any dispute arising in connection with the termination of the services of the teacher, except when on probation, by the University, shall at the request of the teacher, be referred to a Tribunal of Arbitration, consisting of one member appointed by the Executive Council, one member nominated by the teacher and one referee who shall be a nominee of the Chancellor. The decision of the Tribunal shall be final and no suit shall lie in any Civil Court in respect of the matter decided by the Tribunal.

(ii) The Indian Arbitration Act, 1940, shall apply to an arbitration under this clause.

12. On the termination of his/her engagement from the University for whatever the cause, the teacher shall deliver up to the University all books, apparatus, records, and such other articles, belonging to the University, as may be due from him/her.

13. All legal proceeding would be subject to jurisdiction of Courts at Sirsa.

Signature of Teacher

Signature of Registrar

SCHEDULE-I

Name of teacher in Full : _____

Address : _____

Designation : _____

Salary Rs. _____ in the grade of _____

Note:- The changes in grade, salary or designation should be briefly described.

Change of designation or grade _____

Date of approval of the Executive Council _____

Date from which change takes effect _____

Signature of Teacher

Signature of Registrar.

***CHAPTER-IV-A**

***ORDINANCE : TERMS AND CONDITIONS OF SERVICE
OF NON-TEACHING EMPLOYEES OF
THE UNIVERSITY**

PART-I

Rules relating to Terms and Conditions of Service of Non-Teaching Employees of the University.

- 1.1 These rules may be called the CDLU Non-Teaching Employees' Service (terms & conditions) Rules, hereinafter called 'Rules'.
- 1.2 Provision for Existing employees.
Every person holding a post under the University on the commencement of these Rules shall, on such commencement, be deemed to have been appointed under the provisions of these Rules and shall be entitled to such pay as drawn by him/her immediately before such commencement.
2. **Definitions and Interpretations:**
In these Rules, the following terms and expressions shall have the meaning hereby assigned to them:
- i) The "Act" means Chaudhary Devi Lal University Sirsa, Act, 2003 (Haryana Act No. 9) as amended from time to time.
- ii) 'Active Service' means the time spent:-
a) on duty;
b) on subsidiary leave;
c) on recognized vacation or earned leave or medical leave.
- iii) 'Appointing Authority' means the authority competent to make appointment to a post which an employee for the time being holds.
- iv) 'Average Monthly Salary' means the salary which an employee has earned during active service of one year immediately

preceding the day on which he/she proceeds on leave, divided by 12 months on which the calculation is made.

- v) 'Cadre' means establishment strength of a service or a part of a service sanctioned as a separate Unit. For the purpose of forming cadres, the entire University shall constitute a single unit.
- vi) 'Compensatory Allowance' means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes T.A and dearness Allowance, but does not include a sumptuary allowance nor the grant of a free passage by sea, road and air to or from any place in India.
- vii) 'Day' means a calendar day, beginning and ending at midnight. However, absence from headquarters, which does not exceed twenty-four hours, shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- viii) 'Duty' means and includes:-
 - a) Service as a probationer or apprentice, provided that service as a probationer is followed by confirmation without a break. However, in the case of an apprentice, on confirmation, either in the post for which he/she was undergoing apprenticeship or in any other post, the period of apprenticeship shall not be counted for purpose of leave as service rendered substantively in a permanent post.
 - b) Joining Time.
 - c) Casual time.
- ix) 'Employee' means:-
 - a) Any person in the service of the University, which includes any such person whose services are temporarily placed by the University at the disposal of another University of any other authority; and

- b) also any person in the service of a State Govt. or Central Govt. or a local or other authority, or any other autonomous body whose services are temporarily placed at the disposal of the University.
- x) 'Family' means a University employee's wife or husband, as the case may be, residing with and dependent upon the employee and legitimate children and step children residing with and wholly dependent upon the employee. In the case of Travelling Allowance Rules, it includes, in addition, parents, sisters, and minor brothers, if residing with and wholly dependent upon the employee.

NOTE:

1. The term 'legitimate children' in these rules does not include adopted children except those adopted under the Hindu law/ Personal law of the employee.
 2. The term 'dependent child' or 'dependent children' used in these rules includes major sons and married daughters so long as they are residing with and are wholly dependent on the parent (the employee) and subject to fulfillment of this condition, it includes widowed daughter also.
 3. Not more than one wife/husband is included in the term 'family'.
 4. An adopted child shall be considered to be a legitimate child if under the personal law of the employee, adoption is legally recognized as conferring on it the status of a natural child.
- xi) 'Fee' means recurring or non-recurring payment to an employee from a source other than the funds of the University, whether made directly to an employee or through the intermediary of the University.

- xii) 'Foreign Service' means service in which an employee receives his/her pay with the sanction of the University from a source other than the funds of the University.
- xiii) 'Honorarium' means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.
- xiv) 'Joining Time' means the time allowed to an employee to join a new post or to travel to or from one station to another to join a post.
- xv) 'Leave Salary' means the monthly amount paid by the University to an employee who is on leave.
- xvi) 'Lien' means the title of an employee to hold substantively either immediately, or on the termination of a period or periods of absence, a permanent post, including, a tenure post, to which he/she has been appointed substantively.
- xvii) 'Month' means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should be first calculated and the odd number of days calculated subsequently.
- xviii) 'Officiating' means an employee may officiate in a post when he/she performs the duty of a post on which another person holds lien. An employee may also officiate in vacant post on which no other employee holds a lien.
- xix) 'Pay' means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him/her substantively or in an officiating capacity and includes dearness pay, special pay or a personal pay if any, but no allowance.
- xx) 'Permanent employee' means a person confirmed on permanent post.

- xxi) 'Permanent post' means a post carrying definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts
- xxii) 'Personal Pay' means additional pay granted to an employee either:
 - a) to save him/her from a loss of substantive pay in respect of a permanent post due to revision of pay or to any other reduction of such substantive pay otherwise than as a disciplinary measure or
 - b) in exceptional circumstances on other personal considerations.
- xxiii) 'Prescribed Authority': Save as otherwise provided, "Prescribed Authority" means the Vice-Chancellor/Registrar, as the case may be, or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any specific rule.
- xxiv) 'Presumptive Pay' means the pay to which an employee would be entitled had he/she held the post substantively while performing its duties; but it does not include special pay if the employee performs or discharges that very work of responsibility on consideration of which the special pay was sanctioned.
- xxv) 'Probation': A person on probation on a post is one appointed (by selection) to a post for determining his/her fitness for eventual substantive appointment to that post.
- xxvi) 'Salary' means the amount of the monthly pay allowances granted by the University to an employee.
- xxvii) 'Service' means the whole period of continuous service including period spent on leave.
- xxviii) 'Special Pay' means an addition in the nature of pay to the emoluments of post granted in consideration of (a) special duties or (b) a specific addition to the work or responsibility.
- xxix) 'Subsistence Allowance' means monthly allowance paid to an employee who is not in receipt of pay or leave salary.

- xxx) 'Substantive Pay' means the pay other than the special pay or personal pay to which an employee is entitled on account of holding a post to which he/she has been appointed substantively.
- xxxii) 'Temporary Post' means a post carrying a definite rate of pay sanctioned for limited time.
- xxxiii) 'Time Scale Pay' means pay which rises by periodical increments from minimum to a maximum.
- xxxiiii) 'Qualifications' means the qualification prescribed for a post. The appointing authority shall be the competent authority to prescribe the qualifications.
- xxxv) 'Traveling Allowance' means an allowance granted to an employee to cover the expenses granted to him/her which he/she incurs while traveling on official duty of the University.
- xxxvi) 'The term experience' means the service rendered in the department/ office after regular appointment on the post.
- xxxvii) 'University' means Chaudhary Devi Lal University, Sirsa.

PART - II

3. Power to Interpret and Implement Rules

In case of ambiguity as to the meaning and import of any provision, the Vice-Chancellor shall have the power to interpret these rules and issue such administrative instructions as may be necessary to give effect to them.

4. Extent of Application

These rules shall apply to all non-teaching employees of the University except those falling in the following categories:

- a) Persons on deputation from Govt. of India/any State Government or any Statutory Board or Corporation who will be governed by the terms and conditions of the deputation.
- b) Persons appointed on part time basis.

- c) Persons appointed on contract who will be governed by the terms of contract;
- d) Work charge employees;
- e) Casual labour.
- f) Persons appointed under the Self Financing Scheme, who shall be governed exclusively by the rules framed under the Scheme.
- g) Any Group of employees or any individual employee serving in connection with the affairs of the University who may be specifically exempted from the operation of these rules.

The appointment and conditions of service in the case of the above categories of employees shall be determined by Executive Council.

5. Classification of Categories under these Rules.

- i) Class I: The post of Deputy Registrar, equivalent and above.
- ii) Class II: Persons from Superintendent and equivalent and up to the level of Assistant Registrar but not included in (i) above.
- iii) Class III: Persons from Clerk and upto the level of Deputy Superintendent and equivalent but not included in (i) and (ii) above.
- iv) Class IV: Persons including all other class-IV employees of the University.

6.1 Appointing /Punishing Authority.

The appointing/ punishing authority for various categories of University employees shall be as under:-

- i) Executive Council - For Class I and II posts.
- ii) Vice Chancellor - For Class III posts.
- iii) Registrar - For Class IV posts of the administrative offices

including Security Staff in the
Corresponding Scale of
Pay of the Teaching Depts.
With the explicit approval
of the Vice Chancellor.

6.2 The authority competent to suspend, sign charge-sheet and show cause notice against a University employee shall be as under:-

a) Vice-Chancellor - All Class I and II Officers except as defined under section 9 of the Act but the matter shall be reported to the Executive Council.

b) Registrar - All Class III and IV officials with the prior approval of the Vice-Chancellor, unless otherwise provided under the Act and Statutes of the University.

6.3 The appointing authority shall be the punishing authority, unless otherwise provided under the Act and Statutes of the University.

6.4 All non-teaching employees shall be under the administrative control of the Chairperson of the Dept. or the Branch Officer to which they are attached.

Qualifications and Age Limit for Appointment

7.1 The age, educational and other qualifications for appointment to a post and methods of recruitment thereto shall be as prescribed by the **Appointing** Authority from time to time.

7.2 Notwithstanding the provision contained in Rule -7.1 above, no one shall be appointed to any post unless he/she has attained the age of 18 years and more than 50 years as on closing date prescribed for receipt of applications for the post.

7.3 Relaxation in Age Limit.

- i) upper age is relaxable -
- (a)** to the extent of five years for Scheduled Caste/Scheduled Tribe/Backward Class candidates or as may be decided/notified by the Govt. from time to time for persons of Haryana domicile;

- (b) for ex-Servicemen - as per instructions of the Haryana Government, as amended from time to time;
 - (c) for those already employed in the University on temporary/adhoc basis – to the extent of period for which the post has been held by them on adhoc/temporary basis;
 - (d) (i) if for certain posts, the upper age limit already prescribed is higher than 50 years on account of any specific ground/qualifications/experience, such provisions shall continue to remain in force.
- ii) Upper age limit shall not be applicable in the following cases,
- (a) in –service employees of the University holding posts lower than those of Clerks/Steno-typists or equivalent thereto;
 - (b) widows of University employees who die in harness;
 - (c) widows of defence personnel, including BSF/CRPF, who die in harness.
- provided that the candidate has at least five years of service to reach the age of superannuation prescribed for the post.

Character Verification

- 8.1 No person shall be appointed to any post in the University, unless he/she satisfies the appointing authority that he/she possesses good character and does not bear any antecedents which render him/her unsuitable for appointment thereto. Further provided that;
- (i) the appointing authority shall also get the antecedents of the employee verified from appropriate authority as per procedure followed by the Govt., as soon after appointment as possible but before his/her confirmation becomes due;
 - (ii) in case, subsequent to the appointment, any concealment of adverse facts come to the notice of the University regarding his / her character and antecedents, his / her services shall be

liable to be terminated forthwith, irrespective of confirmation.

Medical Fitness

- 9.1 Every person appointed on probation shall get himself examined by the University Medical Officer or by any other Medical officer designated by the University for the purposes, and furnish a Fitness Certificate from him/her in the prescribed proforma.
- 9.2 In case there is any reasonable doubt with regard to the fitness of a candidate, the Vice-Chancellor may refer such a case(s) to the panel of doctors specifically constituted for the purpose, whose decision shall be treated as final.
- 9.3 In the case of women candidates who are found pregnant of 12 weeks or above at the time of medical examination before appointment to posts which do not require any physical training, they shall be deemed to be medically fit and may be appointed to the post.

10. Temporary & Permanent Service.

- i) The service of an employee shall remain temporary until he/she is confirmed on a permanent post under the University.
- ii) An employee confirmed on any permanent post under the University shall be permanent employee of the University.

****11.** Excluded.

12. Mode of Recruitment.

Recruitment to a post may be made:

- i) by direct recruitment
- ii) by promotion; and

- iii) by deputation from Govt. departments and other Universities/Institutions.

13.1 Procedure of recruitment

- i) Direct appointment shall be made by inviting applications through advertisement on the recommendation of the Establishment Committee or any other Committee specifically constituted for the purpose by the Vice-Chancellor/Executive Council as the case may be.
- ii) If suitable candidates are not available from within the University for a particular post(s), the post(s) shall be filled through open competition by inviting applications through advertisement where internal candidates may also compete with others.
- *iii) In case of internal candidates, maximum age may be relaxed upto five years and this fact should be mentioned in the advertisement. Relaxation in experience will not be given to the internal employee.

13.2 The post such as the Controller of Examinations, Finance Officer, Executive Engineer, Estate Officer, Law Officer, Medical Officer, Programmer etc., being selection posts, shall be filled up by direct recruitment after inviting applications as per procedure specified under clause 13.1 above. The Vice-Chancellor shall constitute the selection committee for considering applications received in response to advertisement and for making recommendation to the Executive Council. The minimum qualifications for these posts shall be such as may be prescribed by the competent authority from time to time.

**13.3 The post of Assistant Registrar/Deputy Registrar shall be filled up as under:

- | | |
|---------------------------|-------|
| a) i) By promotion | : 75% |
| ii) By direct recruitment | : 25% |

**13.4 Excluded.

+13.4(a) All posts upto the level of Superintendents (other than Clerks/Steno-Typists) shall be filled by promotion on the basis of seniority-cum-merit.

++13.4(b) The post of Clerk-cum-DEO shall be filled as under:

- | | |
|---|-------|
| 1. By direct recruitment | : 80% |
| 2. By promotion from amongst confirmed employees of the cadre of Peons and Daftries | : 20% |

* Amended vide Executive Council Resolution No. 9 on 22.7.2011

** Included vide Executive Council Resolution No. 10 (IV) on 30.03.2013

*** Excluded from the draft vide Executive Council Resolution No. 9 on 22.7.2011

+ Included vide Executive Council Resolution No. 27 on 22.7.2011

++ Included vide Executive Council Resolution No. 8 on 30.03.2013

13.5 Seniority will not be the sole criterion for promotion. The promotions will be made on seniority-cum-merit basis. The merit will be judged on the basis of the annual confidential report of an employee for the last ten years, (if he / she has ten year or more service) out of which seventy percent of the reports should be atleast good.

Transfer

- 14.1 (a) The power to transfer a University employee upto the rank of Assistant shall rest with the Registrar; and
- (b) The power to transfer an employee of the rank of Deputy Superintendent and above shall rest with the Vice-Chancellor.
- (c) A University employee cannot be transferred substantively to a post carrying a scale of pay lower than that of the permanent post on which he holds a lien, except at his own written request or on account of proven inefficiency and / or misbehaviour.

Note :

1. Provided that a University employee of the rank of Superintendent and below should ordinarily be transferred at least once in three years.
2. Further provided that nothing contained in Sub Clause (c) above shall prevent re-transfer of an employee to the post on which he holds a lien.

Joining Time

- 14.2 Joining time will be admissible to an employee on transfer to enable him/her to join a post at another station.

Calculation of Joining Time

- 14.2 On transfer, joining time shall be calculated as follows:
- a) From one post to another in the same office Nil
 - b) From one post to another not involving any change of station One day including gazetted holiday.
 - c) From one station to another:

- | | | |
|-----|-----------------|--|
| i) | For preparation | Six days |
| ii) | For Journey | One day for 150 K.M
by rail or by road by
motor vehicle. |

NOTE:

1. Travel by road to or from railway station at the beginning or end of the journey does not count for joining time.
2. If an employee takes leave while in transit from one post to another, the period which has elapsed since he/she handed over charge of his/her old post, shall be included in his/her leave. On expiry of leave, the employee may be allowed normal joining time.
3. When holidays follow joining time, the normal joining time may be deemed to have been extended to cover such holidays.
4. Sundays are not included in the calculation of joining time.
5. In the case of privilege leave, joining time is admissible even if the orders of transfers are received while on leave.

Payment during Joining Time

- 14.4 An employee on joining time shall be regarded as on duty and shall be entitled to be paid as follows:
- a) On transfer to a new post while on duty in the old post: pay which he/she would have drawn on the old post or pay which he/she will draw on taking charge of the new post, whichever is less.
 - b) During joining time on return from leave: pay equal to leave salary admissible if he/she had been on privilege leave for the portion of joining time.

Overstay of Joining Time

- 14.5 An employee who does not join his/her post within the stipulated joining time shall not be entitled to pay or leave salary after the

expiry of joining time. Not joining duty after the expiry of joining time shall be construed as misconduct and willful absence from duty.

**15. Excluded.

Probation and Confirmation.

16.1 Every person appointed permanently to a post under the University after the commencement of these rules, whether by promotion or by direct recruitment, shall be on probation in such post for a period of one year, after the satisfactory completion of which the appointing authority may, by an order in writing confirm him/her, provided that the total period of probation including extension shall not exceed two years.

Provided further that the appointing authority may allow continuous period spent on duty, if any, on the same post on adhoc basis or on temporary/leave vacancy/deputation when followed by regular appointment to count towards period of probation for the purpose of confirmation.

16.2 If it appears to the appointing authority that at any time during or at the end of the period of probation a probationer has not made sufficient use of the opportunities or his/her work and conduct have not been found satisfactory and the appointing authority feels that the probationer is not suitable for holding that post or has not completed the period of probation satisfactory, the appointing authority may:-

- i) In case of a person appointed by promotion: revert him/her to the post held by him/her immediately prior to such promotion or extend the period of his/her probation to the extent as specified under these rules.

** Excluded from the draft vide Executive Council Resolution No. 9 on 22.7.2011

- ii) In case of a person appointed by direct recruitment: terminate his/her service or extend the period of his/her probation to the extent as specified in the clause 16.1 of these rules.
- 16.3 A probationer reverted or removed from service during or at the end of the period of probation shall not be entitled to any additional compensation whatsoever other than usual emoluments payable under rules.

Date of Commencement of Probation of person first appointed Temporarily.

17. If a person having been appointed temporarily to a post is subsequently appointed on probation against a permanent post in the same cadre, he/she shall commence his/her probation from the date of his/her subsequent appointment or from such earlier date as the appointing authority may determine.

Notice required for termination/discontinuation/resignation from service.

- 18.1 A permanent employee can leave or discontinue his/her services in the University by giving a three months prior notice to the Registrar/Vice Chancellor, as the case may be, of his/her intention to leave or discontinue service. The competent authority may for good and sufficient reasons to be recorded in writing relax this condition.
- Provided further that the employee, in lieu of such notice, shall be liable to pay to the University, a sum equal to his/her pay and allowances for the duration falling short of the prescribed period. The University shall have the authority to deduct/adjust any amount due to him/her from the University on this account, if any.
- 18.2 The services of a temporary/contractual employee may be terminated with such notice as may be specified in terms of his/her appointment or on payment of pay and allowances in lieu of such notice by either side. The period of notice may, however,

be waived by the appointing authority for good and sufficient reasons.

Provided that no notice of resignation shall be necessary in the case of –

- (i) Work charged staff;
- (ii) Appointment of temporary nature without any specific period or till further orders.

**18.3. Excluded.

Handing over charge:

19. An employee before leaving the University service or on transfer shall hand over the charge of his/her post to a duly authorized employee and shall return to the University all books, apparatus, furniture, etc. issued to him/her. He/she shall also pay all charges due from him/her for occupation of residential quarter, water, conservancy and electricity charges, etc. If he/she fails to do so, University may recover the amount due from him/her on account of these and any other such charge from his/her last salary or from any amount due to him/her.

Increments:

- 20 i) An increment shall be drawn as a matter of course but the appointing authority shall be competent to withhold an increment on account of misconduct or unsatisfactory work and before doing so, shall give an opportunity to the employee to make any representation that he/she may desire to make and shall take such representation into consideration as per procedure laid down in Part-III of the rules. In ordering the withholding of an increment, the competent authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing any future increments.
- ii) Increment shall accrue on the 1st of July every year.

Service counting for increment:

21. The following service shall count for increment in a time scale:
- i) (a) All duty on a post of a time scale counts for increment in that time scale;
 (b) If a University employee holding one post is appointed to officiate on a higher post, his/her officiating or temporary service in the higher post, shall, if he/she is reappointed to the lower post, count for increment in the time scale applicable to such lower post;
 (c) Service rendered on a post carrying lower time scale will not count for increment;
 - ii) period spent on foreign service or deputation shall count for increment and released at the time of his/her rejoining on his/her substantive post.
 - iii) Service rendered in a temporary post shall count for increment provided the appointment to the post had been made in prescribed time scale.
 - iv) Leave other than Extraordinary Leave without pay, counts for increment in the time scale of the post in which the employee has been confirmed. It should also count for increment in the time scale applicable to the post held on regular or officiating capacity provided the employee would have continued to officiate but for his/her proceeding on leave.

Note:

1. Extraordinary Leave without pay may count for increment under the orders of the competent authority under the circumstances as detailed in leave rules.
2. Service rendered on a post in a time scale during the period of probation shall count as service towards increment.
3. A period of overstay of leave does not count for increment unless the period is allowed by the competent authority to be

converted into leave other than Extraordinary Leave (without pay) on consideration of gravity of circumstances.

Higher Start/Advance Increment(s):

22.1 The appointing authority may sanction a higher start than the minimum of the grade on the first appointment if it deems fit and proper. Such higher start shall be specified as being equal to a specific number of grade increments in the time scale of the post.

NOTE:

1. In cases where higher start has been given to an employee, he/she shall be entitled to increment in the same manner as if he/she had reached his/her position in the scale in the ordinary course and in the absence of specific order to the contrary, he/she should be placed in exactly the same position as regards future increments as an employee has so reached.

2. (i) The grant of special increment(s) to a University employee on obtaining higher qualification shall not affect the date of his/her annual increment.

(ii) Such increment(s) may be given strictly as per Haryana Government Rules/Policy.

22.2 The appointing authority may sanction a higher start than the minimum of the grade in the case of a person joining this University after leaving regular service on a permanent post in Haryana Government or in autonomous body/institution/corporation established by Haryana Govt., on production of Last Pay Certificate provided there is no break of service while joining this University and the person has applied through proper channel.

Fixation of Pay

23.1 Unless the appointing authority grants in an individual case a higher starting salary than the minimum of the pay scale, a person who has been appointed to a post, shall on assuming duties, draw the minimum of the pay scale as his/her initial pay

23.2 The initial pay of an employee, who is appointed to another higher post, shall be regulated as under:-

If he/she holds a lien on a permanent post, at the stage next above his/her substantive pay in respect of the old post but if the minimum of the new post is higher than his/her substantive pay in the old permanent post, he/she will draw the minimum as initial pay.

NOTE:

1. If the pay of an employee in his/her substantive post is increased by the grant of an annual increment in that post, his/her pay shall be accordingly re-fixed from that date in the higher post in which he/she is officiating.

23.3 The holder of a post, the pay of which is changed shall be treated as if he/she was transferred to a new post in the new pay, subject to such restriction as the competent authority may in each case lay down. Normally, it shall be fixed in new scale at the stage next above the pay drawn in the old scale, provided that University employee may at his/her option retain his/her old post until the date of his/her next increment in the old scale.

Fixation of Pay on Reduction to a Lower Post.

24. On transfer to a lower grade or post, as a penalty, an employee may be allowed by the authority ordering the transfer any pay not exceeding the maximum of such lower grade or of the pay scale of such lower post. If he/she is reduced to a lower grade or post or to a lower stage in his/her own time scale, the authority ordering the reduction shall also state in the same order the period for which it shall be effective and whether it shall operate to postpone future increment and if so to what extent.

Special pay, Personal pay, Honorarium and Fee:

25. (a) The Executive Council/Vice-Chancellor may sanction to an employee in any special circumstances such special pay,

personal pay, honorarium or fee on such conditions as it may deem fit on satisfactory discharging of certain responsibilities of general or some special nature during or outside in addition to his/her own normal duties.

(b) Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by an amount by which the recipient's pay may be increased.

Date of reckoning of pay and allowances.

26. An employee shall commence to draw the pay and allowances of a post from the date he/she assumes the charge of that post, if the charge is assumed in the forenoon, otherwise from the following date and shall cease to draw the same from the date he/she ceases to hold that charge on whatever account.

****27. Pay and Allowances for holding additional charges of a post:**
Deleted.

Payment during suspension;

28.1 During the period of suspension, an employee shall receive only subsistence allowance at the rate half of his/her pay and allowances admissible on the amount which he/she was drawing immediately preceding his/her suspension.

28.2 A suspended person shall not be entitled to any leave for the period of suspension.

28.3 Where the period of suspension exceeds six months, the suspending authority may vary the amount of subsistence allowance for any period subsequent to the period of first six months as follows:

(i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 percent of the subsistence

****Deleted vide Executive Council Resolution No. 9 of 22.7.2011**

allowance admissible during the next six months if the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee.

(ii) In case the prolongation is directly attributable to the employee, the subsistence allowance may be reduced by suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of six months.

- 28.4 The competent authority suspending an employee should serve a charge sheet upon such employee within three months of the issue of suspension orders.
- 28.5 On receipt of the reply of the charge-sheet from the suspended employee, the competent authority may appoint an Enquiry Officer within one month of the receipt of the reply.
- 28.6 No payment under rule 28.1 & 28.3 shall be made to an employee under suspension unless he/she furnishes a certificate that he/she is not engaged in any other employment, business, profession or vocation.

Provided that in case of an employee who is dismissed or removed from service, but is deemed to have been placed or continued to have been under suspension from the date of such dismissal or removal and who fails to produce such a certificate for any period or periods during which he/she is so deemed to have been placed or continued to have remained under suspension, he/she shall not be entitled to the subsistence and other allowances equal to the amount by which his/her earning falls short of the subsistence and other allowance that would otherwise be admissible to him/her.

Provided further that where the subsistence and other allowances admissible to him/her are equal to or less than the amount earned by him/her, nothing in the aforementioned proviso shall apply to him/her.

Payment on reinstatement.

29. An employee on reinstatement after dismissal, removal or suspension may be allowed the following payment by the authority competent to order re-instatement:

- (a) If he/she is honourably acquitted of the charge(s): Full pay and by an order to be separately recorded, any allowances drawn immediately before removal, dismissal or suspension. The whole period of absence will be treated as duty.
- (b) If not honourably acquitted:
Such proportion of pay and allowances as the reinstating authority may order provided that such proportion shall not be less than the subsistence allowance admissible during suspension. The period of absence will not be treated as duty unless the re-instating authority for reasons to be recorded so directs.

NOTE:

1. The grant of pay and allowances under this rule does not cancel any acting arrangement that may have been made during the period of an employee's suspension, removal, dismissal or reduction.
2. The reinstating authority may, on good and sufficient reasons to be recorded, allow conversion of the period of suspension into one of leave of the kind due and admissible to him/her in a case falling under (b) if the employee makes a written submission in this regard.

Cessation of Pay and Allowances:

30. Pay and allowances of an employee, who is dismissed or removed from service, shall cease from the date of such dismissal or removal.

Office liable to be declared vacant:

31. If an employee absents himself from duty for seven days consecutively without express permission of the competent authority, the office held by him/her shall be declared vacant, after following due process, and the employee shall forfeit salary for the period of such absence.

Abolition of Post.

32. A three months' notice shall be given to a permanent University employee before his/her services are dispensed with on the abolition of his/her post as a result of retrenchment or otherwise. In case the University fails to give the three months' notice and the employee has not been provided with other employment, his/her emoluments for the period for which the notice actually falls short of stipulated three months, shall be paid to him/her in addition to the retirement benefits to which he/she may be entitled under the University rules.

Resignation:

- 33.1 A University employee may resign his/her job, by serving a three months' notice or by giving such notice as may be required under the terms of appointment held by him/her with the approval of the appointing authority.
- 33.2 Resignation from a service or a post, unless it is allowed to be withdrawn in public interest by the appointing authority, shall entail forfeiture of past service.
- 33.3 The appointing authority may in public interest to be stated in writing permit a person to withdraw his/her resignation on the following conditions:
 - (i) that the resignation was tendered by the employee for some compelling reasons which did not reflect on his/her

integrity, efficiency or conduct and the request has been made due to change in those circumstances;

- (ii) that the conduct of the employee during the intervening period was in no way improper or unbecoming of a university employee;
- (iii) that the post, which was vacated by the employee on the acceptance of resignation or any other comparable or higher or suitable post is available; and
- (iv) that the period of interruption shall not count as qualifying service for any purpose, unless the Vice-Chancellor directs otherwise.

Retirement:

34. All whole time employees shall retire on completing the age of 60 years, provided that the Executive Council may, on the recommendation of the Vice-Chancellor extend the service of any employee for a period as given in the Rules prescribed by the Executive Council separately.

Premature/Voluntary retirement:

- 35.1 A university employee is eligible to seek premature retirement even before completing 20 years of qualifying service on medical grounds if the incumbent is certified to be suffering from some incurable disease or permanent disability which renders him/her unfit to continue in service.

In case any enquiry involving charge(s) of corruption or disciplinary proceedings of serious nature is /are pending against him/her, the request for premature retirement on medical grounds may be considered only after he/she is cleared of the charge(s).

- 35.2 A university employee who has put in not less than 20 years' of qualifying service may, by giving three months' notice, in

writing, to the appropriate authority, retire from the service voluntarily. A notice of less than three months may be accepted by the appropriate authority in exceptional circumstances.

**35.3 Excluded.

35.4 A notice of voluntary retirement, given before completion of 20 years' qualifying service shall require acceptance by the appropriate authority if the date of retirement, or the date of expiry of notice, would be earlier than the date on which the employee concerned could have retired voluntarily under the provisions of these rules. Such acceptance shall generally be given in all cases, except those (a) in which disciplinary proceedings are pending or contemplated against the employee for imposition of a major penalty of removal, dismissal or reduction in rank would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a court of law.

Notwithstanding the generality of provision stated above, the Executive Council may, for reasons to be recorded in each such case, accept the notice of voluntary retirement.

Provided further that even where notice of voluntary retirement given by an employee requires acceptance by the appropriate authority, the employee concerned may presume acceptance and the retirement shall be effective in terms of notice, unless the Vice-Chancellor/appropriate authority issues an order to the contrary before the expiry of period of notice.

35.5 An employee who retires voluntarily, shall be entitled to retrieval benefits such as gratuity, pension, encashment of earned leave as in the case of those who retire on superannuation, as may be admissible under the rules/statutes of the University.

** Excluded from the draft vide Executive Council Resolution No. 9 on 22.7.2011

Compulsory Retirement:

- 36.1 The appointing authority shall, if on examination and material placed before him/her is satisfied that it would be in the public interest to do so, have the absolute right to order compulsorily retirement from service of a University employee by giving him/her notice of not less than three months in writing or three months' pay and allowances in lieu of such notice:
- (i) If he/she is a Class - I employee : after he/she has attained the age of 50 years;
 - (ii) if he/she is a Class – II & III employee: after he/she has attained the age of 55 years.
- 36.2 The University employee would stand retired immediately on payment of three months' pay and allowances in lieu of notice and shall not be in service thereafter.

Service benefits:

37. Employees of the University (other than those specified in Rule 4) shall be entitled to the benefits of the contributory provident fund gratuity, etc. in accordance with the provisions in the Statutes and to pension and insurance scheme as may be instituted by the University for benefits of the employees, from time to time.

Termination of Services:

38. The service of an employee shall be liable to be terminated on any of the following grounds:
- a) Gross negligence in the discharge of duty;
 - b) Mis-Conduct;
 - c) Insubordination or any breach of discipline;
 - d) Absence from duty without leave;
 - e) Physical or mental unfitness for the discharge of duty;

f) Any act prejudicial to the interest of the University or its property.

Provided that in the case of a permanent employee, an order passed under this Rule except under Sub-rule (e) shall be treated as a major penalty and the procedure laid down in Part-III of these rules shall be followed.

Provided further that where an employee is removed from service for a reason other than specified in Sub-rule(S) he/she shall be given three months' notice in writing or be paid three months' salary in lieu of notice period.

Service Book:

39.1 A record of service in respect of every University employee shall be maintained in his/her service book. The service book shall be maintained by and kept in the custody of the Registrar.

The service book shall not be given to any employee who is proceeding on leave or who quits University service. A certified copy of the service book, may, however, be supplied on request of the employee on retirement, discharge or resignation.

39.2 Every step in an employee's official life including the temporary or officiating promotions of all kinds, increments and leave etc. shall be recorded in his/her service book and each entry attested under the dated signature of the Head of the Branch or the Registrar as the case may be.

**39.3 Excluded.

NOTE:

1. Special precaution should be taken at the time of filling up page 1 of the Service Book specially in respect of the date of birth, as it is to determine the final date of retirement of an employee. The officer authorized to

** Excluded from the draft vide Executive Council Resolution No. 9 on 22.7.2011

maintain service books shall perform this important function himself personally and attest the date of birth entry in token of his/her having done so on the basis of physical verification of original record. It shall be based on Matriculation/Higher Secondary Certificate or an equivalent certificate where the date of birth is indicated, and in the case of Class – IV employee or holder of other post, where the minimum academic qualification is not laid down and the employee has not passed Matric/Higher Secondary Examination, the certificate issued by the University Medical Officer or a Medical Officer designated by the University as in Rule 9 shall be accepted as a proof of age.

2. In case where only the year of birth of an employee is entered, the 1st of July of that year shall be taken to be the date of birth. If the month is also given, but not the date, 16th of the month shall be taken to be the date.
3. Date of birth cannot be altered unless the employee concerned applies for correction of his/her age as recorded, within two years from the date of his/her entry into University service. University authorities, however, reserve the right to make a correction in the recorded age at any time against the University employee's interest when it is satisfied that the age recorded has been incorrectly entered with the object that the employee may derive some unfair advantage therefrom. The Registrar will however, have the discretion to refuse to grant such application and no alteration shall be allowed unless it is proved to his/her satisfaction that the date of birth as originally given by the applicant was bonafide mistake and that he/she has derived no unfair advantage therefrom.

- 39.4 It is the duty of every employee to see that his/her service book is properly maintained. He/she shall also be required to put his/her signature in col. 8 as and when there is any change in his/her emoluments, as a proof of his/her having verified the entries. The officer-in-charge of service books may permit the employee concerned to examine his/her service book should he/she desire to do so at any time.

Personal Files:

40. Besides the confidential reports on the work and conduct of an official, copies of documents/communication, specified below shall also be placed on his/her personal files.
- a) All orders imposing any of the penalties as mentioned in part-III of these Rules.
 - b) All communications conveying adverse remarks.
 - c) Letters of appreciation for outstanding work performance of an overall assessment of his/her work and conduct during the year.
 - d) Any other letter/order, the competent authority may direct.

Confidential Reports:

41. The chairperson of the departments, the Registrar and any other officer authorized to do so shall report confidentially on the work and conduct of the employees, in accordance with Rules made by the Executive Council separately in this behalf.

Withholding of payment of emoluments of University Employees suspected of having committed embezzlement:

42. When an officer is suspected of being concerned directly or indirectly in the embezzlement of University money, store etc., and is placed under suspension, the authority competent to order his/her removal may direct that, unless he/she furnishes security for the reimbursement of the said money, value of stores etc. to the satisfaction of the Registrar, the payment of any sum due to him/her by the University on the date of suspension shall be

deferred until such time as the said authority passes final orders on the charges framed against him/her.

Provided that such an employee shall be entitled to the payment of subsistence allowance in respect of the period for which, the admissible emoluments, if any, are withheld.

Residuary conditions of service:

43. Any case which does not fall within the purview of these Rules, may be decided in accordance with the Rules framed by the Haryana Government for its own employees or in such manner as the Vice-Chancellor/Executive Council, as the case may be, deem fit and proper in each case.
44. The Executive Council may prescribe Rules for providing compassionate assistance to the dependents of deceased/missing University employee, on the pattern of Rules prescribed by the State Government in this behalf.

PART-III

(Punishment & Appeal Rules)

SHORT TITLE:

1. These rules may be called Chaudhary Devi Lal University Non-Teaching Employees (Punishment & Appeal) Rules.

DEFINITIONS:

2. In these rules, unless the context otherwise requires:-
 - (a) "Appointing authority" in relation to University employee means-
 - (i) the authority empowered to make appointments to the service of which the University employee is for the time being a member; or, to the category of the Service of which the University employee is for the time being included; or

- (ii) the authority empowered to make appointments to the post which the University employee for the time being holds; or
- (iii) the authority which appointed the University employee to such service, category or post, as the case may be.

(b) “Chancellor” means the Chancellor of Chaudhary Devi Lal University, Sirsa.

(c) “Punishing Authority” means the authority competent under these Rules to impose on a University employee any of the penalties specified in Rule 5.

(d) “Service” means a service under the University.

(e) “University” means Chaudhary Devi Lal University, Sirsa.

(f) “University employee” means any person appointed to a non-teaching or any other post other than a teaching post in connection with the affairs of the university.

EXPLANATION: A University employee whose services are placed at the disposal of another University, Government, Corporation or a local authority, shall, for the purposes of these Rules, be deemed to be a University employee serving under the University, notwithstanding that his/her salary is drawn from sources other than the Funds of the University.

(g) “Vice-Chancellor” means the Vice-Chancellor of Chaudhary Devi Lal University, Sirsa.

APPLICATION:

- 3.1 These rules shall apply to every University employee, but shall not apply to -

- (a) any member of Government service;
- (b) any person in casual employment;
- (c) any person subject to discharge from service on less than one month's notice;
- (d) any person for whom special provision is made in respect of matters covered by these rules or under any law for the time being in force or by or under any agreement entered into by or with the previous approval of the University, in regard to matters covered under those special provisions.

- 3.2 Notwithstanding anything contained in sub-rule 3.1, these rules shall apply to every University employee temporarily transferred to a service or post coming within sub clause (d) of sub-rule (1) of rule 3 to whom, but for such transfer, these Rules would apply.
- 3.3 In case any doubt arises whether these rules or any provision(s) of them apply to any person or not, the matter shall be referred to the Vice-Chancellor, who shall decide the same.

SUSPENSION :

- 4.1 The appointing authority or any other authority to which such appointing authority is subordinate or the punishing authority or any other authority empowered in that behalf by the Executive Council by a general or special resolution, may place a University employee under suspension-
- (a) where a disciplinary proceeding against him/her is contemplated or is pending; or
 - (b) where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.
- Provided that where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

- 4.2 A University employee shall be deemed to have been placed under suspension by an order of appointing authority-
- (i) with effect from the date of his/her detention, if he/she is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
 - (ii) with effect from the date of his/her conviction, if, in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

EXPLANATION

The period of forty-eight hours referred to in clause (ii) of this sub-rule shall be computed from the commencement of the imprisonment after conviction and, for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- 4.3 Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension is set aside in appeal or on review under these Rules and the case is remitted for further inquiry or action or with any other direction, the order of suspension shall be deemed to have continued to be in force, on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force, till further orders.
- 4.4 Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the punishing authority, decides to hold a further inquiry against him/her on the allegation on which the penalty of dismissal, removal or compulsory retirement was

originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of original order of dismissal, removal or compulsory retirement, as the case may be, and shall continue to remain under suspension until further orders.

- 4.5 An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- 4.6 Where a University employee is suspended or is deemed to have been suspended whether in connection with any disciplinary proceedings or otherwise, and any other disciplinary proceedings is instituted against him/her during the continuance of that suspension, the authority competent to place him/her under suspension may, for reasons to be recorded in writing, direct that the University employee shall continue to be under suspension until the termination of all or any of such proceedings.
- 4.7 An order of suspension made or deemed to have been made under this Rule may, at any time, be modified or revoked by the authority which made or deemed to have made the order or by any other authority to which that authority is subordinate.

PENALTIES:

The following penalties may, for good and sufficient reasons, and as hereinafter provided be imposed on a University employee.

Minor Penalties

- i) Warning;
- ii) Censure;
- iii) Withholding of grade increment(s), without cumulative effect;
- iv) Withholding of promotion;
- v) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.

Major Penalties

- vi) Withholding of grade increment(s) with cumulative effect;

- vii) Reduction to a lower stage in the time scale of pay with further directions that as to whether or not the University employee will earn grade increments beyond that lower stage after such reduction;
- viii) Reduction to lower time-scale, grade, post or service shall be a demotion which shall essentially carry with it a bar for future promotion of the University employee to the time-scale of pay, grade. Post or service from which he/she has been so reduced, with or without mention of any specific conditions in the order imposing this penalty.
- ix) Compulsory retirement;
- x) Removal from service which shall not be a disqualification for future employment under the University;
- xi) Dismissal from service, which shall ordinarily be a disqualification for future employment under any public interest.

Explanations: The following shall not amount to a penalty within the meaning of this Rule:

- i) Withholding grade increment(s) of an employee for failure to pass departmental examination or non fulfillment of any such condition in accordance with the Rules or orders governing the service or post or the terms of his/her appointment;
- ii) Stoppage of an employee at the efficiency bar in the time scale on grounds of his/her unfitness to cross the bar.
- iii) non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his/her case to a service, grade or post for promotion to which he/she may be otherwise eligible;
- iv) reversion to a lower service, grade or post of an employee officiating in a higher service, grade or post on the ground that he/she is considered after trial to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his/her conduct.

- v) reversion to his/her permanent service, grade or post of an employee appointed on probation to another grade or post during or at the end of the period of probation in accordance with the term of his/her appointment or the Rules and orders governing probation;
- vi) suspension pending enquiry;
- vii) Termination of the service;
 - a) of an employee appointed on probation, during or at the end of the period of probation, in accordance with the term of his/her appointment or the Rules and order governing probation;
 - b) of a person engaged under a contract: in accordance with the term of the contract;
 - c) of a temporary employee appointed otherwise than under a contract: on the expiry of the period of appointment or on abolition of the post before the due time in accordance with the term of appointment.
 - d) of a temporary employee engaged on a tenure post or offered term appointment : at the expiry of the tenure or term of appointment as specified in the order of appointment or earlier if the post on which such appointment has been made is abolished.
- viii) Compulsory retirement of University employee in accordance with the provisions relating to superannuation or retirement.

PUNISHING AUTHORITY:

6.1 Except, where otherwise laid down in the statutes and the ordinances of the University, the authority competent to appoint shall also be competent to impose any of the penalties specified in Rule 5 upon the persons to whom these Rules apply.

**6.2 Excluded.

AUTHORITY TO INSTITUTE PROCEEDINGS:

- 7.1 Except where otherwise provided under these Rules, the Executive Council or any other authority empowered by it, by a general or special order, may
- (a) institute disciplinary proceedings against any University employee;
 - (b) direct a punishing authority to institute disciplinary proceedings against any University employee on whom that punishing authority is competent to impose under these Rules any of the penalties specified in Rule 5.
- 7.2 A punishing authority competent under these rules to impose any of the penalties specified in clause (i) to (v) of Rule 5 may institute disciplinary proceedings against a University employee for the imposition of any of the penalties specified in clauses (vi) to (xi) of Rule 5 notwithstanding the fact that such punishing authority is not competent under these Rules to impose any of the latter penalties.

PART-IV**PROCEDURE FOR IMPOSING MAJOR PENALTY:**

- 8.1 No order imposing any of the major penalties specified in clauses (vi) to (xi) of rule 5 shall be made against a person to whom these Rules are applicable unless he/she has been given a full and reasonable opportunity of being heard, showing cause and of defending himself against the action proposed to be taken against him/her.
- 8.2 Whenever the punishing authority is of the opinion that there are grounds for inquiring into truth of any imputation of misconduct or misbehaviour against a University employee, it may itself inquire into or appoint an authority to inquire into the truth thereof to its satisfaction.
- 8.3 Where it is proposed to hold an inquiry against a University employee under these Rules, the punishing authority may draw up or cause to be drawn up-
- i) ground on which it is proposed to take such action shall be reduced in writing into definite and distinct articles of charges;

ii) a statement of allegations on which each charge is based and of any other circumstances on which it is proposed to take up into consideration before passing orders in the case;

iii) a statement of all relevant facts including any admission or confession having been made by the University employee;

iv) a list of documents on the basis of which and a list of witnesses by whom, the articles of charge are proposed to be sustained.

8.4 The punishing authority shall deliver or cause to be delivered to the employee, a copy of the articles of charge, the statement of allegations and list of documents and witnesses in support of each article of charge and require him/her to submit, within a reasonable time, ordinarily not exceeding two weeks, to state in writing, whether he/she admits the truth of all or any of the allegations, what explanation or defence, if any, he/she has to offer and whether he/she desires to be heard in person.

8.5 If on receipt of written statement of defence, the punishing authority is of the opinion that imposition of one of the minor penalties specified in clause (i) to (v) of Rule 5 on the University employee would suffice and for that reason the punishing authority does not consider it fit and necessary to inquire into articles of charges any further for imposing one of the major penalties specified in clauses (vi) to (xi) of Rule 5, itself make an order imposing any of the minor penalties specified in clause (i) to (v) of Rule 5.

8.6 **(a)** If the punishing authority is not satisfied with the explanation given by the person charged or if the employee desires to be heard in person, an inquiry officer shall be appointed to hold a regular enquiry;

(b) The competent authority may appoint a University employee or a legal practitioner to be known as the 'Presenting Officer' to present on his/her behalf the case and lead evidence before the inquiry officer in support of statement of allegations/articles of charge(s);

(c) The employee against whom a charge is being enquired into, shall be allowed to obtain the assistance of an in-service or retired University

employee, if he/she so desires in order to lead his/her defense before the enquiry officer.

(d) In case of counsel is engaged by the competent authority to present his/her case before the Enquiry Officer, the charged employee shall also be entitled to engage the services of a counsel to represent his/her case in defence.

(e) The charged employee shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called, as he/she may wish, provided that the Enquiry Officer may, for reasons to be recorded in writing, refuse to call any such particular witness.

- 8.7 If any question arises whether it is reasonably practicable to give to any person an opportunity to defend himself under Rule 8.3, the decision thereon of the punishing authority shall be final.
- 8.8 All notices from the Enquiry Officer shall, unless personally served, be deemed to have been served when sent by registered post to the employee at his/her last known address.
- 8.9 If the charged employee to whom a copy of article of charges has been delivered does not submit his/her written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiry officer or otherwise fails or refuses to comply with the provisions of this Rule, the inquiry officer shall proceed to hold the inquiry ex parte.
- 8.10 The charged employee shall appear in person before the Inquiry Officer on such date and time and at such venue as the Inquiry Officer may, by a notice in writing, specify in this behalf.
- 8.11 On the date fixed for the purpose, oral and documentary evidence on the basis of which charges are proposed to be proved shall be produced by or on behalf of the competent authority before the Inquiry Officer. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross examined by or on behalf of the charged employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross examined, but not on any new

matter, without the leave of the Inquiry Officer. The Inquiry Officer may also put such questions to the witnesses as he/she thinks fit and proper for a fair investigation.

- 8.12 Before the close of the case, on behalf of the competent authority, the Inquiry Officer, may in his/her discretion allow the Presenting Officer to produce evidence not included in the list given to the charged employee or may himself call for new evidence or recall or re-examine any witnesses and in such case the charged employee shall be entitled to seek, if he/she so demands, and adjournment for three clear days before the production of such new evidence. The Inquiry Officer shall give to the charged employee an opportunity of inspecting such additional documents submitted/called in evidence before they are taken on record.
- 8.13 When the charged employee has not admitted in his/her written statement any of the charges or has not submitted any written statements in his/her defence, the inquiry officer shall ask him/her to state as to whether he/she pleads guilty or has any defence to make. If the charged employee pleads guilty to all or any of the charges, the inquiry officer shall record his/her plea, sign the record and obtain the signature of the employee thereon.
- 8.14 The inquiring authority shall return a finding of guilt in respect of those of articles of charges to which the University employee pleads guilty.
- 8.15 The Inquiry Officer, shall if the employee fails to appear before him/her within the specified time, or having reported refuses or omits to plead, require the presenting officer to produce the evidence on the basis of which he/she proposes to prove the charges and shall adjourn the case and afford to the charged employee another but final opportunity;
- i) To inspect the documents filed with the statement of allegations;
 - ii) To submit a list of witnesses to be examined and to obtain/see a list of documents which are in the custody of the University, indicating relevancy of the documents required by him/her;
 - iii) apply orally or in writing for the supply of copies of the statements, if any recorded of witnesses mentioned in the list

referred to above, in which case the inquiring authority shall furnish to him/her such copies as early as possible but, in any case, before the commencement of examination of the witnesses on behalf of the punishing authority.

- 8.16 The Inquiry Officer shall, on receipt of the notice from the charged employee for the discovery or production of documents forward the same to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the Inquiry Officer may for reasons to be recorded in writing, refuse the requisitions of such documents as are in his/her opinion not relevant to the case.

- 8.17 On receipt of the requisition referred in Rule 8.15 (ii & iii), the authority having the custody or possession of the requisitioned documents shall produce the same before the Enquiry Officer, unless the Inquiry Officer, is satisfied on written requisition by the authority having the custody or possession of the requisitioned documents that such document are of a confidential nature and should not be produced.

- 8.18 When the case for the competent authority is closed, the charged employee shall be required to submit evidence in his/her defence orally, or in writing as he/she may prefer. If the defence is made orally, it shall be recorded by the Inquiry Officer and charged employee shall be required to sign the record.

- 8.19 The evidence/witness on behalf of the charged employee shall then be produced. The employee may examine such evidence/witness himself on his/her behalf if he/she so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Inquiry Officer. The Inquiry Officer may, for the reasons to be recorded in writing, refuse to call any witnesses cited by the employee.

- 8.20 The Inquiry Officer may after the charged employee closes his/her case and if the employee has not examined the evidence/witness himself, shall generally question him/her on the circumstances, appearing against him/her in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him/her.
- 8.21 The Inquiry Officer may after the completion of the production of evidence, hear the presenting officer, if any, appointed and the employee, or permit them to file written briefs of their respective cases, if they so desire.
- 8.22 When the statement of allegation against the charged employee shows that his/her general behaviour has been such as to be unbecoming of his/her position, or that he/she has failed to reach or to maintain a reasonable standard of efficiency, he/she may be charged accordingly, and a finding on such a charge may be a valid ground for the infliction of any of the punishments prescribed under Rule 5 which may be considered suitable in the circumstances of the case.
- 8.23 It shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged during the course of his/her deposal in defence.
- 8.24 These provisions shall not apply where a person is removed or reduced in rank on the grounds of conduct which had led to his/her conviction on a criminal charge, or where an authority empowered to remove him/her or reduce him/her in rank is satisfied that, for some reason, to be recorded in writing it is not reasonably practicable to give him/her an opportunity of showing cause against action proposed to be taken against him/her or if it is considered expedient not to give that person an opportunity.
- 8.25 Whenever an Inquiry Officer, after having heard and recorded the whole or any part of the evidence, is unable to proceed with the inquiry for any reason whatsoever, and is succeeded by another Inquiry Officer, the

Inquiry Officer so succeeding, may act on the evidence already recorded by his/her predecessor. If the predecessor Inquiry officer has partly recorded by himself the evidence on any charge, the successor Inquiry Officer may accept and act on the same and proceed further with the process from that stage onward.

Provided that if the succeeding Inquiry officer is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, he/she may recall, examine, cross-examine and re-examine any such witness as hereinbefore provided.

- 8.26 After conclusion of the inquiry, a report shall be prepared by the Inquiry Officer which shall contain-
- (a) the articles of charges and the statement of the imputations of misconduct or misbehaviour;
 - (b) the defence of the charged employee in respect of each article of charges;
 - (c) an assessment of the evidence adduced and examined in respect of each article of charges;
 - (d) the finding on each article of charges and detailed reasons therefor.
- 8.27 If, in the opinion of the Inquiry Officer, the proceedings of the inquiry establish any article of charges is different from the original articles of the charges, he/she may record his/her findings on such particular article of charges.
- Provided that findings on such article of charges shall not be recorded unless the charged employee has either admitted the facts on which such article of charges is based or has/had been afforded a reasonable opportunity of defending himself against the same.
- 8.28 The Inquiry Officer, where he/she is not himself the punishing authority, shall forward to the punishing authority the records of inquiry which shall include-

- i) the inquiry report;
- ii) the written statement of defence, if any, submitted by the charged employee;
- iii) the oral and documentary evidence produced during the course of the inquiry;
- iv) written briefs, if any, filed by the Presenting Officer and /or the charged employee during the course of inquiry;
- v) the orders, if any, made by the punishing authority with regard to the inquiry.

ACTION ON THE ENQUIRY REPORT:

- 9.1 The punishing authority, if it is not itself the inquiring authority may, for reasons to be recorded, in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold further inquiry according to the provisions contained in rule 8, as far as may be.
- 9.2 After inquiry against a University employee has been completed, and after the punishing authority has arrived at a tentative conclusion in regard to the penalty to be imposed, the employee shall, if the penalty to be imposed is a major penalty provide in sub-clause (vi) to (xi) of Rule 5, be supplied with a copy of the report of the inquiry Officer and be called upon to show cause, within reasonable time, not ordinarily exceeding one month asking him/her to show cause as to why the inquiry report be not accepted against the particular penalty proposed to be inflicted upon him/her. Any representation submitted by him/her in this behalf shall be taken into consideration before further orders are passed.
- 9.3 If the punishing authority disagrees with any part or whole of the findings of the Inquiry Officer, the point or points of such disagreement, together with a copy of the report of the Inquiry Officer and brief statement of the grounds of such disagreement shall also be supplied to the employee calling upon him/her to show cause, within a reasonable

time, not ordinarily exceeding one month, irrespective of whether the report is in favour or against the University employee, as to why a particular penalty proposed be not inflicted upon him/her.

- 9.4 The disciplinary authority shall consider the representation, if any, submitted by the university employee in this behalf before proceeding further in the manner specified in sub-rules (5) and (6) of this rule.
- 9.5 If disciplinary authority having regard to the findings of the inquiry on all or any of the articles of charges is of the opinion that any of the penalties specified in clauses (i) to (v) of Rule 5 should be imposed on the University employee, it shall notwithstanding anything contained in Rule 10, make an order imposing such penalty.
- 9.6 If the punishing authority having regard to the findings of the inquiry on all or any of the articles of the charges and on the basis of the evidence adduced during the inquiry, is of opinion than any of the penalties specified in clause (vi) to (xi) of Rule 5 should be imposed on the employee, it shall make an order imposing such penalty and it shall not be necessary to give the employee any opportunity of making representation on the penalty proposed to be imposed.

PROCEDURE FOR IMPOSING MINOR PENALTIES;

- 10.1 Subject to rule 8.4 and 9.2, no order imposing on an employee any of the penalties specified in clause (i) to (v) of Rule 5 shall be made except after-
- (a) informing the employee in writing of the proposal to take action against him/her and of the imputations of misconduct of misbehaviour on which it is proposed to be taken, and giving him/her a reasonable opportunity of making such representation as he/she may wish to make against the proposal;
 - (b) holding an enquiry as in rule 8.1 to 8.27 in every case in which the authority is of the opinion that such an inquiry is necessary;

(c) taking the representation, if any, submitted by the employee under clause (a) and the record of inquiry, if any, held under clause (b) into consideration;

(d) recording a finding on each imputation of misconduct or misbehaviour.

- 10.2 Notwithstanding the procedure specified in Rule 10.1, if the punishing authority after giving reasonable opportunity to the employee to show cause against the imputations of misconduct or misbehaviour leveled against him/her, is of the opinion that minor penalties as specified in clause (i) to (v) of rule 5 contained in this part should be imposed on the employee, without holding an inquiry in the manner laid down in rule 8.1 to 8.27, he/she shall record the reasons therefore, in writing, and shall pass a speaking order accordingly.

COMMUNICATION OF ORDER;

11. A copy of the order made by the punishing authority along with a copy of the inquiry report, a statement of findings of the punishing authority together with brief reasons for its disagreement with the findings of the Inquiry Officer, if any (unless already supplied) shall be delivered to the employee either by hand or by registered post.

COMMON PROCEEDINGS;

- 12.1 Where two or more university employees are implicated in any case, the authority competent to impose the penalty of dismissal or removal from service on all such employees, may make an order directing that disciplinary action against all of them may be taken in a common proceedings.
- 12.2 If the authorities competent to impose the penalty of dismissal or removal from service on such employees are different, an order for taking disciplinary action in a common proceeding shall be made by the highest of such authorities.
- 12.3 An order made under rule 12.1 shall specify the authority competent to function as the punishing authority for the purpose of such common proceedings.

PART-V

APPEALS

RIGHT TO APPEAL;

13. Subject to provision contained in Rule 14, every employee to whom these rules apply, shall be entitled to file an appeal, against any of the orders not being an order of Chancellor, to such superior authority, as may be prescribed in the University Act/Statutes. An appeal against an order/decision of the Executive Council shall lie with the Chancellor as provided in Act and Statutes.

ORDERS AGAINST WHICH NO APPEAL LIES;

14. Notwithstanding anything contained in this part of the rules, no appeal shall lie against-
- (i) any order made by the Chancellor;
 - (ii) any order of interlocutory nature or the nature of step-in-aid of efficient disposal of disciplinary proceeding other than order of suspension;
 - (iii) any order passed by an Inquiry Officer during the course of any Inquiry under Rule 8.

ORDERS AGAINST WHICH APPEAL LIES;

15. Subject to the provisions of Rule 14, a University employee may prefer an appeal with the next higher authority against any disciplinary action as provided in section 10(14) of the University Act and decision of such Appellate Authority shall be final.

PERIOD OF LIMITATION;

16. An appeal under this part shall be entertained only if such appeal is preferred within a period of thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
Provided that the appellate authority in a sufficient and reasonable cause may entertain an appeal after the expiry of the said period, with reasons to be recorded in writing, if it is satisfied that the appellant has shown

some bonafide and sufficient reason as a proof of his/her inability to prefer the same within the prescribed time limit.

CONSIDERATION OF APPEAL;

17.1 In case of appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of rule 4 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

17.2 In the case of an appeal against an order imposing any of the penalties specified in Rule 5 or enhancing any penalty imposed under the said rules, the appellate authority shall consider-

(a) Whether the procedure laid down in these rules has been complied with and if not, whether such non-compliance has resulted in the violation of any provision of the Constitution of India or in the failure of justice;

(b) whether the findings of the punishing authority are vitiated by the evidence on the record; and

(c) whether the penalty or the enhanced penalty imposed is adequate, inadequate or too severe; and pass orders-

(i) either confirming, enhancing, reducing or setting aside the penalty with sufficient reasons to be recorded in writing; or

(ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such directions as it may deem fit in the circumstances of the case.

Provided that no order imposing an enhanced penalty shall be made unless the appellant has been given a reasonable opportunity to show cause why such a penalty should not be increased.

17.3 Every employee aggrieved by the order of punishing authority, preferring an appeal shall do so separately in his/her own name and not collectively.

REVIEW:

18. Notwithstanding anything contained in these rules:

(i) the appellate authority, within 45 days of the date of the order proposed to be reviewed; or

(ii) any other authority, in this behalf, by the Executive Council by a general or special order, and within such time as may be prescribed in such order, may at any time, either on its own motion or otherwise call for the records of any inquiry and review any order made under these rules from which an appeal is allowed, but from which no appeal has been preferred, and may-

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed; or
- (c) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case.

Provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the proposed/enhanced penalty and holding an inquiry in the manner laid down under the rules.

MANNER OF PRESENTATION OF APPEAL FOR REVIEW;

19. Every appeal or application for review preferred under these Rules, shall contain material statements and arguments relied upon by the appellant or applicant, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal or application or reviews shall be submitted through the Head of office to which the appellant or applicant belongs / belonged.

WITHHOLDING OF APPEALS OR APPLICATION FOR REVIEW;

20. An appeal or application for review may be withheld if:-
- (a) it is an appeal or application for review in a case in which no appeal or review lies under these rules;

- (b) it is filed after expiry of the prescribed period of limitation and no sufficient and reasonable cause is shown for the delay;
- (c) it is a repetition of a previous appeal or application for review which has already been decided by the appellate or reviewing authority and no new facts or ground strictly relevant to the case are adduced which may warrant reconsideration of the case.

Provided that in every case the appeal or application for review is withheld, the appellant/applicant shall be informed of the fact and the reasons therefore under intimation to the appellate /reviewing authority.

ORDER OF REINSTATEMENT:

21. When an employee who has been dismissed or suspended is reinstated, the authority reinstating him/her shall make an order specifying therein;
- (i) Whether the employee may draw, for the period of his/her absence from duty, and pay and allowances in addition to his/her pay and allowance admissible under Rules.
 - (ii) Whether such period may be treated as duty for all or any particular purpose.

REVISION:

22. After an appeal or second appeal provided in Rule 13 has been rejected, an employee to whom these rules apply, may apply for revision to such superior authority as may be prescribed by the Executive Council, on grounds of any material irregularity in the proceedings/conduct of the inquiry officer/appellate authority or on the discovery of new and important facts/evidence which could not, with due diligence, be produced by him/her when the orders against him/her were passed or on account of some mistake or error on the face of record, but such new and important facts/evidence are strictly relevant to the case.

POWER OF SUPERIOR AUTHORITY TO REVISE ORDERS OF SUBORDINATE AUTHORITY;

23. The Vice-Chancellor, on ground of sufficient reasons to be recorded in writing, may call for and examine the records of any case in which a

subordinate authority has passed any order under Rule 10 or has inflicted any of the penalties specified in Rule 5 or in which no order has been passed or penalty inflicted and after making further investigation, if any, may confirm, remit, reduce, increase or impose any of the penalties specified in Rule 5.

SAVINGS & POWER TO RELAX RULES:

- 24.1 Nothing in these rules shall apply insofar as it is inconsistent with the provisions of the Act, Statutes and Ordinances of the University as amended from time to time.
- 24.2 Any matter relating to the conditions of service of an employee for which no provision is made under these rules, shall be determined according to the Haryana State Government Rules on the subject.

CHAPTER- V

ORDINANCE: EMPLOYEES CONDUCT RULES

1. Short title, commencement and application.

(1) These rules may be called Chaudhary Devi Lal University Employees (Conduct) Rules.

2. They shall come into force at once.

3. These Rules shall apply to the employees – teaching, in so far as these have not been provided for them elsewhere, non-teaching and all persons appointed in the University:

Provided that nothing in these rules shall apply to:

- a) members of the All India Service who are subject to the All India Services (Conduct) Rules, 1954; and
- b) holders of any post in respect of which the University may, by general or special order, declare that these rules do not apply.

2. Definitions

In these rules, unless the context otherwise requires;

- (a) ‘the University’ means Chaudhary Devi Lal University, Sirsa.
- (b) ‘University employee’ means any person appointed to any service or post in connection with the affairs of the University.

Explanation:

A University employee whose services are placed at the disposal of a Company, Corporation, Organization or a local Authority by the University, shall for the purpose of these rules be deemed to be University employee serving under the University notwithstanding that his/her salary is drawn from sources other than from the Consolidated Fund of the University.

(c) 'members of family' in relation to a University employee includes:-

(i) the wife or the husband, as the case may be, of the University employee, whether residing with the University employee or not but does not include a wife or husband, as the case may be, separated from the University employee, by a decree or order of a competent court;

(ii) Son or daughter or step-son or step-daughter of the University employee and wholly dependent on him/her, but does not include a child or step child who is no longer in any way dependent on University employee or of whose custody the University employee has been deprived by or under any law;

(iii) Any other person related, whether by blood or marriage, to the University employee or to the University employee's wife or husband and wholly dependent on the University employee.

3. **General**

1. Every University employee shall at all times;

(i) maintain absolute integrity

(ii) maintain devotion to duty; and

(iii) do nothing which is unbecoming of a University employee or which is prejudicial to the interests and reputation of the University as a public institution.

2. (i) Every University employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all University employees under his/her control and authority.
- (ii) no University employee shall, in the performance of his/her official duties, or in the exercise of powers conferred on him/her act otherwise than in his/her best judgment, except when he/she is acting under the direction of his/her official superior.
- (iii) The direction of the official superior shall ordinarily be in writing, Oral direction to subordinate shall be avoided, as far as possible. When the issuance of oral direction becomes unavoidable in certain circumstances, the official shall confirm it in writing immediately thereafter.
- (iv) A University employee who has received oral direction from his/her official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be duty of the official superior to confirm the direction in writing.

Explanation:

Nothing in Clause (ii) of sub-rule (2) shall be construed as empowering a University employee to evade his/her responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

4. **Employment of near relatives of University employees in Companies of firm enjoying University patronage /privileges.**
1. No University employee shall use his/her position or influence directly or indirectly to secure employment for any member of his/her family in any company or firm enjoying University patronage/privileges.

2. (i) No Group A Officer shall, except with the previous sanction of the University permit his/her son, daughter or other dependent to accept employment in any company or firm with which he/she has official dealing or in any other company or firm having official dealing with the University:

Provided that where the acceptance of the employment cannot await prior permission of the University or its otherwise considered urgent, the matter shall be reported to the University at the earliest but not later than three months and the employment may be accepted provisionally subject to the permission of the University.

(ii) A University employee shall, as soon as he/she becomes aware of the acceptance by member of his/her family of an employment in any company or firm intimate such acceptance to the prescribed authority and shall also intimate whether he/she has or had any official dealing with that company or firm.

Provided that no such intimation shall be necessary in the case of Group B Officer, if he/she has already obtained the sanction of, or sent a report to, the University under Clause (i)

3. No University employee shall in the discharge of his/her official duties deal with any matter or give or sanction any contract to any undertaking or any person, if any member of his/her family is Director/CEO/Owner in that undertaking or under that person or if he/she or any member of his/her family is directly interested as a partner in such matter of contract in any other manner and the University employee shall refer every such matter or contract to his/her official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

5. Taking part in Politics and Elections.

1) No University employee shall be a member of or be otherwise associated with any Political Party or any Organization which takes part in politics nor shall he/she take part in, subscribe in aid of or assist in any other manner; political movement or activity.

2) It shall be the duty of every University employee to endeavor to prevent any member of his/her family from taking part, in subscribing in aid of or assisting in any other manner any movement or activity which is or tends directly or indirectly to be , subversive of the University as by law established and where a university employee is unable to prevent a member of his/her family form taking part in or subscribing in aid of or assisting in any other manner any such movement or activity, he/she shall make a report to that effect to the Vice-Chancellor.

3) if any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the University thereon shall be final.

4) No University employee shall canvass or otherwise interfere with, or use his/her influence in connection with or take part, in an election to any legislature or local authority:

Provided that:

- a) a University employee qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted;
- b) a University employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he/she assists in the conduct of an election in the due performance of a duty imposed on him/her by or under any law for the time being in force.

Explanation;

The display by a University employee on his/her personal vehicle or residence of any electoral symbol shall amount to using his/her influence in connection with an election within the meaning of this sub-rule.

5) Notwithstanding the above provision, the Executive Council may permit a teacher to contest election to the Parliament/State Legislative Assembly or such like Bodies in such manner or on such term and conditions as it may deem appropriate.

6. Joining of Associations by the University employees

No University employee shall join, or continue to be a member of an association the objects or activities which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

7. Demonstration and Strikes.

No University employees shall;

- i) engage himself or participate in any demonstration which is prejudicial to the interest of sovereignty and integrity of India, the security of the State, friendly relations with foreign State, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence, or
- ii) resort to or in a way abet any form of strike in connection with any matter pertaining to his/her service or that of any other University employee.

8. Connection with Press or Radio.

- 1) No University employee shall, except with the previous sanction of the University, wholly or in part, conduct or

participate in the editing or management of, any newspaper or other periodical publication.

- 2) No University employee shall except with the previous sanction of the University or the prescribed authority or except in the bonafide discharge of his/her duties:
 - a) publish a book himself or through a publisher, or contribute an article to a book or compilation of articles; or
 - b) participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical; either in his/her own name or anonymously or pseudonymously or in the name of the any other person;

Provided that no such sanction shall be required:

- i) if such publication is through a publisher and is of purely literary, artistic or scientific character; or
- ii) if such contribution; broadcast or writing is of a purely literary, artistic or scientific character.

Provided further that the University may withdraw at any time the sanction so granted if there are reasons to believe that the sanction is being misutilised after affording reasonable opportunity of being heard.

9. Criticism of University.

No University employee shall, in any radio broadcast or in any document published in his/her own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion:

- i) Which has the effect of any adverse criticism of any current, recent policy or action of the University;
 - ii) Which is capable of embarrassing the relations between the University and the Govt.;
- Provided that nothing in this rule shall apply to any statements made or views expressed by a University employee in his/her official capacity or in the due performance of the duties assigned to him/her.

10. Evidence before Committee or Any other authority.

1) Save as provided in sub-rule (3), no University employee shall except with the previous sanction of the University, give evidence in connection with any Inquiry conducted by any person, committee or authority.

2) Where any sanction has been accorded under sub-rule (1), no University employee while giving such evidence shall criticize any policy or any action of the University.

3) Nothing in this rule shall apply to:

- a) evidence given at Inquiry before an authority appointed by the University, Parliament or a State Legislature; or
- b) evidence given in any judicial Inquiry; or
- c) evidence given at any departmental Inquiry ordered by the University or authorities subordinate to the University.

11. Unauthorised Communication of the Information.

No University employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof; or information to any University employee or any other person to whom he/she is not authorized to communicate such document or information.

12. Subscriptions.

No University employee shall except with the previous sanction of the University or of the prescribed authority, ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in kind pursuant of any object whatsoever.

13. Gifts

1. Save as otherwise provided in these rules, no University employee shall accept or permit any member of his/her family or any other person action on his/her behalf to accept, any gift.

Explanation

The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any other person other than near relative or personal friend having no official dealing with the University employee.

NOTE

- i) A casual meal, gift or other social hospitality shall not be deemed to be a gift.
- ii) A University employee shall avoid accepting lavish hospitality or frequent hospitality from any individual,

industrial or commercial firms, organizations etc. having official dealings with University.

- 2) On occasions such as weddings, anniversaries, social or religious functions, when the making of a gift is in conformity with prevailing religious or social practice, a University employee may accept gifts from his/her near relatives and friends but he/she shall make a report to the University if the value of any such gift exceeds Rs. 500/-
- 3) In any other case, a University employee shall not accept, or permit any member of his/her family or any other person acting on his/her behalf to accept any gift without the sanction of the University, if the value thereof exceeds:
 - i) Rs. 10,000/- in the case of University employee holding any Group A or Group B post: and
 - ii) Rs. 5,000/- in the case of a University employee holding any Group C or Group D post.

13. Prohibition of Dowry

No University employee shall:

- (i) give or take or abet the giving or taking of dowry or
- (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation

For the purpose of this rule, “dowry” has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961), as amended, in its application to the State of Haryana.

14. Public Demonstration in honour of University employees.

No University employee shall, except with the previous sanction of the University, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his/her honour or in the honour of any other University employee.

Provided that nothing in this rule shall apply to:

a) a farewell entertainment of a substantially private and informal character held in honour of a University employee or any other University employee on the occasion of his/her retirement or transfer of any person who has recently quit the service of University; or

b) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

NOTE:

Exercise of pressure or influence of any sort on any University employee to induce him/her to subscribe towards any farewell entertainment even. If it is of a substantially private or informal character, and the collection of subscriptions from Group C or Group D employees under any circumstances for the entertainment of any University employee not belonging to Group C or Group D, is forbidden.

15. Private trade or Employment.

1) No University employee shall, except with the previous sanction of the University, engage directly or indirectly

in any trade or business or negotiate for, or undertake, any other employment;

Provided that a University employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of artistic or scientific character subject to the condition that:

- i) he/she shall, within a period of one month of his/her undertaking any such work, report to the University giving full details.
- ii) his/her official duties do not thereby suffer;
- iii) he/she shall discontinue any such work if so directed by the University;

Provided further that, if the undertaking of any such work involves holding of an elective office, he/she shall not seek election to any such office without the previous sanction of the University.

Explanation –Canvassing by a University employee.

- i) in support of the business of insurance agency, commission agency, etc., owned or managed by his/her wife or any other member of his/her family; or
 - ii) for a candidate for an elective office referred to in the second proviso, shall be deemed to be a breach to this sub-rule.
2. Every University employee shall report within one month to the University if any member of his/her family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

3. No university employee shall, without the previous sanction of the University, except in due discharge of his/her official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the companies Act, 1956 (Act 1 of 1956), or any other law for the time being in force or any cooperative society for commercial purposes.

Provided that a University employee may take part in the registration, promotion or management of a cooperative society substantially for the benefit of University employees or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860, (21 of 1860) or any corresponding law for the time being in force, subject to the conditions that:

- i) he/she shall, within a period of one month of his/her taking part in such activity report to the University giving full details;
- ii) his/her official duties do not thereby suffer;
- iii) he/she shall discontinue taking part in any such activity if so directed by the University.

Provided further that, if taking part in any such activity involves holding of an elective office, he/she shall not seek election to any such office without the previous sanction of the University.

Explanation I:

A “Co-operative Society” means a society registered or deemed to be registered under the Co-operative Societies Act, 1912 (2 of

1912) or any other relating to Co-operative societies for the time being in force in any state.

Explanation II:

Canvassing for a candidate for an elective office referred to in the second proviso shall be deemed to be breach of this sub-rule.

- 4) No University employee shall accept any fee for any work done by him/her for any public body or any private person without the sanction of the prescribed authority.

16. Investment lending and borrowing

1. No university employee shall indulge in speculative business of any sort or other speculative investments.

Explanation:

Frequent purchase or sale or both of shares securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

2. No University employee shall make, or permit any member of his/her family or any person acting on his/her behalf to make investment which is likely to embarrass or influence him/her in the discharge of his/her official duties.
3. If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the University thereon shall be final.

4. (i) No university employee shall, save in the ordinary course of business with bank or a firm of standing duly authorized to conduct banking business, either himself or through any member of his/her family or any other person acting on his/her behalf:
- a) lend or borrow money as Principal or Agent, to or from any person or with whom he/she is likely to have official dealing, or otherwise place himself under any pecuniary obligation to such person, or
 - b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid;

Provided that a University employee may with the previous sanction of the University enter into any transaction referred to in sub-clause(a) or sub-clause(b).

ii) when a University employee is appointed or transferred to a post of such nature as would involve him/her in the breach of any of the provision of sub rule (2) or sub (4), he/she shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be such authority.

17. Insolvency and Habitual Indebtedness.

A university employee shall so manage his/her private affairs as to avoid habitual indebtedness, or insolvency. A university employee against whom any legal proceedings is instituted for

the recovery of any debt due from him/her or for adjudging him/her as an insolvent shall forthwith report the full facts of the legal proceedings to the University.

NOTE:

The burden of proving that insolvency indebtedness was the result of circumstances which with the exercise of ordinary diligence, the University employee could not have foreseen, or over which he/she had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the University employee.

18. Movable, immovable and valuable property.

- 1) Every University employee shall on his/her appointment to any service or post and thereafter at such intervals as may be specified by the University submit a return of his/her assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding:
 - a) the immovable property inherited, owned, acquired or held on lease or mortgage, by him/her or his/her spouse or any member of his/her family, either in their own name or in the name of any other person;
 - b) Shares, debentures and cash including bank deposits inherited or similarly owned, acquired or held by him/her or his/her spouse or any other member of his/her family.

- c) Other movable property inherited or similarly owned, acquired or held by him/her or his/her spouse or any other member of his/her family; and
- d) Debts and other liabilities incurred directly or indirectly by him/her or his/her spouse or any other member of his/her family.

NOTE: -

- I. Sub-rule (1) shall not ordinarily apply to Group D employees, but the University may direct that it shall apply to any such University employee or Group of employees.
 - II. In all returns, the value of item movable property worth less than Rs. 10,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such return.
 - III. Every University employee who is in service on the date of the commencement of these rules shall submit a return under this sub rule on or before such date as may be specified by the University after the date of such commencement.
- 2) No University employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his/her own name or in the name of any member of him/her family;

Provided that the previous sanction of the prescribed authority shall be obtained by the University employee if any such transaction is :-

- i) with a person having official dealings with the University employee, or
 - ii) otherwise than through a regular or reputed dealer.
- 3) Where a university employee enters into a transaction in respect of movable property either in his/her own name or in the name of a member of his/her family, he/she shall within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds Rs. 10,000.

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is:

- i) with a person having official dealing with the University employee; or
 - ii) otherwise than through a registered or reputed dealer.
4. The University or the prescribed authority may at any time, by general or special order, require a University employee to furnish, within a period specified in the order, a full and completed statement of such movable or immovable property held or acquired by him/her on his/her behalf or by any member of his/her family as may be specified in the order. Such statement shall, if so required by the University or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

5. The University may exempt any category of University employee belonging to Group C or Group D from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the competent authority of the University.

Explanation: For the purpose of this rule:

- 1) The expression “movable property” includes:
 - i) Jewellery, insurance policies, the annual premium which exceeds Rs. 10,000 or one-sixth of the total annual emoluments received from the University whichever is less, shares, securities and debentures;
 - ii) Loans and advances by such University employee whether secured or not; and
 - iii) Motor cars, motor cycles, horses, or any other means of conveyance; and
 - iii) Refrigerators, radios, radiograms and other electronic goods.
- 2) “Prescribed Authority” means:
 - a) (i) the Executive Council in the case of a University employee holding any Group A and B post except where any lower authority is specified by the University for any purpose.
 - (ii) Vice-Chancellor in the case of a University employee holding any Group C post;
 - (iii) Registrar in the case of a University employee holding any Group D post;
 - b) in respect of University employee on foreign service or on deputation to any other Department or any other University, the Parent Department on the cadre of which such University employee is borne to the Department to which he/she is administratively subordinate as member of that cadre.

19. Vindication of Acts and Character of University Employees.

1) No university employee shall, except with the previous sanction of the University have recourse to any court or to the press for vindication on of any official act which has been the subject matter of adverse criticism, or an attack of a defamatory character.

2) Nothing in this rule shall be deemed to prohibit a University employee from vindicating his/her private character or any act done by him/her in his/her private capacity and where any action for vindicating his/her private character or any act done by him/her in private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.

20. Canvassing

No University employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/her interest in respect of a matter pertaining to his/her service under the University.

21. Bigamous Marriages.

1) No University employee shall enter into, or contract, a marriage with a person having a spouse living; and

2) No university employee, having a spouse living shall enter into, or contract a marriage with any person;

Provided that the University may permit a University employee to enter into, on contract any such marriage as is referred to in sub-rule (1) or sub-rule (2) if it is satisfied that:-

a) such marriage is permissible under the customary and /or personal law applicable to such Government employee and the other party to the marriage; and

b) there are other grounds for so doing.

22. Consumption of Intoxicating Drinks and Drugs.

A University employee shall:

- a) strictly abide by any law relating to intoxicating drink or drugs in force in any area in which he/she may happen to be for the time being;
- b) take due care that the performance of his/her duties is not affected in any way by the influence of any intoxicating drinks or drugs;
- c) not consume intoxicating drinks or drugs in public;
- d) not appear in a state of intoxication in public place;
- e) not be present on duty in a state intoxication; and
- f) not habitually use any intoxicating drinks or drugs to excess.

23. Interpretation

If any question arises relating to the interpretation of these rules, it shall be referred to the Vice-Chancellor for a clarification whose decision thereon shall be final.

24. Delegation of Power

The University may, by a general or special order, direct that any power exercisable by it or any other officer under the rules (except the powers under rule 23) shall subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

CHAPTER- VI

REGULATIONS FOR CONDUCT OF MEETINGS OF THE COURT

1. The annual meeting of the Court shall, unless otherwise directed, be held in the month of March each year at which the budget estimates for the ensuing year and other business shall be considered.

Annual Meeting

Provided that ordinary meetings of the Court may be convened, at any time, by the Registrar, under the direction of the Vice-Chancellor, for the due disposal of business.

2. An special meeting may be convened any time by the Chancellor, the Vice-Chancellor himself or on a written request by four/fifths members of the Court. They shall inform the Vice-Chancellor, intimating the purpose for which such meeting is deemed to be necessary. The Registrar shall circulate the notice of such date, together with the business which is intended to be discussed at the meeting, to the members of the Court at least seven days before the date fixed for such meeting.

Special Meetings

3. The Registrar shall, under the direction of the Vice-Chancellor, give not less than fifteen days notice of the date of an ordinary meeting; provided that in a case of emergency, the Vice-Chancellor may convene an ordinary meeting at a shorter notice.

Period of Notice

4. Except in emergent meetings, not less than seven days before the date of a meeting, the Registrar shall, under the direction of the Vice-Chancellor, issue to every member, Agenda Papers, specifying the date, hour and place of the meeting and the business to be brought before the meeting.

Agenda Papers

5. (i) At all meetings of the Court two fifths members shall form a quorum.

Quorum

(ii) If the required number of members for purposes of quorum is not present half an hour after the appointed time of the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.

Chairperson at the Meetings **6.** The Chancellor or in his/her absence the Vice-Chancellor shall preside at all meetings of the Court at which he/she may be present but in the absence of both the Chancellor and the Vice-Chancellor, the members present in the meeting shall elect a Chairperson from amongst themselves to preside at such meetings.

Decisions by Majority Vote **7.** Every question shall be decided by a majority of the votes of the members present. In the case of votes, being divided equally, the Chairperson shall have a casting vote, in addition to his/her vote as a member.

Signing of Proceedings of Meetings **8.** All Proceedings of meetings shall be recorded in writing and signed by the Registrar and confirmed by the Vice-Chancellor or the Chairperson as the case may be.

Circulation of Proceedings **9.** The Proceedings of the Court having been duly confirmed shall be circulated to the Chancellor and the Members of the Court and the Executive Council within one month of the meeting.

CHAPTER- VII

REGULATIONS FOR CONDUCT OF MEETINGS OF THE EXECUTIVE COUNCIL

1. The meetings of the Executive Council will, ordinarily, be held once in two months, on a date and time to be fixed by the Vice-Chancellor. **Duration of Meetings**

2. The Registrar shall, not less than seven days before the date of the meeting, issue to each member a copy of the Agenda and the related papers. **Period of Notice**

- Provided that in the case of emergent meetings, the Vice-Chancellor may suspend or modify the operation of this rule.

3. Two fifths of the members shall form the quorum. **Quorum**

4. The Vice-Chancellor shall be the chairperson of the Executive Council and shall preside at the meetings. **Chairperson at the Meetings**

5. Every question shall be decided by a majority of the votes of the members present. In the case of votes, being divided equally, the Chairperson shall have the casting vote in addition to his/her own vote as member. **Decisions by Majority Vote**

6. The minutes of the meeting shall be recorded in writing and signed by the Registrar and approved by the Vice-Chancellor. **Signing of Proceedings of Meetings**

7. The minutes of the meetings of the Executive Council having been duly approved by the Vice Chancellor shall be circulated to the Chancellor, Members of the Executive Council and the Court ordinarily within fifteen days of the meeting.

**Circulation of
Proceedings**

CHAPTER- VIII
REGULATIONS FOR CONDUCT OF MEETINGS OF THE
ACADEMIC COUNCIL

- | | |
|---|---|
| <p>1. The meetings of the Academic Council will ordinarily be held once in three months on a date and time to be fixed by the Vice-Chancellor.</p> | <p>Duration of Meetings</p> |
| <p>2. The Registrar shall, ordinarily, at least seven days before each meeting of the Academic Council issue to each member a notice, convening the meeting and a copy of the Agenda and related papers.</p> <p>Provided that in the case of the emergent meeting the Vice-Chancellor may suspend or modify the operation of this rule.</p> | <p>Period of Notice</p> |
| <p>3. In the case of emergent meetings, the Registrar shall give such previous notice of the time and place of the meeting as the circumstances in each case permit.</p> | <p>Special Meetings</p> |
| <p>4. Two fifths of the members will form a quorum.</p> | <p>Quorum</p> |
| <p>5. The Vice-Chancellor shall preside at the meetings of the Academic Council.</p> | <p>Chairperson at the Meetings</p> |
| <p>6. Every question shall be decided by a majority of the votes of the members present. In the case of votes being divided equally, the Chairperson shall have the casting vote in addition to his/her own vote as member.</p> | <p>Decisions by Majority Vote</p> |

7. The minutes of the meeting shall be recorded, in writing, and signed by the Registrar and confirmed by the Vice-Chancellor. **Recording of Proceedings**

8. The minutes of the meetings of the Academic Council having been duly confirmed, shall be circulated to the Chancellor and the members of the Academic Council ordinarily within fifteen days of the meeting. **Circulation of Proceedings**

CHAPTER- IX
REGULATIONS FOR CONDUCT OF MEETINGS OF THE
FINANCE COMMITTEE

1. The Vice-Chancellor shall preside at the meetings of the Finance Committee. **Chairman at the Meetings**
2. Three members, out of whom atleast one shall be a Govt. nominee shall form the quorum. **Quorum**
3. The Registrar shall issue a notice of the meetings alongwith the Agenda, not less than seven days prior to each meeting of the Finance Committee, stating the date, time and place of the meeting. **Period of Notice**
4. The Finance Committee shall meet at least once every year to consider the annual accounts and the budget proposals for the next year for submission to the Executive Council with its recommendations. **Number of Meetings**
5. Every question shall be decided by a majority of the votes of the members present. When the votes are divided equally, the Chairperson shall have a casting vote in addition to his/her vote as a member. **Decisions by Majority Vote**
6. The minutes of the meeting shall be recorded, in writing, and signed by the Registrar and confirmed by the Vice-Chancellor. **Signing of Proceedings of the Meeting**
7. The minutes of the meeting of the Finance Committee, having been confirmed, shall be circulated to the members within seven days of the meeting. **Circulation of Proceedings**

CHAPTER- X
REGULATIONS FOR CONDUCT OF MEETINGS OF THE
FACULTIES

- Chairperson at the Meetings** 1. The Dean shall preside over the meetings of the Faculty. In the absence of the Dean, the Senior-most amongst the Professors or Chairpersons of the Departments shall preside over the meeting.
- Meetings of Faculties** 2. The meetings of Faculties shall be held at least once a year. However, emergent meeting of the faculty may be convened by the Dean with the prior permission of the Vice-Chancellor.
- Quorum** 3. Two fifths of the members shall form quorum.
- Notice of the Meetings** 4. The Dean, shall, not less than seven days prior to each meeting of the Faculty, issue to each member a notice, stating the date, time and place of the meeting alongwith the Agenda and related papers. In case of emergent meeting, the Dean, with the prior approval of the Vice-Chancellor may suspend or modify the operation of this rule.
- Decisions by Majority Vote** 5. Every question shall be decided by a majority of the votes of the members present. When the votes are divided equally, the Dean shall have a casting vote in addition to his/her vote as a member.
- Circulation of Proceedings** 6. The minutes of the meeting shall be circulated within seven days after the meeting.

CHAPTER - XI

REGULATIONS FOR CONDUCT OF MEETINGS OF THE BOARDS OF STUDIES

1. The Chairperson of the Department or the Dean of the concerned Faculty (in case there is no Post Graduate teaching at the university level) shall act as Chairperson at the meeting of the Board. In the absence of the Chairperson of the Department or the Dean, as the case may be, members present shall elect a Chairperson from among themselves.

Chairperson at the Meetings
2. If two or more Boards meet jointly the Senior-most Professor and Chairperson of the Department shall act as Chairperson at the joint session.

Joint Meetings of Boards of Studies
3. Three members, in the case of a single Board and six members, in the case of two Boards meeting jointly, shall form the quorum.

Quorum

Provided that if the total membership of a single Board is three, two members shall form the quorum.
4. The Chairperson of the Department shall, not less than seven days prior to a meeting of the Board, issue to each member, a notice stating the date, time and place of the meeting alongwith agenda papers.

Notice of the Meeting
5. Every Board shall meet at least once a year. Provided that special meeting may be convened

Number of Meetings

by the Chairperson with the prior permission of the Vice-Chancellor.

The Board may dispose of its business by meetings or by circulation or by both

6. Every question shall be decided by a majority of the votes of the members present. In the case of votes, being divided equally, the Chairperson shall have the casting vote in addition to his/her vote as member. **Decisions by Majority Vote**

7. The minutes of the meeting of the Board of Studies shall be circulated, ordinarily, within a week of the meeting. **Circulation of Proceedings**

CHAPTER- XII**REGULATIONS FOR CONDUCT OF MEETINGS OF THE
ACADEMIC PLANNING BOARD**

- Chairperson at the Meetings** **1.** The Vice-Chancellor shall preside over the meetings of the Academic Planning Board.
- Notice of Meeting** **2.** The Registrar shall, ordinarily, at least seven days before the meeting, issue to each member a notice indicating the date, time and venue of the meeting alongwith agenda and related papers.
- Recording of Proceedings** **3.** The minutes of the meeting shall be recorded in writing and signed by the Registrar and confirmed by the Vice-Chancellor.
- Circulation of Proceedings** **4.** The minutes shall be circulated to the members of the Board, ordinarily within fifteen days of the meeting.

CHAPTER - XIII

ELECTION RULES AND COUNTING PROCEDURE

Election of Teachers of University (other than Professors) to the Court and the Executive Council:-

1. There shall be election of teachers (other than Professors) of the University Teaching Departments in terms of * sub-clause (iii) of clause 1(B) of Statute 9 and **sub-clause(e) of clause -II of Statute 11 of Chaudhary Devi Lal University, Sirsa Act, 2003 to the Court and the Executive Council respectively.

In the year in which the election is to be held, the Registrar shall call upon the Chairpersons of the University Teaching Departments (Form-1) to forward the names of eligible teachers. The names received in response to the above shall be included in the Preliminary Electoral Roll and a copy of the same will be affixed on the notice board of the University and an intimation (Form-II) to this effect alongwith a copy of Roll shall be sent to the Chairpersons of the departments notifying

* Extract/ copy of Statute-9(B)(iii)

9. The court shall consist of the following members, namely:-

(A) xx xx xx

(B) Other members---

(i) (ii) xx xx xx

(iii) five teachers to be elected from amongst the readers and lecturers of the university of whom at least two shall be Readers.

** Extract copy of Statute 11(II)(e)

11. The Executive Council shall consist of the following person, namely :-

(I) xx xx xx

(II) Other members—

(a)-(d) xx xx xx

(e) Two teachers of the University Teaching Department other than professors, to be elected from amongst themselves, out of which at least one shall be Reader.

following dates:-

- (a) Last date for receipt of claim for inclusion of name in the Preliminary Electoral Roll;
- (b) Last date for receipt of objections against entries in the Preliminary Electoral Roll;
- (c) Date of deciding claims of the objections, if any, received.

The Registrar shall decide all claims and objections received and his/her decisions shall be put up only on the notice board of the University. Objections, if any, received in writing against the decision of the Registrar within two days from the date of decision shall be decided by a committee appointed by the Vice Chancellor

- 2. The Registrar shall be the Returning Officer.
- 3. The Returning Officer shall notify the list of voters. The list shall be supplied to various teaching departments of the University 20 days before the date of election.
- 4. The Returning Officer shall notify the teachers, on the list prepared under above rule, the number of vacancies, the date and the time by which the nomination form should reach the Returning Officer. The notice shall also specify the schedule for various processes connected with the election, as under:-
 - (a) Letters inviting nomination form shall be issued by the Returning Officer—upto 15 days before the date of election.
 - (b) Nomination on the prescribed form shall be received by the Returning Officer—upto 10 days before the date of election.

- (c) List of proposed candidates shall be supplied to all the Teaching Departments—8 days before the election.
- (d) Withdrawal of nomination—6 days before the date of election.
- (e) Final List of contesting candidates will be notified—4 days before the date of election.

The election of members shall be by simple majority voting by ballot.

- 5. The Vice-Chancellor may appoint one or more persons to assist the Returning officer for supervision/conduct of election.
- 6. The proposal for nomination of every candidate shall be by a teacher of the University Teaching Department supported by another teacher of the University Teaching Department on the prescribed form (Form-III).

The candidate proposed shall sign his/her nomination form in token of his/her consent to stand for election and also a declaration (Form-III). All eligible voters shall be entitled to propose as many persons for election as the number of vacancies.

- 7. A nomination form shall be declared invalid if:-
 - (a) the entries in the nomination paper are not duly and correctly filled in;
 - (b) a proposer or a seconder has signed nomination paper of more candidates than the number of vacancies.
 - (c) the nomination paper is not signed by the candidate or by the proposer or by the seconder;
 - (d) the nomination paper is not addressed to the Returning Officer by name and does not reach him/her under a

registered cover or is not delivered to him/her personally by the date and hour notified.

- (e) the candidate has ceased to hold the requisite qualifications or capacity by virtue of which he/she is seeking election.
- (f) the candidate has not attained or shall not attain, on the date of election, the age of 25 years.

8. A candidate or a representative of the candidate appointed by him/her in writing may be present at the time of scrutiny of nomination forms.

A list of the candidates whose nomination papers have been declared valid shall be published by affixing the same on the notice board in the office of the Returning Officer on the same day. Any objection to the decision of the Returning Officer in regard to its entertainment or otherwise, or the invalidity of a nomination paper must be made within two days of the decision of the Returning Officer, inclusive of the date of the decision, to the Vice- Chancellor and shall be decided by a committee appointed by the Vice-Chancellor.

A candidate may withdraw his/her name from contesting an election by sending a letter of withdrawal duly signed by him/her. The letter of withdrawal should be delivered personally to the Returning Officer by name, within the date and hour fixed for the purpose. A withdrawal once made cannot be cancelled.

If the number of contesting candidates is equal to or less than the number of vacancies, all such candidates shall be declared to be duly elected. If the number of such candidate is less than the number of the vacancies, the Registrar shall issue a fresh notice under rule 4, to fill the remaining vacancies. If the number of

such candidates exceeds the number of vacancies to be filled, the Returning Officer shall arrange election through polling booth.

- 9.** On the date of election the voters shall be supplied ballot paper (Form-IV) who will return the same after exercising their votes and deposit the same in the ballot box available with the Presiding Officer appointed by the Returning Officer at the polling booth. The procedure for issued of ballot papers and their collection shall be as follows:-

 - (a)** Each ballot papers shall bear the signature stamp of the Returning Officer and the signatures in full (in his/her own hand) of the Presiding Officer.
 - (b)** Each elector shall receive, at the polling centre, on the polling day, a ballot paper (Form-IV) on signing an acknowledgement (Form-IV).
 - (c)** The elector after receiving the Ballot Paper shall not leave the room of the Presiding Officer without depositing the ballot paper in the ballot box.
 - (d)** No ballot paper shall be issued to a voter who is not present at the polling centre within the time fixed for polling.
- 10.** An elector who has inadvertently dealt with his/her ballot paper in such a manner that it can not properly be used, may, after delivering the spoilt ballot paper to the Presiding Officer, obtain another ballot paper in place of the spoilt paper. The spoilt ballot papers together with their counterfoils shall be marked by the Presiding Officer as “Cancelled”. The ballot paper supplied instead, together with its counterfoil, shall be marked duplicate.
- 11.** On expiry of the time notified under rule 4 above for voting the Returning officer and persons appointed under rule 5 shall open the ballot box and scrutinize the ballot papers.

The Returning Officer shall decide whether a ballot paper is valid or is invalid. The Ballot Papers shall be invalid:-

- (a) if a cross mark 'X' has been put opposite the names of more candidates than the vacancies or if no cross mark 'x' has been put opposite the name of any candidate;
- (b) if the cross mark 'x' has been put in a way in which it is difficult to decide conclusively the candidate for which a vote has been cast;
- (c) if it bears any mark of identification or any writing other than the cross mark 'x';
- (d) if it does not bears the signature stamp of the Returning Officer and the signature in full (in his/her own hand) of the Presiding Officer.

12. The candidate or an agent who must be a voter authorized by him/her (candidate) shall be allowed to be present at the time of counting of ballot papers.
13. After the scrutiny is completed and the votes have been counted, the name of the candidates securing the highest number of votes shall be declared by the Returning Officer as elected. In case of tie, the membership shall be divided equally and the period shall be decided by draw of lots.
14. The Registrar shall retain the used and unused election material viz. voter list, ballot papers etc., until the expiry of the six months from the date of election, in a cover to be sealed in the presence of Returning Officer, the candidates or their representatives (if present) and shall then with the approval of the Vice-Chancellor, cause them to be destroyed.
15. All notices to be issued under these rules shall be issued by affixing them on the notice board of the University i.e. the notice board outside the office of the Registrar.

FORM –I**CHAUDHARY DEVI LAL UNIVERSITY , SIRSA**

No.....

Dated.....

To

The Chairperson
 Department of
 Chaudhary Devi Lal University,
 Sirsa.

Subject : Election of teachers (other than professors) from University Teaching Departments in terms of sub-clause (iii) of clause-B of Statute-9 and sub-clause (e) of clause II of Statute-11 of Chaudhary Devi Lal University, Sirsa, Act 2003, to the Court and the Executive Council respectively.

Dear Sir,

I am to inform you that the election cited as subject will be held soon in accordance with the rules, a copy of which is enclosed herewith.

You are requested to send for inclusion in the electoral roll, the following information pertaining to the teachers working in your Department, in terms of the rules referred to above.

1. Name: * Mr./Mrs/Miss.....
2. Father's Name
3. Designation.....
4. Whether temporary or regular.....

The information asked for above must reach the Undersigned (by name) upto failing which the names will not be included in electoral roll. The

information must be sent through a special messenger, to ensure timely delivery.

You are also requested to bring this to the notice of every eligible teacher for being included in the electoral roll for the election and obtain his/her signature in token of this.

Yours faithfully

REGISTRAR

FORM-II**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA.**

No.....

Dated.....

To

The Chairperson,
 Dept. of
 Chaudhary Devi Lal University, Sirsa.

Subject: Election of teachers (other than professors) from University Teaching Departments in terms of sub-clause (iii) of clause-B of Statute-9 and sub-clause (e) of clause II of Statute-11 of Chaudhary Devi Lal University, Sirsa, Act 2003, to the Court and the Executive Council respectively.

Dear Sir,

I am directed to inform you that the Preliminary Electoral Roll for the election cited as subject has been prepared and a copy thereof has been affixed on the Notice-board of the University. One copy is sent herewith for record/notification to all the teachers of your department.

The last dates for the receipt of objections/ claims etc., are given below:-

- (a) Last date of the receipt of claims for inclusion in the Final Electoral Roll.
- (b) Last date of receipt of objections against the entries in the Preliminary Electoral Roll
- (c) Date and time for deciding

Objections/Claims

You are requested to bring this to the notice of all the teachers of your department holding their appointments in a substantive capacity.

Yours faithfully

REGISTRAR

FORM-III**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA.****Nomination Paper**

Election of teachers (other than Professor) to the Court/Executive Council under Statute *9/11 of Chaudhary Devi Lal University, Sirsa Act, 2003.

Name of Candidate	Present Address & Serial No.
(as in the Final Electoral Roll)	

	Present Official Address
Name.....

	Sr.No. in the Final
Station.....	Electoral Roll.....
Date.....	Sign of Candidate.....

Name and Address of the Proposer	Name & Address of the Secunder
Name.....	Name.....
Address.....	Address.....
.....
Sr.No. in the Final	Sr. No. in the Final
Electoral Roll.....	Electoral Roll.....
.....
Signature of the Proposer	Signature of the Secunder
Station.....	Station.....
Date.....	Date.....

Candidate's Declaration

I hereby declare that I agree to stand for election as a member of the Court/ Executive Council of Chaudhary Devi Lal University, Sirsa in

terms of Statute * 9/11. I further certify that I continue to serve in the capacity in which my name has been entered in the Final Electoral Roll at Sr. No.....

Place.....	Signature of the Candidate
Dated.....	Name of the
	Department.....

* Strike out which is not applicable.

FORM-IV

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

Serial No.....

I hereby acknowledge receipt of Ballot paper for election of Member(s) of the Court/Executive Council.

.....

Signature of Voter

Address.....

.....

Dated.....

.....

(Signature of Presiding Officer in token of issue of the Ballot Paper)

Sr. No. in the Final

Electoral Roll.....

CHAUDHARY DEVI LAL UNIVESITY, SIRSA

Ballot Paper

Sr.No.....

Election of Member (s) of Court/Executive Council

I	II	III	IV
Sr.No.	Name of Candidate	Designation & Address	Space for Cross Mark 'x'
1			
2			
3			
4			
5			

.....

(Signature of Presiding Officer)

.....

(Signature Stamp of Returning Officer)

Reverse of the Ballot Paper

Instructions.

1. Please put cross mark 'x' with the pen, provided for the purpose, opposite the name of the candidate(s) you wish to vote for, in column 4.
2. Please also see that the Ballot Paper bears signature stamp of the Returning Officer and the signature in full (in his/her own hand) of the Presiding Officer.
3. The Ballot Paper shall be invalid if:-
 - (a) the cross mark 'x' has been put opposite the names of more candidates than the vacancies or if no cross mark 'x' has been put opposite the names of any candidate;
 - (b) a cross mark 'x' has been put in a way in which it is difficult to decide conclusively the candidate for which a vote has been cast;
 - (c) it bears any mark of identification or any writing other than the cross mark 'x';
 - (d) it does not bear the signature stamp of the Returning Officer and the signature in full (in his/her own hand) of the Presiding Officer.

CHAPTER - XIV

**RULES FOR WRITING OF ANNUAL CONFIDENTIAL REPORTS ON
THE WORK AND CONDUCT OF OFFICIALS WORKING IN THE
UNIVERSITY OFFICES**

The Annual Confidential Reports on the work and conduct of the following officials shall be initiated by the Branch Superintendent :-

1. Clerks
2. Assistants
3. Steno-Typist (Working for Supdt.)
4. Group D Employees

After the Branch Superintendent has written the report, the Branch Officer concerned shall record his/her impressions on the work and conduct of the above mentioned officials on the report, so written by the Branch Superintendent. After the Branch Officer has recorded his/her impressions Registrar shall be the final Accepting Authority in the case of the aforesaid functionaries working in the Registrar's Office.

Annual Confidential Reports on the work and conduct of similar officials, working in the Teaching Depts./other Offices, shall be written by the Heads of Teaching Departments/other Offices, as the case may be. A duplicate copy of the report, so written, shall be sent by them confidentially to the Registrar, by name, for record in his/her office.

Annual Confidential Reports on the work and conduct of Branch Superintendent shall be written by the Branch Officers concerned. The Registrar, shall be the final Accepting Authority in their cases.

In the case of Branch Officers, the Annual Confidential Reports shall be initially written by the Registrar and the final Accepting Authority in their cases shall be the Vice-Chancellor.

In the case of the Technical Staff, working in various Teaching Departments/other offices, the Annual Confidential Report shall be

initiated by the respective Chairpersons of the Depts./Branch Officers who shall forward a duplicate copy of the report, so written, to the Registrar, by name, confidentially for record in his/her office.

In the case of Executive Engineer, the report shall be initiated by the Registrar and accepted by the Vice-Chancellor.

In the case of the Registrar/Heads of other Offices, the reports shall be written by the Vice-Chancellor.

The Annual Confidential Reports on the work and conduct of Stenographers/Steno Typists shall be written by the respective Officers/Chairpersons of Department under whom they are working and the Registrar shall be the final Accepting Authority, except in the case of the Stenographer/Steno Typists working in the Vice-Chancellor's Office. In these cases, the report shall be written by the Secretary to the Vice Chancellor and the Vice-Chancellor shall be the Accepting Authority.

In the cases of Personal Assistants and Private Secretary, the report shall be written by the Officer under whom they are working and shall be accepted by the Vice-Chancellor.

No Reporting Officer shall record his/her remarks in the Confidential Report of an official, working under him/her, unless he/she has seen his/her work and conduct for at least three months. If the official has served under the Reporting Officer for less than three months, the officer(s) under whom he/she has previously served for at least three months shall write the report.

An Officer may, if he/she had not done so previously within six months, record remarks for the confidential files of officials, subordinate to him/her, within six months of his/her relinquishing the charge of his/her post or office, as the case may be.

If an officer wishes to record his/her remarks either on account of his/her own transfer or because of the transfer of the subordinate in the

middle of the year, there is no objection to his/her doing so and he/she may be supplied with blank forms for the purpose if he/she asks for them.

The remarks of the highest authority shall supersede the remarks of the subordinate officers and for purpose of communicating the remarking of the highest authority alone shall be taken into consideration. Adverse remarks, if any, shall be promptly communicated to the employee concerned and shall indicate, in suitable language, the nature of the defects in question.

An official may, within 14 days of the receipt of the communication conveying the adverse remarks, ask for material on which these remarks were based. Thi material shall be supplied to him/her from the Registrar Office. Thereafter, he/she may within 14 days from the date of receipt of the material by him/her, make a representation to the Vice-Chancellor against the adverse remarks. In case remarks are of very serious nature clarification could be sought from the Reporting Officer. If no application is received for the supply of the material or no representation is made, within the prescribed period, after the material have been supplied to him/her, it will be assumed that the official accepts the remarks.

Provided that the Vice-Chancellor/Registrar may entertain a representation against the adverse remarks within a period of 10 days after the expiry of above period of 14 days, if he/she is satisfied that the officer/official could not submit the representation for reasons beyond his/her control.

The Vice-Chancellor may, if satisfied after inviting the comments of the Reporting Officer(s) concerned, on the representation submitted by an official, expunge the adverse remarks represented against. His/her decision shall be final.

Besides the confidential reports on the work and conduct of an official, copies of documents/ communications, specified below, shall be placed on the personal files :-

- (a) All orders, imposing any of the penalties to be prescribed, under the University Rules.
- (b) All communications conveying adverse remarks.
- (c) Letters of appreciation which deal with the outstanding nature of performance of an employee on an over-all assessment of his/her work and conduct during the year.
- (d) Any other Letter/Order, the competent authority may direct.

A Reporting Officer, when related to the official to be reported upon, shall always record the fact of his/her relationship on the report.

The personal files of all University employees shall remain in the custody of the Registrar except that the personal files of the Registrar shall be maintained by the Vice-Chancellor.

The Registrar shall receive annual confidential reports and convey adverse remarks contained therein in respect of the University Employees whose personal files are maintained by him/her.

Over all grading of each report shall be as under :

Outstanding/Excellent Very Good Good Average

A+ A B+ B

Below Average

C

Note :

1. Average and Below Average will be treated as 'Adverse' and this will be conveyed to the official concerned as 'Adverse Remarks'.
2. Government Rules will be applicable where the above Rules are silent.
3. The proforma for Annual Confidential Report has been given in Appendix-I & Appendix-II.

Appendix-I

**ANNUAL CONFIDENTIAL REPORT ON THE WORK
AND CONDUCT OF OFFICIALS/OFFICERS FOR THE
YEAR**

(Period fromto.....)

- Note :-
1. Reporting officer(s) shall fill this form carefully. No column is to be left blank. In columns which are not relevant, may write 'Not Applicable'.
 2. Any special remarks for which a place cannot be found, or which are required to be made before next year's report is filled, can be entered on the back of the form.
 3. No advisory remarks are to be entered in this Report.
 4. There must be consistency, as far as possible, in overall assessment and remarks/assessment in various columns.
 5. Column No.1 to 5 are to be filled in by the office.

-
1. Name
 2. Designation
 3. Scale of Pay
 4. Actual Pay
 5. Department/Branch
 6. Industry
 7. Handwriting and Neatness
 8. Punctuality and Regularity
 9. Reputation for Honesty
 10. Capacity for Work and Intelligence
 11. Acquaintance with Rules and Orders
 12. Knowledge and Skill in dealing
with Accounts matters

- *13. Whether the officer/official deliver
the services or dispose of the case in
a given time frame? (Reply in 'Yes' or 'No')
14. Proficiency in Typewriting
and Shorthand
15. Capacity for working with others
16. Power of Management and Control
(Applicable in respect of
Supervisory Staff only)
17. Defects, if any, pointed out
- (i) Orally
- (ii) In writing
18. Punishments awarded, if any
19. Whether the Officer/Official
remains at Headquarter or not
20. Fitness for promotion
21. General Remarks, or some special
trait, if any
22. Overall assessment/grading:
(Outstanding/Excellent, Very Good,
Good, Average or Below Average)
-
Signature of the 1st Reporting Officer with date & Stamp
-
Signature of the 2nd Reporting Officer with date & Stamp
-
Signature of the 3rd Reporting Officer, if any, with date & Stamp
-
Remarks if any of Accepting Authority.
-
Name and Signature of Accepting Authority with Designation and date.

Note : -

'Average' and 'Below Average' will be treated as an 'adverse' even if the report does not contain any other adverse entry, and these will be conveyed to the officials concerned as adverse remarks.

-
- *amended vide resolution no. 4 of 40th meeting of Executive Council held on 17.02.2012*

APPENDIX-II

**ANNUAL CONFIDENTIAL REPORT ON THE WORK AND
CONDUCT OF GROUP D OFFICIALS FOR THE YEAR**

Reporting Officers shall fill this form carefully. Any special remarks for which a place cannot be found, or which are required to be made before next year's report is filled, can be entered on the back of the form. There must be consistency as far as possible in overall assessment and remarks/assessment under various columns.

-
1. Name
 2. Designation
 3. Scale of Pay
 4. Actual Pay
 5. Qualifications
 6. Industry
 7. Punctuality and Regularity
 8. Reputation for Honesty
 9. Capacity for Work
 10. Quickness in performing
the duty assigned
 11. Obedience
 12. Capacity for working with others
 13. Defects, if any, pointed out
 - (i) Orally
 - (ii) In writing
 14. Fitness for Promotion
 15. General Remarks, if any
 16. Signature and date of Reporting

Officer with Designation

17. Signature of Accepting Authority

with Designation

(Remarks of advisory nature should not be mentioned in the Annual Confidential Report. However, 'Average' and 'Below Average' will be treated as an 'adverse' even if the report does not contain any other adverse entry and these will be conveyed to the official concerned as adverse remarks).

CHAPTER - XV
THE RULES FOR FORWARDING OF APPLICATIONS OF
EMPLOYEES FOR OUTSIDE JOBS ETC.

1. (i) A confirmed employee will be permitted to apply for an outside job or for a scholarship, fellowship, *etc.*, but not more than three applications for outside jobs and three applications for scholarships, fellowships, *etc.*, will be forwarded during a Calendar year. However, with the permission of the Vice-Chancellor any number of applications for an outside job/scholarship/fellowship can be forwarded. The application(s) for the same or equivalent post(s) may not be forwarded.

(ii) There will be no restriction on persons who are working only on Ad hoc/Leave arrangements, provided they are not holding any permanent lower post in the University.

All applications to be forwarded by the University must reach the Establishment Branch, complete in all respects including copies of certificates, testimonials, at least ten days before the closing date. There will be no objection to an application being sent as an Advance Copy, and this fact must be mentioned in the application meant for “through proper channel”, which must be submitted to the University simultaneously with the submission of the Advance Copy.

(iii) A copy of relevant advertisement should invariably be attached with the application form to be forwarded through proper channel

2. In the event of a confirmed employee whose application has been forwarded by the University being selected, he/she will be granted such leave as may be decided by the University. But in the case of a person having been selected for outside job only extra ordinary leave (without pay) will be granted to him/her,

with the permission to retain lien for the period of such leave or he/she will be asked to resign as per rules. The Vice-Chancellor will decide each case on its merit.

3. An employee, not covered in Clause (1) above, shall not apply for an outside job or for a scholarship, fellowship, *etc.*, unless he/she resigns his/her post in this University after giving the requisite notice or salary in lieu thereof.

Provided that the Vice-Chancellor may, in view of the special circumstances of a case, relax the above provisions.

4. If it comes to the notice of the University that any employee has sent any application in violation of these rules, he/she will be liable to such disciplinary action as the University may deem suitable.

CHAPTER - XVI

**GRANT OF PERMISSION TO NON-TEACHING STAFF
FOR APPEARING IN THE EXAMINATIONS**

Whole time employees of the University who have put in at least two years continuous service shall be granted permission by the Vice-Chancellor to attend regular classes, outside his/her office hours of Chaudhary Devi Lal University, for any examination or to appear in an examination of Chaudhary Devi Lal University, or any other University, as a private candidate, if otherwise eligible, provided that such permission shall be allowed only if the Vice-Chancellor is satisfied that it would not interfere with the efficient discharge of the duties of the persons concerned.

1. Non-Teaching employees against whom disciplinary proceedings in the form of Charge Sheet/Enquiry are pending, may not be considered for permission and such cases may be considered later on, if required, after the outcome of the departmental proceedings. If any of the major penalties is imposed, the concerned employee (s) will not be considered for departmental permission for that particular year.
2. The permission may be granted subject to the condition that the office work of the employee shall not suffer as a result of the permission granted to him/her and an undertaking to this effect may be obtained from the employee concerned.
3. The number of employees within a category granted this permission shall not exceed the ratio of 20% or a fraction thereof of the effective strength of the category. However to avoid hardship, the permission may be granted upto 25% in any particular category in special cases, by the Vice-Chancellor.
4. While giving permission, consideration shall normally be given to inter-se-seniority of the employees.

5. Applications for the grant of permission must reach the Registrar at least two months before the beginning of the session in which admission is sought.
6. Leave for appearing in the examination shall be allowed by the Branch Officer concerned for the days on which the examinations are actually held or a day earlier for each paper and no leave of any kind except the casual leave or leave on medical ground will be granted.
7. Over and above the normal quota of 20% fixed, the employees who wish to seek admission to the regular classes held in the evening for LL.B. shall be permitted to join these courses with the special permission of the Vice-Chancellor. The limit of 20% quota will also not be applicable on the employees joining courses through Distance Education. However, they will have to seek prior permission of the Vice Chancellor in this regard.
8. The employees who want to take permission to pursue regular courses on whole time basis will not be covered under these rules. They will be allowed permission only if they take leave for the entire duration of the course and will not be allowed to resume duties during this period unless they discontinue the course.
9. The employees may be permitted to join evening/week end courses, with the special permission of the Vice-Chancellor.
10. No person shall be permitted to take examination a second time unless there is a gap of one year.

11. The employees who fail to appear after getting permission, will not be given second opportunity unless there is a gap of one year, except with the permission of the Vice-Chancellor as a special case.
12. If an employee fails in an examination consecutively for two years, he/she will not be given permission for appearing in the same examination unless there is gap of one year, except with the special permission of the Vice-Chancellor provided this is not his/her last chance as per rules to appear in the examination.
13. The employees who are granted permission under these rules for a continuous course such as B.A.(Three Years) M.A.(Two Years), LL.B. *etc.* are not required to apply afresh for the said course, till its completion, provided they do not fail in an examination consecutively for two years, or the permission is withdrawn by the competent authority or the employee himself gives up the course.
14. An employee, not covered under the above rules, shall not appear in any examination or take up any course unless he/she resigns his/her post in this University or gets leave as per University Rules. If it comes to the notice of the University that any employee has appeared in any examination or has taken up a course without getting prior permission of the University in violation of these rules he/she shall be liable to disciplinary action.
Provided that the Vice-Chancellor may grant permission to an employee of the University to appear in an examination in

relaxation of these rules in view of the special circumstances of a case such as:

- (a) to permit an employee to avail of the last chance if the chances to pass an examination or to improve the division are limited, and who is not eligible for permission under the above rules.

- (b) to permit an employee to complete a continuous course on his/her having passed a part of the said course before joining the University service.

CHAPTER – XVII

THE GRANT OF PERMISSION TO TEACHERS FOR APPEARING IN THE EXAMINATIONS

1. Whole time teachers of the University who have put in at least two years service may be granted permission by the Vice-Chancellor to attend regular classes of the University for any examination or to appear in an examination of the University or any other University, as a private candidate, if otherwise eligible, provided that such permission shall be allowed only if the Vice-Chancellor on the recommendation of the Chairperson of the Department is satisfied that it would not interfere with the efficient discharge of the duties of the teacher concerned. However, the condition of two years service will not apply in the case of a teacher applying for permission for the Ph.D.

Provided that permission to teachers may be granted even before completion of two years of service in respect of courses run by this University.

Provided further that even the teachers who have not put in two years service may also be granted permission to appear in the Central/State services examination.

2. No whole time teacher shall be allowed to join as a regular student for a whole time course leading to a degree, except a Ph.D. Degree, unless he/she proceeds on long leave for the duration of the course.
3. The teacher may be permitted to join evening/week end courses, with the permission of the Vice-Chancellor.
4. Application for the grant of permission under these regulations must reach the Registrar at least two months before the beginning of the session in which admission is sought.
5. Leave shall be granted for examination days only.

CHAPTER - XVIII**REGISTRATION OF UNIVERSITY TEACHERS FOR FOREIGN ASSIGNMENTS.**

1. No teacher may be allowed to get himself/herself registered for foreign assignments unless he/she has completed five years continuous service in the University.
2. Ordinarily, no teacher will be allowed to accept the foreign assignment for more than two years. However, in exceptional circumstances the period can be extended for one year at a time, but in no case should the total period exceed five years in all.
3. Before accepting the assignment, a teacher will have to execute a bond with the University for serving the University on return from abroad for the period equivalent to the leave availed of by him/her on foreign assignment. In case such a teacher fails to serve the required period in the University, he/she will have to pay the amount, as decided by the University as per rules.

CHAPTER - XIX

THE CASUAL LEAVE REGULATIONS

Casual leave may be granted to University employees by the authorities specified in *Appendix-I* in accordance with the regulations detailed below :-

1. Casual leave cannot be claimed as a matter of right but can be granted at the discretion of the sanctioning authority.
2. Normally 15 days Casual leave to Male employees and 20 days to Female employees in a year may be granted. Provided that in case of employees joining/leaving the University Service during the course of a year, the casual leave will be granted as under:-

Casual Leave admissible

- | | |
|---|-------------------|
| 1. On joining during the first quarter
or leaving during the fourth quarter. | Full |
| 2. On joining during the second quarter
or leaving during the third quarter. | 3/4 th |
| 3. On joining during the third quarter
or leaving during the second quarter. | Half |
| 4. On joining during the fourth quarter
or leaving during the first quarter. | 1/4 th |

The University employees undergoing vasectomy operations may be granted special Casual leave for 6 days over and above their normal quota on production of Medical Certificate from a Government Medical Officer.

Provided further that 7 days Special Casual leave may be granted to employees whose wives undergo tubectomy operation during the period of the said operation over and above the normal entitlement on production of Medical Certificate from Government Medical Officer.

3. Casual leave cannot be combined with any other kind of leave (except special casual leave and academic leave). It can be combined with public holidays; provided the total period, including the holidays, at any one time, does not exceed 10 days.
4. Holidays or Sundays intervening between spells of Casual leave are not counted towards the Casual leave. But in reckoning the period of 10 days, mentioned in rule 3, one Sunday either at the beginning or end of the leave, may be excluded but other holidays included.
5. Casual Leave shall not be carried over to the next year.
6. Special Casual Leave can not be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or the vacation.
7. An employee on casual leave or on special casual leave is not treated as absent from duty and his/her pay is not intermitted.
8. Short leave of up to two hours duration will be counted as one-third casual leave; from two hours to three hours as one-half casual leave; and above three hours as one casual leave.
Provided that the above rule shall apply to non-teaching employees only, excluding the employees working in the University Health Centre.
9. Dean/Chairperson of Department and the Branch Officer concerned shall maintain proper account of the Casual leave taken during a Calendar year by each individual official of his/her Department/Office.

AUTHORITIES COMPETENT TO GRANT CASUAL LEAVE

Sr. No.	Category of Officials to whom leave is to be granted	Authority empowered to sanction the leave	Extent of power to sanction leave
1	2	3	4
1)	Registrar, Professors, Chairpersons of the Depts., Librarian, Controller of Exam, Resident Medical Officer, University Engineer	Vice-Chancellor	Full Powers
2)	Finance Officer, Reader (not working as Chairperson of the Department), Deputy Registrars, Assistant Registrars, Lecturers, Asstt. Librarians, Branch Officers.	Chairperson of Dept./Registrar /Officer concerned	Full Powers
3)	Non-Teaching staff other than in the University Office Estt.	Chairperson of the Department concerned /librarian /Resident Medical Officer /University Engineer	Full Powers
4)	University Office Establishment	Branch Officer	Full Powers

CHAPTER – XX

EMPLOYEES' FOREIGN SERVICE RULES

1. These Rules shall be called Chaudhary Devi Lal University Employees Foreign Service Rules.
2. These Rules shall apply to the employees who accept employment on foreign service.
3. In these rules, unless the context otherwise requires :-
 - (a) 'Foreign Service' means service on deputation with Central or State Government departments, other Universities and autonomous organisations within India and abroad.
 - (b) 'University' means Chaudhary Devi Lal University.
 - (c) 'Employee' means a confirmed, permanent employee of Chaudhary Devi Lal University.
 - (d) 'Competent Authority' means the appointing authority of an employee.
4. No employee shall be sent on Foreign Service against his/her will.
5. The competent authority may sanction employment on foreign service of an employee on such terms and conditions, if any, in accordance with these Rules as it may like to specify.
6. Employment on foreign service shall initially be sanctioned for a period of one year which may be further extended by not more than one year at a time.

Provided that the competent authority may extend the deputation for the fourth and fifth year in very exceptional circumstances, but in no case the total period of deputation will exceed five years. The benefit of Foreign Service in promotions under Career Advancement

Scheme (CAS) will, however, be limited only for a period not exceeding three years.

Provided further that the period spent on deputation on other than teaching/research assignments, will not be counted for determining the eligibility for promotion under CAS.

7. An employee going on deputation will be deemed to have joined foreign service from the time he/she relinquishes charge of his/her post in the University. His/her foreign service will be deemed to have ended when he/she resumes charge of his/her post in the University.
8. An employee joining foreign service while on leave of any kind will cease to be on such leave when he/she relinquishes charge of his/her post at the University.
9. An employee on foreign service shall not accept any assignment other than the one for which he/she has been allowed to join foreign service except with the prior sanction of the competent authority.
10. If an employee wants to return from foreign service before completion of his/her term, he/she will give advance notice of at least one month to the University.
11.
 - (a) Where employment on foreign service involves a change of station the employee shall be entitled to joining time of six days, plus actual days of journey.
 - (b) When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).
 - (c) The competent authority may, in special circumstances, reduce the joining time admissible under this rule.

12. An employee joining foreign service will have the option to get his/her pay fixed in the pay scale of the post in foreign service under its normal rules, or will continue to draw the same pay and allowances as in the University plus a deputation allowance.

13. The employee shall be entitled to dearness allowance as admissible in foreign service or in the University in accordance with the pay scale for which he/she opts.

Provided that the Local allowances like City Compensatory Allowance, Hill Allowance, House Rent Allowance etc. shall be paid to him/her as admissible under the rules of the foreign employer.

14. The employee will be entitled to medical allowance or medical reimbursement as admissible under the rules of the foreign employer.

Provided that it will not be less than that admissible to him/her under the University Rules.

15. The employee will be entitled to claim from his/her foreign employer pay for the joining time prior to joining and after relinquishment of the assignment in foreign service and travelling allowance for journey to his/her place of posting in foreign service and for return journey to the University on completion of his/her deputation as admissible under the rules of the foreign employer.

16.(a) While an employee is in foreign service, contributions towards his/her Contributory Provident Fund/Pension, Gratuity and Leave Salary, shall be paid to the University by the foreign employer failing which the same shall be paid by the employee himself.

(b) The contribution on account of leave salary in respect of an employee in foreign service shall be 11% or as amended from time to time, of the pay drawn in foreign service payable to the University.

The contribution may be paid annually within fifteen days from the end of the financial year or at the end of foreign service, if it expires or is terminated earlier failing which interest on unpaid amount of contribution shall be payable to the University at the rate of three paise per day per Rs.100/- from the due date up to the date on which the amount is finally paid by the employee or the foreign employer as the case may be.

- (c) The contribution towards Contributory Provident Fund (in case of any employee who has opted for Contributory Provident Fund) and gratuity in respect of an employee shall be payable to the University at the rate of 10% and 1/24 respectively of pay drawn in foreign service.

The contribution towards pension-cum-gratuity in respect of any employee, who has opted for pension, shall be payable to the University at the rates prescribed in Annexure-‘C’ referred to rule 10.10 of Pb. CSR Vol. I, Part-I applicable to Haryana Govt. employees and amended from time to time.

17. An employee on foreign service out of India may be granted leave by his/her foreign employer on such conditions as the foreign employer may determine. The leave salary in respect of such leave will be paid by the foreign employer and the leave not be debited against the leave account of the employee maintained by the University.

Provided that if leave is granted to the employee in accordance with the rules applicable to him/her under the University the foreign employer shall pay to the University the leave salary contribution at the rate prescribed under Rule 16.

18. An employee on foreign service, shall not, without permission of the competent authority, accept from his/her foreign employer any contribution to Provident Fund/Pension or Gratuity on rates other than those prescribed in rules 16 above.

19. The competent authority may subject to the approval of the Executive Council, relax any provision in these Rules for reasons to be recorded in writing.
20. Anything not specified in the above Rule shall be decided as per the Rule of the State Govt. in this regard.

CHAPTER - XXI

**RULES FOR PROVIDING COMPASSIONATE ASSISTANCE
TO THE DEPENDENTS OF DECEASED
UNIVERSITY EMPLOYEE**

Short title and Commencement :

1. (1) These rules may be called the 'Compassionate Assistance to the Dependents of Deceased University Employees Rules.'
- (2) They shall come into force at once.

Objects of rules

2. The object of the rules is to assist the family of a deceased/missing University employee of Group A, B, C & D category, in tiding over the emergent situation, resulting from the loss of the bread earner while in regular service by giving financial assistance.

Eligibility

3. The eligibility to receive financial assistance under these rules shall be as per the provision in the pension/family pension scheme, 1964.

Submission of application

4. An eligible family member of the deceased/missing employee shall make an application in Form A for compassionate financial assistance.

Criteria for financial assistance

5. (1) On the death of any employee, the family of the employee would continue to receive as financial assistance a sum equal to the pay and other allowances that was last drawn by the deceased employee in the normal course without raising a specific claim:-
 - (a) for a period of fifteen years from the date of death of the employee, if the employee at the time of his/her death had not attained the age of thirty-five years;

- (b) for a period of twelve years from the date of death of the employee, if the employee at the time of his/her death had attained the age of thirty five years but had not attained the age of forty-eight years;
- (c) for a period of seven years or till the date the employee would have retired from University service on attaining the age of superannuation, whichever is less, if the employee had attained the age of forty-eight years;
- (2) The family shall be eligible to receive family pension as per the normal rules only after the period during which they receive the financial assistance as above is completed.
- (3) The family of a deceased University employee who was in occupation of a University accommodation would continue to retain the accommodation on payment of normal rent/license fee for a period of one year from the date of death of the employee.
- (4) Within fifteen days from the date of death of a University employee, an Ex-gratia assistance as prescribed by the State Govt. from time to time shall be provided to the family of the deceased employee to meet the immediate needs on the loss of the bread earner;
- (5) House Rent Allowance shall not be a part of allowance for the purposes of calculation of assistance.

Removal of doubts

6. If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Vice-Chancellor, whose decision shall be final.

Free Medical Aid

Free Medical Aid/Assistance will be given to the dependent members of the family (here family means husband/wife) including minor children declared as such by the deceased employee during his/her

life time, as admissible to serving employee except that the cost of medicines which are required to be purchased from the market for treatment shall not be reimbursed.

Educational Facilities

- (i)* Tuition fee at the rate as admissible in University Teaching Departments shall be reimbursed to the unmarried children of the deceased employee up to the degree courses (including Professional Courses) provided the children get admission in the said course and pass the Annual Examination held from time to time.

- (ii)* The benefit will be admissible from the date of death of the University employee concerned to his/her widow/children who are actually dependent upon their guardian.

Accommodation

In case where the deceased employee was in possession of University accommodation, his/her family will be allowed to retain the accommodation for one year after his/her death, the rate of rent being the same as was applicable to him/her at the time of his/her death. In other cases, the house rent allowance admissible to the deceased employee, will continue to be paid to the family for one year after his/her death.

- Note :** - *(i)* If the family of a deceased University employee vacates the residential accommodation retained by it before the expiry of one year of its own accord then the benefit of house rent allowance will not be admissible for the remaining period.
- (ii)* If the family leaves the place of posting of the deceased University employee before the expiry of one year which automatically amounts to surrender of University

accommodation at that place, the house rent allowance for the remaining period will not be admissible.

- (iii) If the residential accommodation allotted to the deceased employee, is got vacated by the University from his/her family due to certain special circumstances then alternative accommodation, if available, would be allotted to such a family.
- (iv) If no accommodation is available as referred to in item (iii) above, then house rent allowance for the remaining period would be granted provided the family lives at that station.
- (v) When both husband and wife are in employment of the University and in the event of death of the partner in whose name the University accommodation stood allotted the surviving partner may be allotted accommodation as commensurate with his/her status.

Procedure for Grant of above facilities

- (i) The information in regard to the deceased employee and his/her family would be obtained in the proforma (Common proforma for P.F., Death-cum-Retirement Gratuity and Leave Encashment, is given under Provident Fund Rules) which should be properly attested and contain necessary affidavit as a reasonable proof of title to grant other facilities as the case may be.
- (ii) In the case of minor dependents the amount be disbursed after taking all precautions so that the relief afforded is paid in a manner that would prevent its misuse.

Amendments

The amendments made by the State Govt. to these Rules from time to time shall be applicable to the University employees.

FORM-A

*(See rule 4)***Application form for compassionate financial assistance**

1. Full information of the deceased/missing University employees :

- (i) Name :
- (ii) Date of Birth :
- (iii) Date of joining of Employee :
- (iv) Date of death (with proof) :
- (v) Date of missing :
- (vi) Designation and Pay Scale :

2. Full information of Applicant

- (i) Name :
- (ii) Full Address :
- (iii) Relation with the deceased/
missing University Employee :
- (iv) Detailed information regarding
Dependents of deceased/missing
University Employee :

<i>Sr.N</i> <i>o.</i>	<i>Nam</i> <i>e</i>	<i>Relatio</i> <i>n</i>	<i>Age/dat</i> <i>e of</i> <i>birth</i>	<i>Occupatio</i> <i>n</i>	<i>Married/Unmarri</i> <i>ed</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

3. Monthly income of family from all
sources :
4. Any other information :

Place :

Date :

Signature of the applicant

CHAPTER - XXII

**PARTICIPATION IN SEMINARS/CONFERENCES/WORKSHOPS ETC.
BY TEACHERS OF UNIVESITY TEACHING
DEPRARTMENTS**

1. The regular teachers of University Teaching Departments may be allowed to attend seminars/conferences/ workshops / symposia / training programmes etc. and be paid T.A, delegation fee and registration fee according to entitlement if the same has not been allowed by the hosting Institution/Organisation. However, travel by taxi/own car may be allowed if the teacher is entitled to it as per University Rules.
2. Only those teachers who have been invited as Key note speaker/Chairperson/Co-Chairperson of Technical Session for talk/lectures, etc. OR Whose papers have been accepted for oral/poster presentation in the conference or who are the office bearers of the Organisation/Society/Association which organizes conference / seminar /workshops/symposia/training programmes may be allowed.
3. Such permissions for attending the conferences / seminars / workshops /symposia/training programmes may be granted subject to the availability of the funds.
4. Every application for attending the conference must reach the office fifteen day before the date of journey duly recommended by the Chairperson of the Department.
5. University employees when allowed TA/DA to attend the conferences etc may be treated on duty leave.

6. Foreign tours for this purpose may be allowed by the Executive Council in exceptional cases.
7. A teacher who has availed of this facility may be considered for the same only after the expiry of three years in case of foreign seminars and conferences.
8. The Daily Allowance may be paid for attending the seminar/conferences subject to availability of funds.
9. The funds allotted for this purpose will be apportioned on 50:50 basis to attend National and International Seminars/Conferences.

CHAPTER – XXIII

**RULES FOR RE-EMPLOYMENT OF NON-TEACHING
EMPLOYEES AND FIXATION OF THEIR PAY.**

1. All regular whole time non-teaching employees shall retire on attaining the age of sixty years, provided that the Executive Council, on the recommendations of the Vice-Chancellor, may engage any employee for any period of time but not exceeding three years which may be further extended by another two years in exceptional cases, if it is satisfied that such extension is in the interest of University and provided further that such an employee is medically and mentally fit.
2. The Executive Council may, on the recommendation of the Vice-Chancellor also engage any superannuated person in the service of a University in the State upto the age of sixty three years, which may be further extended upto two years in exceptional cases, on contract basis, if it is satisfied that such extension is in the interest of University and that such an employee is mentally and medically fit.
3. In the case of payment of salary to such re-employed person, whereas the person covered in (1) above shall continue to get what he/she had been getting on the date of his/her retirement; in the case of category (2) above, such a person shall continue to get what he/she was drawing on the date of his/her retirement minus gross basic pension, D.A on gross basic pension and Medical Allowance or be paid fixed salary / remuneration.
4. The re-employed employees shall continue to perform such duties and functions as assigned to him/her by the University from time to time, in a manner as if he/she were not retired.

CHAPTER – XXIV**RULES FOR RE-EMPLOYMENT OF TEACHERS AFTER
ATTAINING THE AGE OF SUPPERANNUATION**

1. All whole-time teachers appointed by the University shall retire on attaining the age of 60 years. Provided that the Executive Council may, on the recommendation of the Vice-Chancellor, re-employ any teacher for a period not exceeding three years, which may be further extended by another two years in exceptional cases, if it is satisfied that such extension is in the interest of the University and provided further that such a teacher is mentally and medically fit. However, in very exceptional cases the University can re-employ a retired teacher even for five years in the first instance.
2. The re-employed teacher shall not be retained in service beyond the age of 65 years.
3. Re-employment should be given only to teachers of outstanding merit and who have made a mark in their field of specialization as evidenced by research papers, monographs, books published, guidance of research etc.
4. A teacher requesting for re-employment should enclose a self-assessment report with his/her application, highlighting his/her contributions. This application should be made directly to the Vice-Chancellor, who shall place it before the Executive Council with his/her recommendations. Vice-Chancellor may, if he/she so desires, refer the case of a teacher to an advisory Committee to be appointed by him/her.
5. The re-employed teacher shall continue to get salary what he/she had been drawing on the date of his/her retirement.
6. The retired teacher shall continue to perform such duties and functions as assigned to him/her by the University from time to time in a manner as if he/she were not retired.

CHAPTER - XXV

RULES FOR CARRYING CONSULTANCY WORK BY THE ACADEMIC STAFF OF THE TEACHING DEPARTMENTS

1. The Academic/Technical Staff (henceforth to be called as staff) who are Group 'A' Officers of the University may undertake consultancy, or provide technical services to industry and other organizations, utilizing, if necessary, the facilities of the University.
2. The service/consultancy provided may be of the following types:
 - (a) Institutional Consultancy
 - (b) Individual Consultancy
 - (c) Technical Services
- 2.1 Institutional consultancy relates to advice rendered to an industry/organisation, or work done for them, by a Department/Group/individual on behalf of the University. The Principal Consultant will be identified by the Vice-Chancellor, or a person or group of persons authorized by him/her.
- 2.2 Individual consultancy related to consultancy or work undertaken by an academic staff member in his/her individual capacity.
- 2.3 Technical services relate to providing of routine technical data/information, analysis etc. and to fabrication of equipment etc. which does not require interpretation of results or advice.
3. A request for consultancy services shall normally be received by the Vice-Chancellor. It may, however, be received directly by a staff member and forwarded to the University, for its consideration.

4. Permission to undertake consultancy work up to one lac rupees may be given on the recommendation of the Chairperson of the Department, by an officer authorized by the Vice-Chancellor to do so. Consultancy work of above one lac of rupees shall be approved by the Vice-Chancellor.
- 4.1 While approving of a consultancy proposal the following will be taken into consideration:
 - (a) The normal duty of the individual staff member and the interest of the Department do not suffer;
 - (b) An individual staff member does not undertake consultancy work for more than 60 days (60 days in a Calendar year including holidays);
 - (c) The total annual income of an individual from consultancy work shall not exceed his/her total emoluments for six months in the Calendar year.
5. While working out the cost of consultancy project the following be taken into consideration:
 - 5.1 Cost of consultants' time including intellectual fee.
 - 5.2 Cost of man days of the staff taking part in the project excluding the consultant(s).
 - 5.3 TA and DA (as per agreement with the client).
 - 5.4 Cost of inputs (like chemicals, raw material and other types of consumables) and equipments.
 - 5.5 Usage charges on equipment (including depreciation and utilities, inter-alia).
 - 5.6 Payments to outside consultants
 - 5.7 Cost of Stationary
 - 5.8 Computer Charges
 - 5.9 Miscellaneous

- 5.10 Administrative Charges (10% of 5.2 to 5.9).
6. The client shall pay 50% of the total project cost or, cost of the items 2 to 9 above, whichever is higher to the University Consultancy. All payments will be received by the University under a separate budget Head.
7. The Consultancy Service may be categorized into 3 classes:
 - 7.1 Advisory consultancy in which University facilities are not used.
 - 7.2 Service consultancy, in which University equipment is used, but consumables or other materials are not required.
 - 7.3 Service consultancy, in which University equipment is used and material and consumables are provided by the University.
8. Once the terms of consultancy have been approved, and contract signed, and advance received, it becomes the duty of the Principal consultant to ensure satisfactory progress and completion of the project in time. For this purpose he/she may make temporary appointments of full time or part time staff for a period up to six months, draw advances and make expenditure in accordance with the requirements as the project progresses. The Vice-Chancellor's approval will be required for appointment of staff for a period of more than six months.
9. The distribution of consultancy amounts received will be as under :-
 - 9.1 In case of advisory consultancy (7.1 above) 50% of the amount received for (item 5.1); cost of consultant's time including intellectual fee) will paid to the consultant(s) and 50% will accrue to the University;
 - 9.2 Similarly in case of service consultancy (7.2 and 7.3 above) 50% of the amount received for (5.1 above will be paid to the consultant(s) involved and 50% will accrue to the University.
10. In all cases (7.1, 7.2 and 7.3 above), the apportioning of consultancy amounts will be as under:

- 10.1 Out of the total share of the University, 10% will be paid to the University as administrative charges, 40% will remain with the University and 50% will be available to the Department concerned, for the purchase of equipment and/or material, or for any academic activity and promotion of industry participation.
- 10.2 The amount to be distributed to the staff will be as per recommendations of the Principal Consultant, as approved by the Vice-Chancellor, or any other person so authorized by him/her.
11. The University may undertake outside work requiring services of the technical staff of the University which is part of their normal duty on such terms and conditions as may be approved by the Vice-Chancellor.
12. All proposals concerning Consultancy Assignments, Directing the projects, patents, R & D products and technology transfers, etc. need the approval of the University before these are submitted to the granting agencies.
13. Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultants and the University) of a fixed percentage (to be decided by the Vice-Chancellor) will be paid to the University by the client.
14. On the completion of the consultancy project a copy of the synopsis of the work keeping in view of the confidentiality clause of the project and the audited statement of accounts will be submitted to the University
15. These guidelines shall also be applicable to the non-teaching employees of the University who may undertake such assignments subject to the condition that the work related to these assignments will not be undertaken during the office hours.
16. In case of any ambiguity the decision taken by the Vice-Chancellor will be final.

CHAPTER - XXVI

REGULATIONS FOR ASSIGNMENT OF DEPARTMENTS OF STUDIES TO FACULTIES

In terms of Statute 29 of Chaudhary Devi Lal University, Sirsa Act 2003, the Departments of Studies are assigned to the various faculties as under:-

- I. Faculty of Humanities**
 1. Department of English
 2. Department of Journalism and Mass Communication
- II. Faculty of Social Sciences**
 1. Department of Economics
 2. Department of Public Administration
- III. Faculty of Life Sciences**
 1. Department of Biotechnology
 2. Department of Food Science and Technology
 3. Department of Energy and Environmental Science
- IV. Faculty of Physical Sciences**
 1. Department of Physics
 2. Department of Chemistry
 3. Department of Mathematics
 4. Department of Computer Science and Applications
- V. Faculty of Education**
 1. Department of Education
 2. Department of Physical Education
- VI. Faculty of Engineering and Technology**
 1. Department of Engineering and Technology
- VII. Faculty of Law**
 1. Department of Law
- VIII. Faculty of Commerce and Management**
 1. Department of Business Administration
 2. Department of Commerce

CHAPTER - XXVII

**RULES FOR WRITING OFF LOSSES OF STORE ARTICLES, CASH,
DEMURRAGE, ETC AND FOR DETERMINING STORE ARTICLES
SURPLUS, OBSOLETE AND UNSERVICEABLE AND THEIR
DISPOSAL**

1. The following Committees may be constituted for determining the store articles surplus, obsolete and un-servicable.
- | | | |
|------|--|--|
| i) | For book value or estimated market value, above Rs. 10,000/- | 1 Chairperson of the Dept. concerned
2 One member of the Executive Council nominated by the Vice-Chancellor
3 Finance Officer.
4 University Engineer
5 Estate Officer
6 Branch Officer concerned
7 Assistant Registrar (General) |
| ii) | For book value or estimated market value above Rs. 1,000/- and upto Rs. 10,000/- | 1 Chairperson of the Dept. / Branch Officer concerned
2 Accounts Officer
3 University Engineer or his/her nominee not below the rank of SDE.
4 Assistant Registrar (General) |
| iii) | For book value or estimated market value upto Rs. 1,000/- | 1 Chairperson / Branch Officer of the Dept./Branch concerned
2 Accounts Officer
3 Superintendent (General) |

2. i) The power to sanction write off the losses shall be exercised as under:-

Sr. No	Nature	Vice-Chancellor	Registrar	DSW/DYW/ Director, Distance Edu. /Chairperson of the Dept./ Secty. Sports Council / Chief Warden/ Controller of Exams/Finance Officer/ Librarian	Dy. Registrar Asth. Registrars and Branch Officers.
1	2	3	4	5	6
(a)	Loss not due to theft or negligence	Rs. 10,000/- in each case and 25,000/- case after conducting enquiry	Rs. 2,000/- in each case	Rs. 1,000/- in each case	Rs. 500/- in each cash
(b)	Otherwise	Rs. 5,000/- in each case	Rs. 1,000/- in each case	Rs. 500/- in each cases	Nil
(c)	Deficiencies, Depreciations in value of Stores included in stock & other accounts at the time of preservation of Stock	Rs.10,000/- in each case	Rs.2,000/-	Rs. 500/- in each case	Rs.250/- in each case

- Note:-
1. If a number of items are to be written off on the occasion the total value of the stores at that time and not undivided articles constituting the lot, shall be taken into account for the purpose of the above clause.
 2. The value of Stores means book value, replacement value or the estimated market value whichever is higher.
 3. Losses on account of breakage of Crockery /Utensils in University Guest House shall be written off by the

competent authority on actual basis and in respect of University Canteen upto the limits of 2 percent of total annual income.

These powers shall be exercised subject to the conditions that:

- (a) the loss does not entail a defect in system;
 - (b) there has not been any serious negligence on the part of any individual Officer/Official which may call for disciplinary action requiring orders of the higher authority;
 - (c) in case where loss as caused through fraud, forgery, defalcation or serious negligence of any employee warranting disciplinary action or through flaw in rules and procedure requiring rectification or amendment, the Finance Officer will first review such a case and make a report to the Registrar/Vice Chancellor for further action/ orders; and
 - (d) a copy of the sanction to write off shall be endorsed to the Finance Officer alongwith the detailed information recorded in the proforma.
- ii) All proposals to write off will be sent in the following proforma.

Sr.No	Particular of Stores	Qty.	Unit Rate	Cost	Date of Purchase	Prescribed life, if any
1	2	3	4	5	6	7

Brief reasons for write off	Action taken to fix responsibility, if any	Orders of the competent authority to write off	Remarks
8	9	10	11

- (a) The sanction shall also contain a certificate required as at (a) and (b) above.

- (b) the powers at 2(i) above shall apply to write off store articles only and not to loss of university money, irrecoverable loans and advances etc. Provided that the powers with regard to writing off the losses of cash shall be exercised by the Vice Chancellor only.
- (c) A list of surplus unserviceable and obsolete stores indicating their quantities and book-value should be submitted by each Chairperson of Department etc. to the Asstt. Registrar (General) alongwith the recommendations of the Committee. The date of purchase of articles and its prescribed life should be mentioned when it is found that the disposal of a particular item of Stores is not due to its normal wear and tear the responsibility for the loss, if any should be fixed and recovery to the extent possible effected from the defaulter.

The disposal by auction of unserviceable and obsolete articles will be conducted by the Committee consisting of the following:

1. Registrar or his/her nominee.
2. Chairperson of the Dept. concerned.
3. Finance Officer
4. University Engineer.
5. One member of the Executive Council nominated by the Vice-Chancellor if the total value or the estimated market value of the article(s) exceeds Rs.10,000/-.
6. Estate Offier.
7. Asstt. Registrar (General).

CHAPTER - XXVIII**THE VICE-CHANCELLOR'S DISCRETIONARY FUND**

1. The Fund shall be called "Chaudhary Devi Lal University, Sirsa Vice-Chancellor's Discretionary Fund".
2. The Fund shall comprise the allocations made annually by the University out of its funds.
3. The Vice-Chancellor at his/her discretion may sanction expenditure out of this Fund for the benefit of Students and Employees of the University.

CHAPTER – XXIX

THE VICE-CHANCELLOR'S FUND RULES

1. Short Title and Commencement

- (i) These rules may be called "Chaudhary Devi Lal University Vice-Chancellor's Fund Rules."
- (ii) These rules shall be deemed to have come into force from the date the Executive Council approves the same.

2. Definitions

In these rules, unless the context otherwise requires :

- (1) 'Fund' means Chaudhary Devi Lal University Vice-Chancellor's Fund.
- (2) 'Subscriber' means a person who voluntarily pays and includes an employee who authorises his/her employer to pay, on his/her behalf, from out of his/her earned salary into the 'Fund'.
- (3) 'Cash' includes Legal Tender Coin, Currency and Bank Notes, Cheques payable on demand, Reserve Bank Government Drafts, Demand Drafts and Revenue stamps and also a 'Purse'.
- (4) 'Committee' means the Committee appointed for administering the 'Fund'.
- (5) 'Chairperson' means the Chairperson of the Committee.
- (6) 'Secretary' means the Honorary Secretary of the Committee.
- (7) 'Drawing and Disbursing Officer' means the 'Secretary' or any other officer who may be empowered to draw and disburse money from the 'Fund'.
- (8) 'Competent Authority' means the Committee or such other authority to whom powers in this behalf may be delegated by the Vice-Chancellor.

- (9) 'Year' means 'Academic year' of the University.
- (10) 'Auditor' means the Dy. Director (Audit) deputed by the Director Local Audit, Department Haryana, for auditing the University Accounts.

3. Incorporation

The Vice-Chancellor of the University, who is the ex-officio Chairperson and all persons who may hereafter become or be appointed as members of the Committee so long as they continue to hold such office or membership, shall constitute the 'body' known as, 'Chaudhary Devi Lal University Vice-Chancellor's Fund Committee'.

4. Fund

- (1) The following shall constitute the 'fund' :-

Any contribution or grant, in cash, by a person or group of persons, institution, local body or Government in the form of bequest, donation or endowment.

Provided that, no benefaction shall be accepted, which, in the opinion of the Committee, involves conditions or obligations opposed to the spirit and objects of Chaudhary Devi Lal University.

- (2) The 'Fund will be held in trust and shall be administered by a Committee as under:-

- (i) The Vice-Chancellor, Ex-officio Chairperson,
- (ii) Two representatives of the Executive Council,
- (iii) Two representatives of the Academic Council,
- (iv) Two nominees of the Vice-Chancellor.
- (v) Proctor.
- (vi) Chief Warden

One of these members will be nominated by the Vice-Chancellor as Secretary of the Committee.

5. Custody of the 'Fund'

The 'Fund' shall be kept separate from the other funds of the University, in a Bank or invested in securities authorised by the Indian Trust Act, 1882.

6. Periodical Review

The Committee shall conduct periodical reviews of the income and expenditure and will devise means for stepping up the resources of the 'fund'.

7. Annual Report

The Secretary shall prepare the Annual Report for its submission to the Committee and to the Executive Council.

8. Duties and Powers of the Committee

The Committee shall take all steps, do all acts, and exercise all powers, for the promotion and proper utilization of the 'fund'.

9. Duties of the Secretary

It shall be the duty of the Secretary –

- (i) to be the custodian of the records and such other property belonging to the 'Fund', as the Vice-Chancellor shall commit to his/her charge;
- (ii) to conduct the official correspondence of the Committee;
- (iii) to issue all notices and convene meetings of the Committee; and
- (iv) to keep the minutes of all meetings.

10. Meetings

- (i) The Committee shall meet once in three months and at such other time, when called by the Secretary, under the direction of the Vice-Chancellor, for the disposal of business.

- (ii) The Chairperson, if present, and in his/her absence, a member elected by those present in the meeting shall preside over the meeting of the Committee.
- (iii) Four members shall form a quorum.
- (iv) All questions shall be decided by a majority of votes of the members present. The Chairperson shall have a vote and in case of equality, he/she shall have a second or a casting vote.

11. Proceedings not invalidated by vacancies

No act or proceedings of the committee shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members.

12. Responsibility for Maintenance of Accounts

- (i) It will be the responsibility of the Secretary to see that all persons who receive or pay on behalf of the Committee, maintain and render proper accounts thereof in such manner that information in regard to all receipts and expenditure could be deduced therefrom, as required, from time to time. All accounts shall be kept so clean, the details so fully recorded and the initial record of payments made so clear, explicit and self-contained as may produce a convincing and satisfactory evidence of facts in a court of law.
- (ii) The Secretary shall render to the Committee and to the Executive Council accurately and promptly, such accounts and returns, exhibiting the position of those transactions in relation to the 'fund' as may be required of him/her, from time to time.
- (iii) All money received and expended on behalf of the Committee will be credited into and withdrawn from the 'fund', and
- (iv) No erasure shall be made in any Account book, Register, Form or Voucher, and if any correction has to be made, it shall be made neatly and attested by the Secretary.

13. Application of 'Fund'

The 'fund' shall be applicable to the matters enumerated below and connected therewith :-

- (1) the provision and maintenance of office;
- (2) salaries and allowances of the persons appointed and actual expenses incurred by the Vice-Chancellor or the members on journeys, performed in relation to the 'fund' and other business of the Committee;
- (3) stationery and printing charges for the office;
- (4) audit fee, if any;
- (5) providing relief to deserving students of the University;
- (6) advertisement charges;
- (7) expenses of a public meeting, function or exhibition, arranged in relation to raising the 'fund';
- (8) contribution for becoming a member of any other body or society, having objects similar with the 'fund'; and
- (9) any other extra-ordinary charges of like nature.

14. Grant of Receipts

A receipt in duplicate shall be made out by carbon process, with an indelible pencil. The original will be given to the person paying the subscription and duplicate carbon copy retained in the office as Office copy. The Secretary shall, however, satisfy himself that the amount so received has been properly entered in the 'Cash Book'. The receipt will be signed by the Secretary or by the person authorised by him/her to do so.

15. Receipt of Payment by Cheque

If the payment is received by a Cheque or Demand Draft, the Secretary shall cause an entry of the Cheque or Demand draft to be made in the Register of Cheques and drafts to be maintained in a prescribed 'form' for the purpose. No receipt shall be given until the Cheque or

Demand draft has been encashed. The Cheques and the Demand drafts, may, however, be acknowledged and final receipt of the amount be issued only when the amount is brought to account in the 'Cash Book'. If the payment is received by Cheque, drawn on a Bank, it shall be endorsed by the person in whose favour it is drawn with the words, "Received payment by transfer-credit to the Vice-Chancellor's Fund", before it is sent to the bank where the fund is kept.

16. Withdrawals

All Cheques for withdrawals of money, shall be drawn and signed by the Secretary, after he/she has satisfied himself that the amounts entered therein are the same as are shown in the bills.

17. Register of Deposits

A register of deposits in cash received by the Committee shall be maintained in the prescribed form.

18. Audit

The accounts relating to the 'fund' shall be subject to audit annually by the Auditor.

CHAPTER - XXX

THE STUDENTS AID FUND

1. Name of the Fund

This fund shall be named as "Chaudhary Devi Lal University, Sirsa Students' Aid Fund", hereinafter referred to as CDLU.S.A.F.

2. Aims and Objects

The object of this Fund is to render financial assistance to poor students to meet their tuition or examination fees or to purchase books or to meet out similar other expenses. Limited assistance may be given to the students to meet their hostel, mess, clothing or medical expenses, if their needs are considered genuine. No scholarship or stipend or reward or prize will be given from out this Fund.

Individual cases for assistance will be assessed on merit-cum-means basis and as far as possible the students who are already enjoying any kind of concession/scholarship will not be considered for assistance from this fund. The exception, however, can be allowed by the Vice-Chancellor in real hard cases.

3. Fund

The following shall constitute the Fund :-

- (i) Subscription by the University students @ Rs.5/- per student per year or as prescribed by the Executive Council of the University from time to time.
- (ii) Voluntary contributions, by the students, ex-students, staff members of the University.
- (iii) Donations from other sources, permissible under the U.G.C. Rules.
- (iv) Matching contribution/grants from the U.G.C. as permissible under their Rules.

This aid will be paid in cash or kind to the needy students through the Chairpersons of the University Teaching Departments and shall not normally exceed Rs.1000/- per student per year, in lump sum or in instalments, as the Committee may decide.

4. Management

The financial assistance to the students from the 'fund' will be approved by the Vice-Chancellor on the recommendation of the Committee constituted as under:-

- (a) Dean, Students' Welfare.
- (b) Four Chairpersons of University Teaching Departments, nominated by the Vice-Chancellor.
- (c) Finance Officer.

The Dean, Students' Welfare shall be responsible for the administration of the Fund.

5. Audit

The accounts of the CDLU.S.A.F. will be audited by the Dy. Director(Audit), deputed by the Director, Local Funds Accounts, Haryana.

CHAPTER - XXXI

DEPRECIATION RESERVE FUND RULES

1. General

1.1 The Depreciation Reserve Fund Account shall be maintained by the University to cover the cost of replacement due to depreciation of apparatus, equipment, furniture, plant, machinery, vehicle, building etc. of the University.

1.2 The University shall earmark a sum of Rs.25.00 lac in the first year and this sum may be increased by 20% every year in the Annual Budget under the Head of Account 'Depreciation Reserve Fund' towards depreciation in respect of apparatus, equipment, furniture, plant, machinery, vehicle, building etc. The Depreciation Reserve Fund shall be made up of :-

- (i) Transfer of funds provided in the annual sanctioned budget as mentioned in rule 1.2;
- (ii) The sale proceeds of unserviceable/condemned articles;
- (iii) The amount of overhead charges provided in the project grants received from various funding Agencies;
- (iv) Interest on investment of the fund.

2. Custody of Fund

- (i) The amount of the fund shall be kept in a separate/Revolving Account in the Bank.
- (ii) The surplus amount of the fund will be invested regularly in fixed deposits.

3. Utilization of Fund

The fund may be utilized for the present on the following items:

- (i) Replacement of old or worn out or damaged apparatus, equipment, furniture, plant, machinery, vehicle, building etc. the

cost of which cannot be otherwise met from the normal budget allotment or any other head or from any other source.

- (ii) Any other special purpose that may be determined by the Executive Council

No expenditure out of this fund will be made for the first five years from the date of institution of the fund.

4. Sanction of Funds

- (i) Funds out of Depreciation Reserve Fund shall be sanctioned by the Vice-Chancellor.

- (ii) The amount out of Depreciation Reserve Fund Account may be released by the Vice-Chancellor on furnishing of information/fulfilment of the following by the Chairperson / Branch Officer :

(a) Date of purchase of the items condemned as unserviceable/obsolete.

(b) Original cost (as per stock/property register) and the current price on the replacement thereof.

(c) Survey Report.

(d) Recommendations of the Write Off Committee.

(e) Decision (if any) of the competent body for writing off the unserviceable items.

(f) Mode of disposal of condemned articles.

- (iii) The purchase for the replacement of the items condemned / unserviceable/obsolete shall be made as per University rules.

- (iv) The account of this fund will be audited by the Dy. Director (audit) deputed by the Director, Local Fund Accounts, Haryana.

CHAPTER - XXXII

THE N.C.C. FUND RULES

1. There shall be an N.C.C. Fund for the students of the University Teaching Departments offering N.C.C.
2. Every student admitted to a course/class in the University Teaching Departments will pay the N.C.C. Fee prescribed by the University from time to time.
3. This Fund shall be maintained by the Chief Warden.
4. This Fund shall be utilized for N.C.C. activities and the Chief Warden shall be competent to sanction all items of expenditure connected with N.C.C. activities, including celebration of N.C.C. Day and other occasions notified by N.C.C. Directorate where entertainment may be offered to parents/guardians of the N.C.C. Cadets and guests. The Chief Warden will also be competent to sanction expenditure for awarding prizes and trophies to cadets who achieve distinction in various competitions and such travelling and other expenses as may be necessary for the cadets to take part in various competitions, courses, parades and Guards of Honour.
5. The Expenses connected with the purchase of equipment and for storing N.C.C. articles and equipment will be sanctioned by the Chief Warden.
6. The expenditure on any other items connected with N.C.C. activities not specified above will be incurred with the sanction of the Vice-Chancellor.

CHAPTER – XXXIII

**THE AMALGAMATED FUND RULES FOR CONSTITUENT /
RECOGNISED COLLEGES AND UNIVERSITY TEACHING
DEPARTMENTS**

1. These rules will be called the “Amalgamated Fund Rules for Constituent/Recognized Colleges and the University Teaching Departments of Chaudhary Devi Lal University, Sirsa” hereinafter called the ‘fund’.
2. The fund shall be operated upon by the Dean Students' Welfare of the University/Principal of College concerned and utilized on the following objects :-
 - (1) Purchase of sports material for various games.
 - (2) Watering, levelling, cleaning, turfing and repairing of the play grounds, maintenance of swimming pool up to Rs.2500/- at a time.
 - (3) Amenities for N.C.C. Cadets and such other expenditure on N.C.C. as may be approved by the Principal/Dean Students' Welfare.
 - (4) General expenditure on and grants to Societies, Clubs, Associations, Committees etc., organised by the University Teaching Departments/ recognised Colleges.
 - (5) Expenditure in connection with House examination which includes printing of question-papers, purchase of answer-books, stationery and other contingent expenditure connected therewith.
 - (6) Printing of pamphlets, posters, brochures etc. including subsidy to the Magazine Fund, if necessary.
 - (7) Expenditure in connection with trips to places of Historical, Geographical, Scientific or other educational

interests or mountaineering trips or visits to important institutions and centres of industry within India.

Note :- The students shall be entitled to half of the concessional 2nd class. Rail fare and for stations not connected by Railway half of actual Bus fare. They may also be paid such other charges for conveyance and transport as may be allowed by the Principal/Dean Students' Welfare. One teacher for 30 students will be allowed to accompany the tour. In case of girl students one lady teacher will also be allowed but in this case the number of women students must exceed five. In case there is no lady teacher in the department, only male teacher will be enough. However, in case of study tour, where more than one teacher is considered necessary by the Chairperson of the Department/Principal, the Dean Students' Welfare/Principal may allow more than one male teacher to accompany the tour. Journeys by Mail Trains/Bus between stations connected by Rail may be permitted by the Dean Students' Welfare/Principal in special circumstances. The University Employees accompanying such students shall be allowed usual travelling allowance according to the rules governing their service.

- (8) Expenditure in connection with the functions relating to extra-curricular activities of the students like declamation, music, dramatic or paper-reading contests *etc.*, and payment of travelling allowance to the students and the teachers accompanying them to compete in such

contests at outside places. The travelling allowance will be paid at the rates mentioned in para (13) below.

- (9) Expenditure as may be approved by the Dean Students' Welfare/Principal on tea and refreshment to students, players, competitors and guest invited to various college /department functions @ Rs.10/- per student and Rs.15/- per guest.
- (10) Conveyance, refreshment, mess and boarding charges of outside lecturers, prominent citizens, poets, artists and students visiting from outside as may be approved by the Principal/Dean Student's Welfare.
- (11) Travelling allowance at University rates to persons invited to Lecture at the College/Department or to preside over Sports/Social functions of the College/ Department and also to the members of any committee, except inspection Committee appointed by the University.
- (12) Expenditure on pay and allowances of Group C & D Employees appointed for Sports, N.C.C., Cycle/Scooter Shed, Common Room, Student Reading Room or for other purposes (i.e., loan etc. out of the Provident Fund Contribution).

Note: 1. Posts will be sanctioned by the Principal/Dean Students' Welfare. The rates shall not exceed those sanctioned from time to time by the University for its Group C or D employees. Permanent appointment will be made with the approval of the Vice-Chancellor/Director, Higher Education, Haryana/Managing Committee.

2. The employees will be entitled to Earned Leave and Casual Leave according to the Service Rules applicable to the regular employees.
3. The part-time employees (which term also includes Group C staff employed on keeping account of Amalgamated Fund), members of the staff deputed for some other work connected with the fund will be paid such remuneration as may be sanctioned by the Principal/Dean Students' Welfare.

Provided that in the case of University Teaching Departments/College purely temporary appointments for very essential jobs, may be made for specific periods by the Dean Students' Welfare/Principal with the permission of the Vice-Chancellor at rates approved by the Deputy Commissioner or those approved by the Vice-Chancellor for posts for which there are no D.C. approved rates. Total expenditure on such appointments will in no case exceed 20% of the annual receipts under the Amalgamated fund of the preceding year.

- (13) Travelling allowance will be paid at the following rates to sports teams, members of the staff or servants accompanying the teams or students/members of the staff deputed for some other work connected with the fund.

Members of the staff will also include the President of the team or his/her representative, the Lecturer in Physical Education and some attendants according to need.

For Students

Railway Journey : Concessional 2nd Class
Railway fare each way.

Road Journeys : Actual Bus Fare
for place not
connected by Rail

Local Conveyance Actual Bus/Ricshaw fare to
be given to students and
officials accompanying them
for all matches / cultural
functions

Diet Allowance : Rs.100/- per head per day and
Refreshment @Rs.25/- per head per
match. The rate of refreshment in
individual events shall be Rs.15/-
per bout/event. In addition to
refreshment, diet allowance may
also be given to local players at par
with players of out station colleges
participating in inter collegiate
tournaments.

For Staff Members

(a) T.A./D.A. to Members of staff and attendants/ servants
accompanying the teams/tours will be paid according to
Chaudhary Devi Lal University Rules applicable to such
employees of the University.

Note :- (i) Journeys between stations connected by rails may be
permitted by mail train or bus with the prior sanction
of the Principal/Dean Students' Welfare.

(ii) The teams or the students given meals by the hosts/colleges will not be given daily allowance.

- (14) Expenditure on refreshment/meals etc to the players for friendly matches/University matches and other matches on the college/University campus.

When the teams alongwith their managers and coaches are not entitled to D.A., they may be provided with refreshment @ Rs.20/- per head per day for friendly / University and other matches played on College/University grounds.

Number of players entitled to refreshment in the case of friendly and other matches of home team and the visiting team in following games will not exceed the number noted against each :-

Hockey,	32 for both teams in each
Football & Cricket.	game.

Volley-ball, Basket- ball, Hand-ball, Kho- Kho, Kabaddi & Water Polo.	24 for both teams in each game.
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Wrestling, Athletics, Judo, Gymnastics, Swimming, Boxing, Weight-lifting, Relay Races, Cycling, Cross- country and Yoga.	Actual number of participants.
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*Badminton, Table Tennis, Tennis & Chess.	10 for both team in each game.
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The visiting Cricket teams from outside may be entertained at the rate of Rs.30/- per head per meal and Rs.10/- per head for tea. However, in special cases additional expenditure may be incurred with prior sanction of the Principal/Dean Students' Welfare.

- (15) Photographs of various Sports Clubs, Students' Association, Dramatic Club, Hostel Welfare Committee, Magazine Committee and other clubs or societies with important dignitaries and members of staff, are allowed at the discretion of the Principal/Dean Students' Welfare.
- (16) Expenditure in connection with the award of College Colours to distinguished players.
- (17) Purchase of Stock Registers, Cash Books, Stationery and expenditure on postage stamps, telegrams, telephones *etc.*, in connection with the fund.
- (18) Construction of Cycle stand, Open-air-theatre, Swimming pool, Badminton and Tennis courts and playgrounds.
- (19) Expenditure in connection with annual sports including entertainments of parents, guests and prize winners, social and youth welfare and other functions organised by the Colleges/ Departments.
- (20) Expenses on medicines required for the use of the students while at outstations in connection with tournaments *etc.* While playing matches at station, the medicines not available in the Health Centre may be reimbursed to the players.
- (21) Purchase of furniture and soft furnishing for Common Rooms, radio sets, articles for indoor games and expenditure on their repairs and on petty contingencies. Purchase of musical instruments, amplifier, tape-

recorder, photographic cameras, water coolers, photographic material and other performances and general welfare of the students and expenditure on their hire and repairs and on contingencies.

- (22) Uniforms or other equipment for members of various teams and establishment, at the discretion of Principal/Dean Students' Welfare.

Note :- The uniforms purchased by members of the various clubs will be returned at the end of the year to the Director of Physical Education who will maintain a register for the purpose. A member of the team who pays half the cost of the uniforms will have the right to take it with him/her when he/she leaves the College/Department.

- (23) Lump sum grants to poor athletes for purchase of milk, eggs and other nutritious food and to deserving students for purchase of books and stationery, the grant in individual cases not to exceed Rs.300/- in a year.
- (24) Expenditure on entertainment of students and staff of other Universities and institutions arranged for academic and social exchange.
- (25) Expenditure on books, periodicals and newspapers for the students' reading-room.
- (26) Any other object connected with the students' activities of Sports/educational character as may be approved by the Principal/Dean Students' Welfare.
- (27) Up to 20% of the income from the Amalgamated Fund may be spent :

- (i) on construction of Pavilion, Stadium, Swimming Pool, Gymnasium, Open-air-theatre; Students' Centre; Class Rooms; and
 - (ii) on any other Project of direct benefit to the students in their extra-curricular and physical development activities with the permission of the Executive Council.
- (28) Expenditure in connection with Community Projects or Social Service activities approved by the Principal/Dean Students' Welfare.
 - (29) Rent of Playgrounds.
 - (30) Expenditure on Hobbies.
 - (31) Expenditure in connection with refereeing of University Matches.
 - (32) Payment of protest fee or affiliation fee, nomination fee, entry fee, late fee, fine or subscription for sports, youth welfare and other activities.
 - (33) Expenses in connection with tuck shop (excluding Building).
 - (34) Youth Welfare Activities.
 - (35) Educational Melas, exhibitions, festival, (This should include only incidental expenses but not refreshment).
 - (36) Purchase of crockery *etc.*, for serving refreshment to students and other guests.
 - (37) The expenditure on uniform to Group -D employees on State Govt. pattern.
 - (38) Such other expenditure not exceeding Rs.10,000/- on a single item of direct and indirect benefit to the students not included in the rules above, may be sanctioned by the Dean Students' Welfare in the

case of students of University Teaching Departments. However, the expenditure exceeding Rs.10,000/- will be sanctioned by the Vice-Chancellor.

The Vice-Chancellor may in exceptional circumstances relax any of the provisions of these rules.

- (39) The audit of the funds of the College/University wherever found necessary shall be conducted by the Dy. Director (audit) deputed by the Director, Local Fund Accounts, Haryana.

CHAPTER - XXXIV

**THE MAGAZINE FUND RULES FOR THE CONSTITUENT/RECOGNISED
COLLEGES, UNIVERSITY TEACHING DEPARTMENTS AND
DIRECTORATE OF DISTANCE EDUCATION**

1. These rules will be called the Magazine Fund Rules for the Constituent/Recognized Colleges, University Teaching Departments and University Centre for Distance Learning(UCDL) of Chaudhary Devi Lal University, Sirsa hereinafter called as “Magazine Fund”.
2. The Magazine fee realized from the students of the Colleges/Teaching Departments/University Centre for Distance Learning for the purpose shall be credited to the Magazine Fund. The fund will be operated by the Dean, Faculty of Humanities of the University/Principal of College/Director, UCDL .
3. Every student of the University Teaching Departments/College/ UCDL shall subscribe to this fund at the rate prescribed by the University from time to time.
4. A copy of the Magazine printed out of this fund will be supplied to each student. Copies shall also be sent in exchange to various colleges and Universities in the State and elsewhere and also distributed among such other persons as may be determined by the Dean, Faculty of Humanities/Principal of the College/Director, UCDL.
5. The Magazine Fund shall be utilized on the following objects :
 - (i) Purchase of stationery for preparing the manuscript of the Magazine.
 - (ii) Publication cost such as cost of paper, printing, composing, binding and such other expenses, which are incidental to the editing, printing and publication of the magazine and necessary bulletins/brochures.

- (iii) Award of prizes to students in different languages to encourage them to write articles for the Magazine on competitive basis.
- (iv) Allowance for typing and other work done by part-time Clerk/Peon for the Magazine as sanctioned from time to time by the Dean, Faculty of Humanities of the University /Principal of the College/Director, UC DL.
- (v) Payment of honorarium to the Chief Editor and Editors (both teachers and students) per academic year, at the following rates :-

(a)	Chief Editor	Nil
(b)	Teacher Editors (Hindi, English, Panjabi, Sanskrit, Sports, News Chronicle)	Nil
(c)	Student Editors (Hindi, English, Punjabi, Sanskrit, Science)	Rs.500/- each per issue
(d)	Three best contributors :	
	1st Prize	Rs.500/- per issue
	2nd Prize	Rs.300/- per issue
	3rd Prize	Rs.200/- per issue
(e)	Part-time Clerk	Rs.500/-per month
	Part-time Peon	Rs.300/-per month

- Note:** 1. Editor must contribute one Write Up/Article each in the Magazine.
2. A separate Science Section will also form part of the Magazine.

- (vi) Any other expenditure that is deemed necessary for publication and distribution of the Magazine such as travelling expenses, postage, telegrams with prior sanction of the Dean, Faculty of Humanities/Principal of the College/Director, UC DL.

CHAPTER - XXXV**HOSTEL FUNDS RULES**

1. The Warden of hostel shall prepare in the month of April each year an Annual Estimate of income and expenditure under the various Heads for the next academic session and obtain approval of the Chief Warden and the Vice-Chancellor and then incur the expenditure as follows :-

<i>Head of Expenditure</i>	<i>Nature of Expenditure</i>	<i>Financial Powers</i>
Utensils and Furniture Fund	(a) Repair of furniture, utensils, fittings and fixtures <i>etc.</i>	(a) Warden up to Rs.1000/-, Chief Warden full powers.
	(b) Replacement of existing furniture, utensils, fittings and fixtures <i>etc.</i>	(b) Chief Warden full powers after the articles have been declared unserviceable by the Chief Warden and written off as per rules.
	(c) Annual subsidy to the Mess contractors for replacement of crockery, tinning of utensils <i>etc.</i>	(c) Not exceeding Rs.4/- per boarder per annum on the total strength as on 31 st August of the year.
	(d) Purchase of furniture, crockery, utensils, fixtures and fittings	(d) Chief Warden full powers subject to availability of funds.
	(e) Expenditure regarding Advertisement and tenders in the newspapers.	(e) Warden up to Rs.1000/- and Chief Warden full powers.

<i>Head of Expenditure</i>	<i>Nature of Expenditure</i>	<i>Financial Powers</i>
Establishment Fund	(a) Salary of Mess servants/Ward Bearers (appointment to be approved by the Chief Warden)	(a) Warden Full Powers
	(b) Salary of Hostel Establishment other than the Mess servants and Ward Bearers (appointment to be approved by (i) Chief Warden in case of Group D post and (ii) by the Vice-Chancellor in other cases)	(b) Warden Full Powers
	(c) Uniform to Sweepers and other Group D employees paid out of this fund.	(c) Warden; As per scales laid down by the University for Group D employee
	(d) Uniform to Mess servants and Ward Bearers	(d) Chief Warden; As per scale given below:- (i) Two summer uniforms (i.e Two Bush Shirts & Two Pents every year). (ii) One woolen jersey in every alternate year (iii) Canvas/Rubber Shoes every year (iv) One white bearer's uniform every year for use at special functions

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|-----|---|-----|--|
| (e) | Leave salary/Provident Fund Contribution of University employees lent to the Hostel and other employees paid out of fund | (e) | Warden as per University Rules. |
| (f) | Contingencies including postage, Flit, Phenyl, Vim and other articles for sanitation in the Hostels, replacement and purchase of Bulbs or Electric Tubes (other than students rooms), Table Cloths, Curtains, Heating and Cooling equipment, Locks and Flower Pots <i>etc</i> | (f) | Warden up to Rs.1000/- per item. Chief Warden full powers. |
| (g) | Horticulture articles, such as manure, D.D.T., Kassi, Khurpa, Talwar, Scissor, Grass-cutting Machine, Cutting Plas, Rubber Water Pipes, Baskets, Shower, Flower Plants <i>etc.</i> , for the use of Malis. | (g) | Warden up to Rs.1000/- and Chief Warden full powers. |

<i>Head of Expenditure</i>	<i>Nature of Expenditure</i>	<i>Financial Powers</i>
	(h) Dustbins	(h) Chief Warden full powers.
	(i) Looking glass, Soap, Towels, Rexin cloth <i>etc.</i>	(i) Chief Warden full powers.
	(j) Washing Charges of Sofa-covers, Curtains, uniforms <i>etc.</i>	(j) Warden up to Rs.1000/- and Chief Warden full powers.
	(k) Telephones	(k) Warden up to Rs.1000/- and Chief Warden full powers.
Common room fund	(a) Newspapers and Magazines <i>etc.</i> (List to be approved by the Chief Warden).	(a) Warden full powers, according to requirements and subject to availability of funds.
	(b) Purchase & repair of Common Room soft furnishings including Paintings, Radio, T.V. Sets, Radio & T.V. appliances, decoration pieces <i>etc.</i>	(b) Warden up to Rs. 1000/- (for repair only). Chief Warden full powers.
	(c) Expenditure in connection with Academic, Social and Cultural functions including prizes and entertainment of participants.	(c) Chief Warden full powers.

<i>Head of Expenditure</i>	<i>Nature of Expenditure</i>	<i>Financial Powers</i>
	(d) Purchase of games material for outdoor and indoor games.	(d) Chief Warden full powers.
	(e) Charges of Photographs of participants.	(e) Warden up to Rs.1000/- and Chief Warden full powers.
	(f) Salary of Common Room Peon (appointment to be approved by the Chief Warden)	(f) Warden; Payment as fixed by the University for Group D employees.
	(g) Uniform of Common Room Peon	(g) Warden; As per scale laid down by the University for Group D employees
	(h) Leave Salary, P.F Contribution of Common Room Peon	(h) Warden; As per University Rules
	(i) Any other item of direct and indirect benefit to the students, and not covered under above points.	(i) Vice-Chancellor; full power
Special Fine and Delay Fine Fund	(a) Any other expenditure for the benefit of the students whenever necessary in the Hostel.	(a) Warden up to Rs.1000/- and Chief Warden full powers.

2. The Wardens shall maintain Current/ Saving Accounts with the State Bank of India or any public sector bank into which all income realized on a day on account of Hostel Funds shall be credited in full. All

payments will be made only through cheques and after getting these pre-audited by the Dy. Director (audit) and/or internally checked by the University Office. The Wardens shall submit statement of accounts duly audited at the close of the year to the Vice-Chancellor.

The Wardens may also check the daily income and expenditure and sign the Cash Book. The balance would also be reconciled with bank reconciliation statement, Bank Pass Book every month and certificate of verification will be recorded by the Warden every month.

3. Prior sanction of the Chief Warden/Vice-Chancellor shall be obtained whenever necessary.

4. Quotations/tenders shall be invited for all purchases exceeding Rs.2000/-. The Warden shall prepare a comparative statement of the rates obtained and place the order of his/her requirements with the lowest quotee / tenderer. Where the lowest quotation/tender is not accepted, the sanction of the Chief Warden shall be obtained giving reasons for accepting the higher rates before the order is placed.

5. The Wardens shall keep a stock register of purchases made and shall watch the flow of expenditure in the register maintained for the purpose to avoid excess expenditure over the provision.

6. All types of durables/articles purchased either out of Hostel Funds or University Funds shall be written off by the Write Off Committee duly approved by the University.

7. Warden can impose or remit the fine up to Rs.50/- and the Chief Warden can impose or remit above Rs.50/-.

8. Chief Warden can sanction up to Rs.2,500/- for the expenditure of any item which is not included under the expenditure head.

Further the Chief Warden;

- (a) can sanction for the re-appropriation of funds from one head to another out of the approved budget of the hostel.
- (b) can sanction expenditure beyond Rs.1,000/- but up to Rs.5,000/- of any item(s) which is not included under the expenditure head, in anticipation of the approval of the Vice-Chancellor.

9. The Warden of each Hostel can keep the imprest money of Rs.1000/- out of Hostel Funds.

10. The Wardens of the Hostels shall deposit in the Chief Warden's Account the unspent balance left in the Establishment Fund of the Hostels at the close of the Academic year.

11. Expenditure on items not specifically mentioned in these rules can be incurred with the sanction of the Vice-Chancellor subject to Clause 8 above.

Provided that in case balance under Common Room Fund of a hostel falls short of funds required for any expenditure to be incurred in connection with a Common Room, specific funds may be transferred from the hostel Establishment Fund to Common Room Fund of that hostel by the Warden of the hostel concerned. If however, funds still fall short of requirement in any hostel in respect of any expenditure incurred in connection with a Common Room, specific funds may be transferred from the Chief Warden's Account to the hostel by the Chief Warden. Further allocation of funds/transfer of funds to the extent of Rs.10,000/- may be made by the Chief Warden out of the aforesaid Account to any hostel and not to seek funds for the purpose from the University. For expenditure or transfer exceeding Rs.10,000/- the approval of the Vice-Chancellor shall be obtained.

12. The Chief Warden shall submit a detailed annual report to the Vice-Chancellor about the hostel affairs with special reference to amenities available to the hostlers and the purchase made/expenditure incurred during the year.

CHAPTER - XXXVI

RULES FOR SUPPLY OF LIVERIES TO EMPLOYEES.

The following categories of employees appointed by the University shall be entitled to uniforms as per scale laid down in the schedule annexed below :-

- (a) Drivers of University Vehicles.
- (b) Peons and Watchmen.

The Lab Attendants, staff working in University Health Centre and the Cooks will be provided one apron after every six months.

All employees who are provided with uniforms shall wear them while on duty, throughout the year failing which they will be liable to withdrawal of the uniform and/or disciplinary action.

The Chairperson of the Departments/Branch shall send their requisitions to the Registrar alongwith the names of the employee(s) who is/are entitled to the grant of livery in the month of January for Summer Uniforms and July for Winter Uniforms.

The Summer Uniforms shall be supplied to the employees by the 15th March and the Winter Uniforms by the 15th October.

The name of the Ch. Devi Lal University, Sirsa shall be embroidered in red cotton thread ('white tilla' in case of drivers) on the front pocket of the Coat or the Bush Coat or on the apron, as the case may be.

The cost of the uniforms will be decided by the Vice-Chancellor.

SCHEDULE

<i>Category of Employees</i>	<i>Scale of Uniforms</i>	
	<i>Winter Uniforms</i>	<i>Summer Uniforms</i>
Drivers	One Shirt and One Pant (woolen) after every three years from the date of issue.	1. Three Shirts and three pants (terrycot) after every two years from the date of issue. 2. One Pair of black shoe (Derby) with rubber sole
Peons and Watchmen (Male)	One set of Winter Uniform as detailed below after every three years, (a) Short buttoned up Coat (b) Pant (c) Caps/Turbans (in case of Sikh employees) (d) One Woolen Jersey, Blue-black or Olive Green with 'V' neck plain knitted. (e) One pair of warm socks. (f) One pair of Black Boots (Durby) with rubber sole. (g) One Cap, whistle, & belt (for watchmen only)	Two sets of uniform Terrycot consisting of :- (a) Two Bush-shirts and two Pants of Terrycot after every three years. (b) One pair of black lined chappals with rubber sole (with Summer Uniform). (c) One cap/turban in case of sikh employees.
Peons/ Watchwomen (Female)	One set of Uniform after every three years consisting of :-	Two sets of Summer Uniforms after an interval of three years consisting of :-

- | | |
|--|---|
| <p>(a) One Woollen Shirt and Salwar;</p> <p>(b) One Shawl;</p> <p>(c) One Woollen Jersey Blue Black or Olive Green with 'V' neck plain knitted.</p> <p>(d) One pair of warm Socks.</p> <p>(e) One Lady Belly with rubber sole.</p> <p>(f) One Cap, whistle, & belt
(for Watchwomen only)</p> | <p>(a) Two Shirts;</p> <p>(b) Two Salwars;</p> <p>(c) Two dupattas and;</p> <p>(d) One pair of black lined chappal with rubber sole (with Uniform).</p> |
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CHAPTER - XXXVII

RULES FOR EMPLOYEES' WELFARE FUND

1. Definition

There shall be a welfare fund called 'Chaudhary Devi Lal University Employees' Welfare Fund' for the benefit of employees of the University.

2. Aims & Objectives

The object for which the fund has been established shall be : –

- (a) To provide a relief of Rs.25000/- in case of premature death of a University employee and to render such financial assistance or relief as may be deemed necessary, to the widow/dependents of the deceased employee, such as scholarships to the wards of deceased employee.
- (b) To provide a maximum relief of Rs.10,000/- to the employee in case of (i) Permanent disability resulting into discharge from service (ii) Serious ailment (iii) hard cases of Medical Claims of employees and their dependent family members not admissible under the Medical reimbursement rules on the recommendations of the Committee constituted for the purpose.

3. Sources of Fund

The fund shall be created from the following sources :–

- (i) Group A employees will contribute Rs.35/- p.m., Group B & C employees Rs.20/- p.m. and Group D employees Rs.10/- p.m. towards this fund.
- (ii) University will pay matching contribution of Rs.50000/- per annum.
- (iii) Donations, if any, from outside bodies, with the approval of the Vice-Chancellor.

(iv) Voluntary contribution by the employees of the University.

4. There shall be a Committee consisting of the following members for operation of this fund and recommending financial assistance:-

1. Registrar,
2. One Chairperson of University Teaching Depts.(to be nominated by the Vice Chancellor.).
3. Two Teachers of University Teaching Depts to be nominated by Vice-Chancellor.
4. Medical Officer
5. Finance Officer

5. Accounts of the Funds

The accounts of the funds will be maintained in the office of the Finance Officer. The amount of the fund will be kept in the Saving Bank Account and a part of it will be invested in long-term deposits so as to fetch more interest. The policy of investment will be decided by the Fund Operation Committee and finally approved by the Vice-Chancellor. The amount of this fund will be open for inspection by any member of the aforesaid Committee.

6. The monthly subscription will be deducted from the salary of the employees.
7. The Fund will be built up in such a manner that the financial assistance will be granted as far as possible out of the interest accruing on the deposits of the Fund. However, till such time as the Fund is sufficiently built up, financial assistance will be granted out of principal amount.
8. For any point not covered by the above rules, the matter will be considered by the Committee and orders of the Vice-Chancellor thereon shall be final and binding.

CHAPTER – XXXVIII

HOSTEL REGULATIONS

I. Admission

Students, seeking admission in the Hostel must apply separately on the prescribed form to the Chief Warden, Chaudhary Devi Lal University, Sirsa.

II. Attendance and Leave (Only for Girl Hostels)

- a) All the residents are expected to be in their room at the time of roll-call which will be taken by the Prefects on timing to be fixed by the Chief Warden from time to time.
- b) Residents, desiring to be away from hostel, for a bonfide purpose, after the roll-call must obtain prior permission of the Warden(in the case of women students). Such permission will be given only in special circumstances and in writing.
- c) Leave from the Hostel for the night must be obtained from the Warden, on working days, no leave from the Hostel will be granted unless the student has obtained leave from the department for these days.
- d) Application for absence from the Hostel, for more than four days, must ordinarily be supported by resident's guardian.

- e) All applications for any kind of leave, must be recommended by Prefect or Assistant Prefect before their submission to the Warden (in the case of women students by the Warden only).
- f) Leave must be taken before a student avails himself of it. Residents, who absent themselves, in anticipation of sanction, will ordinarily be considered as absent without leave.
- g) All applications should bear the name, roll number, class, date, the number of the room and the name of the department, date of leave previously enjoyed.
- h) Coming late to the Hostel or absenting for the night from the Hostel, without prior permission, will be treated as a serious offence. The boarders, who are guilty or repeated violation of the rule, will be reported to the Chief Warden and will render themselves liable to expulsion from the Hostels.

Absence without leave from the Hostel at night shall entail a fine of Rs. 20/- per night, Boarders reaching the Hostel, after the roll-call, without prior leave, will be fined as under:-

Upto to 10:00 P.M	Re. 5.00
Upto to 11:00 P.M	Re. 10.00

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

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

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

III. Meals.

- a) All the residents are ordinarily expected to take their meals in the Hostel mess.
- b) Meals will be served only in the dining hall during the hours notified. However, in case of illness, meals can be served in the room on the recommendation of Medical Officer.
- c) All applications, concerning the mess, should be separately addressed to the Mess Manager/Warden, as the case may be.
- d) Residents, going out of station for two or more days, can stop their meals by submitting an application to this effect, duly recommended by Perfect, at least 24 hours in advance. The rebate, for the days for which meals are stopped, will be calculated on the basis of the rates notified by the Chief Warden from time to time.
- e) Guests can be served meals on purchase of cash coupons which are available with the Mess Manager or his/her representative at the gate of the dining hall and in case of women students, through Hostel Warden.

All provisions regarding the Mess will be provided in the Hostel Prospectus.

IV. Guests

- a) Normally, guests are not permitted to stay in the Hostel for the night. Only in exceptional cases, blood relation (father, brother, uncle) may be allowed for one night only, to stay in the guest room, with the permission of the Warden. Such permission should normally be obtained before roll-call. Under no circumstances can guest be lodged for the night in a resident's room.
- b) Women guests are not allowed to visit the male resident's room. They must be taken to the Warden's office. Under no circumstances can they be allowed to stay in the Hostel for the night.
- c) All visitors, except guest permitted for the night, must leave Hostel before roll-call time.

V. General

- a) Residents are expected to conduct themselves with dignity and decorum at all times in the Hostel.
- b) They should not disturb other residents by making noise or by rushing about noisily in the corridors.
- c) They should consider University property i.e buildings electrical and sanitary fittings, furniture etc. as their own and not try to damage it, in any way. Residents are particularly warned not to scribble anything on walls and doors.
- d) Residents will have to bear the cost of the repair of property damaged by them.

- e) use of abusive language, tearing of leaves from magazines, periodicals and newspapers, playing of cards or any other act of breach of Hostel discipline should be avoided.
- f) Gambling and use of alcoholic drink, in any form, within or outside the Hostel, are strictly prohibited. Those infringing this rule are liable to be expelled from the Hostel.
- g) Residents are not authorized to punish hostel servants. Any complaint of indiscipline or insolence against them must be reported to the warden.
- h) Residents are not allowed to visit the cinema halls for the late night show. Residents, who want stay out after the prescribed hour, must obtain the prior permission of the Warden. In the case of Women-Student, the Warden will decide upon dates and time.
- i) If any resident wants to make any representation to the Chief Warden, he/she should be submit that through proper channel through the Warden.
- j) Light should be switched off and taps should be closed when not required. Tea leaves or other rubbish should not be thrown into the sinks.
- k) No one is allowed to use electric appliances; such as electric heaters, electric rods, electric iron etc. in rooms. In case any boarder is found using these appliances,

he/she will be fined heavily and disciplinary action will be taken against him/her.

- l) Boarders are expected to keep their surroundings neat and clean and make proper use of dustbins. Spitting in Hostel compounds and corridors, plucking of flowers, crossing of flower beds and lawns is prohibited.
- m) Residents should lock their rooms whenever they go out even for a short duration. In case of any loss from rooms which are unlocked, the responsibility will be of the occupants of the room. They are advised, in their interest, to open accounts in the Post office and keep a small amount of money as possible, with them. In no case may the boarders bring valuables or jewellery with them.
- n) Resident are required to observe perfect silence in the reading rooms. Games must be played in orderly manner. Nothing should be removed from the reading room or the common room without the permission of the Warden.
- o) Residents are required to be in proper dress, when they go to common room or Dinning Hall.
- p) The Chief Warden may expel any boarder, at any time if he/she is not satisfied with his/her health or conduct.
- q) Any other order, which is notified from time to time, will be binding on the boarders.

- r) No Research Scholar shall be allowed to stay in University hostel beyond 4 years of his/her registration or after the submission of the thesis whichever is earlier.

SPECIAL RULES FOR THE WOMEN HOSTEL.

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

and to the parents of such woman student through registered letter.

8. While making entry in the Hostel and going out of the Hostel for any purpose, entry in the register available at the Gate is mandatory otherwise disciplinary action will be taken which may include expulsion from the Hostel.

CHAPTER – XXXIX

UNIVERSITY FACULTY HOUSE

1. The following rates will be charged from the persons staying in the University Faculty House:-

	AC (PER DAY)	NON AC	
1.1	Persons Coming on University duty	75/-	35/-
1.2	Persons coming on duty other than University duty	150/-	75/-
1.3	PRIVATE		
a)	Employees of CDLU/other Universities / affiliated Colleges not on official duty / private person	300/-	150/-
b)	Members of EC/Selection Committee /Estt. Committee while on duty	Free of Cost	
c)	Persons/Officials allowed by the Vice-Chancellor to treated as University Guests	Free of Cost	
1.4	Dining Hall (PER DAY)		
i)	For University employees strictly for the marriage self/Children(son/daughter)	5000/- Per day	
ii)	Dependents	7500/- Per day	
iii)	For official engagement / farewell functions in favour of retiring employee of the University	Free of Cost	
1.5	University Faculty House Lounge /Lawns(can be allowed to used only in exceptional cases by the Registrar/Vice Chancellor	5000/- + Electricity charges as per actual (for University employees). 7500/- + Electricity Charges as per actual (for others)	

2. Payment of reservation of room(s) will have to be remitted in advance. For requests received by the post, rent will be charged on occupation of room.

3. Officers of Government of India/Haryana and other States equivalent and above the rank of Deputy Secretary will be entitled for accommodation at rates applicable to category '1.1' if they come on official duty.
4. Check out time will be 12:00 noon.
5. Ordinarily no person shall be permitted to occupy accommodation for a period exceeding 10 days except in the case of CDLU employees joining on first appointment or on transfer. Stay beyond this period will be allowed only with the permission of the Vice-Chancellor. Besides, Rs. 300/- per month as electricity and water charges shall be charged in addition in case of stay exceeding 10 days.
6. Telephone charges at the rate of Rs. 3/- per call will have to paid for private local calls and full charges for Trunk Calls.
7. Officers applying for reservation of accommodation should indicate whether they will be on duty or on leave on the dates for which reservation is required.
8. Officers for whom accommodation is reserved must inform the reservation authority well in time in case they do not intend to occupy the accommodation reserved for them so that accommodation can be made available to other officers. In case reserved accommodation is not availed of on the first day and no intimation of any change in programme is received by the reservation authority, the reservation made will be liable to cancelled.
9. Faculty House is meant for University employees. It shall, thus, not normally be used as Guest House nor a transit facility by any other kind of guest except in extra-ordinary situations.

9. **CONSUMPTION OF LIQUOR IS STRICTLY PROHIBITED IN THE FACULTY HOUSE.**
10. Meal services will not be provided in the rooms of the Faculty House.
11. Only persons authorized to stay will be allowed to stay in the Faculty House.
12. Entry into the Faculty House after 10:00 PM by the Guests is prohibited.
13. All the dues must be cleared by the guests and key must be handed over to the concerned waiter after handing over the items to the waiter and before leaving the rooms.

MEALS CHARGES.

Sr.No. Description

1. Break Fast

- | | |
|---|------|
| a) 2 Pronthas(stuffed)+Curd 100gm | 35/- |
| b) Butter+Toast 4 pieces+250gm Sweet Milk | 35/- |

2. LUNCH/DINNER

- | | |
|---------------------------------|-----------------|
| a) Chappati or Rice | |
| b) Curd only in Lunch | |
| c) Daal | |
| d) Salad (Seasonal) | 50/- (per meal) |
| e) Seasonal Vegetables | |
| f) Sweet Dish (Only for Dinner) | |

3. RATES FOR MISC/EXTRA ITEMS

- | | |
|------------------------|------|
| a) Tea | 5/- |
| b) Milk Sweet (300 gm) | 15/- |
| c) Pronthas(Stuffed) | 15/- |
| d) Omelette of 2 Eggs | 20/- |

3. (a) Meals:-

- | | |
|-----------------------------------|------|
| i) Zalzeera | 10/- |
| ii) Soup (Tomato or Veg.) | 15/- |
| iii) Palak Paneer or Matar Paneer | 40/- |
| iv) Daal/Chholley/Rajmah | 25/- |
| v) Seasonal Veg./Mix Veg | 30/- |
| vi) Rice Pulao | 30/- |
| vii) Raita | 15/- |
| viii) Salad | 10/- |
| ix) Chapati/Puri (plain) | 5/- |
| x) Custard/Kheer | 20/- |

In case of group meal the Special service will be charged as under:-

i) Group of 15 to 20 persons	500/-
ii) Group of more than 20 but less than 50 persons	1000/-
iii) For a group of 50 to 100 persons	2000/-

The Care-Taker will deposit the total income with the University Cashier daily.

The permission to allow accommodation in the Faculty House except air conditioned rooms shall be granted by the Registrar. Rooms provided with air-conditioner shall be allowed with the permission of the Vice-Chancellor only.

CHAPTER – XL

THE FACULTY CLUB CONSTITUTION

Name

There shall be a Club called "Chaudhary Devi Lal University Faculty' Club" (hereinafter called the Club) with its venue at the premises provided by the University for the purpose.

Aims and Objects

The aims and objectives of the Club shall be—

- (1) to promote fraternity among the teachers;
- (2) to promote social and cultural activities of the members;
- (3) to provide the members and their spouses opportunities for recreation and other social activities so as to utilize leisure hours in a healthy way;
- (4) to provide opportunities for physical development of members through indoor and outdoor sports and games.
- (5) any other activities conducive to the fulfilment of the above objects.

Patron

1. The Vice-Chancellor, Chaudhary Devi Lal University shall be the Patron of the Club.
2. Any instructions/directives given by the Vice-Chancellor or any officer authorized by him/her shall be binding all the members of the club notwithstanding anything to the contrary contain in these Rules, for smooth functioning and proper utilization of the facilities.
3. The Vice-Chancellor, by special order, authorise any person to use the Faculty Club premises and the facilities provided therein in the interest of the University.

Membership

The membership of the Club shall be of five kinds, namely:–

(a) Ordinary Members :

All the teachers appointed by Chaudhary Devi Lal University, Sirsa and the teachers deputed to this University shall *ipso facto* be Ordinary Members of the Club. These members shall form the General Body of the Club, and shall have voting right.

(b) Associate Members :

Research Assistants, Research Fellows, Research Scholars, Officers of Chaudhary Devi Lal University of the rank of Superintendent and above shall be eligible to become Associate Members of the Club. Such Associate Members shall not have voting rights.

(c) Special Members :

Prominent Citizens of Sirsa District and all gazetted officers of Haryana/Central Government stationed at Sirsa may also be invited to become special members at the sole discretion of the Executive Committee.

(d) Temporary Members :

Temporary Members may be enrolled for a specified period on the surety of an Ordinary Member.

(e) Honorary Members :

All retired ordinary members of the Club.

Membership Fee

Membership fee shall be as laid down by the General Body from time to time after a review of the Income and Expenditure at every annual General Body Meeting with the approval of the Patron.

Powers and Functions

Patron

The Patron shall have the Powers :-

- (i) to convene an Annual General Body Meeting or Extra-Ordinary General Body Meeting, when warranted.
- (ii) to advise the President to take effective steps as may be necessary to regulate the proper management of Club.

General Body

The General Body shall consist of all the Ordinary Members. It shall be the Supreme authority of the Club.

The General Body shall have the powers :

- (i) to make amendments in the constitution;
- (ii) to approve the bye-laws passed by the Executive Committee;
- (iii) to approve the Annual Budget;
- (iv) to acquire and dispose of property for the benefit of the Club; and
- (v) to pass the audited annual balance sheet.

Office Bearers

The following shall be honorary office bearers of the Club :

- (1) President (to be elected by the General Body)
- (2) Vice-President (to be nominated by the President)
- (3) Secretary —do—
- (4) Treasurer —do—
- (5) Assistant Secretary —do—

Executive Committee

The Executive Committee of the Club shall consist of all the office bearers and two other members nominated by the President.

FUNCTIONS OF THE EXECUTIVE COMMITTEE AND THE OFFICE BEARERS

Executive Committee

- (1) To frame suitable bye-laws within the frame-work of this Constitution in order to regulate the activities of the Club and to get the same approved by the General Body.
- (2) To ensure that the funds of the Club are raised and expended in accordance with the Annual Budget approved by the General Body.
- (3) To raise funds, donations and/or grants in cash or kind for the benefit of the Club.
- (4) To appoint auditors for the Club accounts.
- (5) To adopt and submit to the General Body the Annual Reports, Annual Budget and Annual Balance Sheet.
- (6) To carry out such other functions as may be assigned to them by the General Body connected with the orderly management of the Club.

Office Bearers

President : He/she shall preside over all the meetings of the Executive Committee and the General Body of the Club. He/she shall have the power to incur an expenditure in anticipation of the approval of the Executive Committee upto Rs.1000/- on individual items specified in the budget of the Club.

Vice-President : The Vice-President shall perform the duties of the President in the casual absence of the President (not exceeding 3 months at a time). In the event of vacation of the

office of the President, the Vice-President shall call an emergent Extra Ordinary Meeting of General Body for the election of the President.

Secretary : The Secretary shall look after the work of the Club and maintain its office record. He/she shall call the meeting of the Executive Committee and the General Body of the Club on the advice of the President. He/she shall correspond on behalf of the Club. He/she shall prepare the annual Report of the Club, get it approved by the Executive Committee and submit the same to the General Body for approval.

Treasurer : The Treasurer shall maintain the accounts of the Club and shall prepare Annual Financial Statement for the current year and the Budget estimates for the following year for submission to the Executive Committee for approval.

Assistant Secretary : The Assistant Secretary shall perform the duties of the Secretary in the absence of the latter. He/she shall perform any other duties assigned to him/her by the President from time to time.

MEETINGS

General Body

The General Body shall assemble at least once every year. This meeting shall be called the Annual General Meeting and will be held in August every year. However, a special meeting of the General Body may be called on a written requisition made to the President by at least twenty ordinary members of the Club or on a resolution adopted by the Executive Committee of the Club. A general notice to hold a meeting shall be issued 20 days in advance so that members are given the opportunity to forward any items they wish to be discussed at the Annual General Body Meeting. The notice of a meeting specifying the business to be transacted shall be issued seven days in advance. Emergent Extraordinary Meeting can, however, be convened at a notice of 24 hours.

Agenda for the Annual Meeting of the General Body

The Agenda shall include among other items the following :

- (i) Annual Report
- (ii) The Financial Report alongwith the Statement of Accounts of the previous year and the Budget estimates for the following year.
- (iii) Other items forwarded by members 7 days in advance.

Quorum

One-Fourth of the total Ordinary Membership of the Club shall form the quorum.

Executive Committee

The Executive Committee shall meet at least once a month (except the Summer Vacations). A notice of at least three days shall be given. The agenda for the meeting shall be as approved by the President. However, the agenda for the July meeting of the Executive Committee shall include the Annual Report, Financial Report ,the Statement of Accounts for the previous year and the Budget estimate for the following year. Four members shall form the quorum.

Election

The General Body shall elect the President at its Annual General Body Meeting. The term of the office of the President shall be 2 years or till the next election, whichever is earlier.

Removal of the President

The President can be removed from office on a vote of no-confidence passed in Extra Ordinary or Annual General Body Meeting by two-third of the members voting, provided the two-third is not less than one-half of the total Ordinary membership. In the event of the President being removed by the General Body, it shall elect an ad hoc President to lookafter the activities of the Club till a President is elected at the next General Body Meeting.

Removal of a Member

A member found guilty of unbecoming behaviour may be suspended by the President and a report made to the General Body within a month (except vacation periods) for necessary action.

Removal of the Office Bearers and / or Nominated Members of the Executive Committee

The President is empowered to remove or substitute any or all of the above mentioned members.

Financial Year

The Financial Year of the Club shall be reckoned from 1st August every year.

Amendments to the Constitution

The Constitution may be amended at :

- (i) the Annual General Body Meeting, if the proposed amendments are included in the agenda of the meeting;
- (ii) a special meeting of the General Body provided that the proposed amendments are circulated by the Secretary as part of the Agenda of such a meeting. The proposed amendments shall be included in the Constitution provided only that the members voting in favour of the amendment or amendments to amendments, if any, is not less than 50% of the total strength of Ordinary Membership of the Club at that time.

Dissolution

If for any reason the Club is proposed to be wound up, the net assets shall be disposed of in a manner to be decided by the General Body or, in absence of a resolution of the General Body, at the discretion of the Patron.

Accounts & Audit

1. The money obtained by way of membership fee etc. shall be kept in an account to be maintained in a bank approved by the Patron and the accounts shall be in the name of the Faculty Club, CDLU, Sirsa. The account shall be operated jointly by the Secretary and the Treasurer of the Club.

2. Accounts of the Club shall be audited after every six months by the Finance Officer or any other person nominated by him/her.

CHAPTER – XLI

CONSTITUTION OF THE YOUTH WELFARE COMMITTEE

1. There shall be a Chaudhary Devi Lal University, Sirsa Youth Welfare Committee, constituted as follows :-
 - (a) Vice-Chancellor Chairperson
 - (b) Dean Academic Affairs
 - (c) Dean Students' Welfare
 - (d) Proctor
 - (e) Chief Warden
 - (f) Registrar
 - (g) One Chairperson of University Teaching Dept.
 - (h) Two students to be nominated by the Chairperson on the recommendation of the Member Secretary
 - (i) Director, Youth Welfare Member Secretary

The nominated members shall hold office for a term of one year beginning from the first July.

Five members shall form the quorum.

2. The aims and objects of the Youth Welfare Committee shall be :-
 - (a) to organise an annual University Youth Festival and to send up entries for Inter-University Youth Festival/Inter-University Cultural Meet or any other Cultural Function in which the Vice-Chancellor thinks it proper to sponsor University team;
 - (b) to scrutinize and recommend schemes of Youth Work Camps, to the Ministry of Education;

- (c) to ask for grants for Youth Welfare Work from the State and Central Governments;
- (d) to organise and regulate Youth Welfare Programmes including Youth Travel, Hikes, Mountaineering Camps, Educational and Cultural tours *etc.*;
- (e) to secure grounds for recreation;
- (f) to provide a workshop and hobbies centre in the University;
- (g) to hold Youth Leadership Training Camps for University;
- (h) to take up any other Projects for the welfare of the Youth;
- (i) to organise cultural programmes, festivals, extension lectures *etc.*;
- (j) to regulate functioning of youth club, hiking and trekking club and other clubs and societies formed for welfare of students;
- (k) to organise such other activities those are of direct or indirect benefit to the students of Chaudhary Devi Lal University, Sirsa;
- (l) to organise, conduct and control Youth Welfare Activities including Youth Festival and other competitions and to organise various University Youth Welfare Clubs and to frame rules for the organisation, conduct and control of the Youth Welfare Competitions and also to make necessary amendments/additions in the rules and regulations of the Youth Welfare Committee;
- (m) to consider and adopt Annual Report and Audited Statements of Accounts of the Youth Welfare Committee;
- (n) to consider and pass the Annual Budget of the Youth Welfare Committee and the General Programme of the Youth Welfare Activities and the detailed proposals item-

wise and Heads of the expenditure alongwith necessary Financial Rules and Regulations *etc.* to be followed;

- (o) to raise and spend funds of the Youth Welfare Committee in accordance with the Budget Estimates sanctioned by the Youth Welfare Committee, to sanction re-appropriation of funds from one budget head to another; to write off irrecoverable dues.
- (p) To award cultural stipends to the outstanding students in cultural activities and also to award colours/blazers to the winners of various item as per norms fixed by Youth Welfare Committee.

3. The duties and powers of the Chairperson shall be as follows :-

- (i) to preside over all meetings of the Youth Welfare Committee and to discharge such functions as may be assigned to him/her in that capacity.
- (ii) to sanction expenditure up to the amount of budget provision under the different heads of expenditure and to approve re-appropriation of funds from one budget head to another in anticipation of the approval of the Youth Welfare Committee;
- (iii) to allow/sanction provisional payments out of Youth Welfare Committee funds in anticipation of the approval of Youth Welfare Committee;
- (iv) to write off losses and to condone delay in the submission of entries;
- (v) to sanction any amount out of the Youth Welfare Committee funds for promotion of welfare activities of the students; and
- (vi) to decide any matters not covered under the rules.

4. The Member-Secretary shall –
- (a) carry on correspondence on behalf of the Youth Welfare Committee and give effect to the resolutions of the Committee;
 - (b) issue notices of meetings and record minutes of the same and be responsible for their maintenance;
 - (c) be responsible for the maintenance of other records and registers as well as the custody of all property of the Youth Welfare Committee;
 - (d) carry out other duties which may be entrusted to him/her by the Chairperson from time to time;
 - (e) have an imprest of Rs.1000/- to meet petty expenditure;
 - (f) have power to incur an expenditure up to Rs.5,000/- at a time; to write off losses of articles costing up to Rs.500/- and to pass provisional payments up to Rs.5,000/- on an item at a time till the budget is passed by the Youth Welfare Committee.
 - (g) be in-charge of the finances of the Youth Welfare Committee;
 - (h) issue receipts for all sums received;
 - (i) make payments in accordance with the proposals item-wise in respect of each head of expenditure as approved by the Youth Welfare Committee;
 - (j) maintain accounts of the Youth Welfare Committee's funds and present statement of accounts duly audited by the University Auditors;

- (k) to operate upon the accounts of the Youth Welfare Committee and sign all cheques for all expenditure duly sanctioned and pre-audited;
- (l) sanction journey(s) of the staff working in the Youth Welfare Department;
- (m) to condone the delay in the submission of entries etc.; and
- (n) to engage Labour, Sweepers, Peons, Clerks and other staff purely on contract basis for not more than 89 days at one instance on D.C. approved rates. For other specialized jobs not covered under D.C. rates at a fixed Salary purely on contract basis for not more than 89 days at one instance, out of Youth Welfare Committee Funds in addition to budgeted post(s) with due justification and after obtaining the financial / administrative approval of the Chairperson (Vice-Chancellor) Youth Welfare Committee.

5. An annual meeting of the Youth Welfare Committee shall, unless otherwise directed by the Chairperson, be held in the month of June, every year, on a date, place and time to be determined by the Chairperson. The notice and the Agenda for this meeting shall be sent at least ten days before the date of the meeting.

The business at this meeting shall include–

- (i) the adoption of the Annual Report and the Audited Statements of Accounts of the Youth Welfare Committee;
- (ii) to recommend to the Executive Council amendment(s) to this Constitution;
- (iii) Enactment of rules/bye-laws and amendments thereto; and
- (iv) proposals or resolutions brought up before the Committee by any of its members, provided that a written notice of the same

is given to the Chairperson at least one week before the date of the meeting.

6. The Chairperson may, at his/her discretion, call one or more ordinary meetings of the Youth Welfare Committee if considered necessary in the course of the year. Except in the case of emergent meetings, the notice and the Agenda required for such a meeting shall be at least one week.
7. All the decisions at the meetings of the Youth Welfare Committee shall be taken by a simple majority vote of the members present and, in the case of a tie, the Chairperson shall have a casting vote.
8. The accounts of the Youth Welfare Committee shall be pre-audited direct by the Dy. Director (Audit) deputed by the Director, Local Fund Accounts, Haryana.
9. The Executive Council of Chaudhary Devi Lal University shall exercise general supervision and control over the Youth Welfare Committee and shall decide the constitutional changes that are considered necessary.

CHAPTER – XLII

NATIONAL SERVICE SCHEME

I. Name and Composition

There shall be a "Chaudhary Devi Lal University National Service Scheme Committee" hereinafter called 'N.S.S. Committee' for regulating the National Service Scheme activities by the students and the members of the staff of the University. It shall be constituted as follows :-

- | | | |
|-----|---|------------------|
| 1. | Vice-Chancellor, | Chairman |
| 2. | Dean Students' Welfare, | Vice-Chairman |
| 3. | Registrar | Member. |
| 4. | Higher Education Commissioner, Haryana | Member |
| 5. | Asstt./Dy. Programme Adviser,
N.S.S. Zonal Centre, New Delhi | Member |
| 6. | State Liaison Officer, N.S.S. Office
of Higher Education Commissioner,
Haryana, Panchkula | Member |
| 7. | Director Principal,
CDLM Govt. Engg. College
Panniwala Mota. | Member |
| 8. | Programme Officer, (N.S.S)
CDLM Govt. Engg. College
Panniwala Mota. | Member |
| 9. | Programme Officer (N.S.S)
CDLU, Sirsa. | Member |
| 10. | Programme Co-ordinator,.
(N.S.S). | Member Secretary |

II. Objectives

The objectives of the committee will be the same as that of the National Service Scheme which are as follows :-

(a) Overall objective of the N.S.S. is educational; service to the community is the activity through which this objective is sought to be achieved. The more specific objectives of the National Service Scheme are to arouse the students' social conscience and to provide him/her with the opportunity :-

1. To work with and among people;
2. To engage in creative constructive social action;
3. To enhance his/her knowledge of himself/herself and the community through a confrontation with reality;
4. To put his/her scholarship to practical use in mitigating at least some of the social problems; and
5. To gain skills in programme development to enable him/her to get self-employed.

III. Programmes and Activities

To achieve the aims and objects enumerated in para II above, the following programmes and/or activities may be undertaken subject to the availability of resources financial or otherwise :-

(a) *Projects in the Area of Education :*

- (i) Helping younger students with studies;
- (ii) Organising science clubs;
- (iii) Organising a library and/or a book bank; and
- (iv) Organising exhibitions, *etc.*

(b) *Projects in the Area of Recreation :*

- (i) Making, renovating, collecting and distributing toys, picture books *etc.* to small children in institutions, hospitals *etc.*;

- (ii) Conducting play groups for children;
 - (iii) Organising competitions and contests;
 - (iv) Organising student shows as entertainment for institutionalized persons;
 - (v) Organising hobby clubs, crafts training, dramatic groups/clubs *etc.*; and
 - (vi) Organising celebrations on inter-community basis *etc.*
- (c) *Projects in the Area of Health :*
- In and outside hospitals- assisting patients in the hospitals, assistance in blood bank, drug bank and follow up of patients discharged from the hospitals.
- (d) *Campaign Projects:*
- (i) Literacy campaign;
 - (ii) National integration campaign.
 - (iii) Cleanliness in slums and disease eradication campaign *etc.*.
- (e) *Camp Projects :*
- Work camps (Road building, lake construction *etc.*) in which physical labour or *sramadan* is involved, week-end camps, vacations camp *etc.*
- (f) Any other project or activity within or outside the University Campus, suggested by the Officer-in-charge and approved by the Committee.

IV. Duties and Powers of the N.S.S.Committee..

The duties and powers of the National Service Scheme Committee shall be :-

- (1) to make rules for the organisation, conduct and control of the N.S.S. activities in the light of Govt. Schemes, instructions and directions;

- (2) to interpret and enforce its rules and to give decisions and rulings on any point of these rules;
- (3) to frame bye-laws consistent with its rules and Govt. directives and to appoint sub-committee/committees;
- (4) to receive and spend/utilize Govt. (both Central and State Govts.) grants and necessary funds or help from the University for National Service Scheme activities and utilize the same according to rules and budget estimates;
- (5) to consider and pass its annual budget and the general programme in the light of Government grants and other resources;
- (6) to appoint whole-time or part-time staff and decide, enhance or reduce their pay and grades or remuneration/honorarium in the light of provisions made in the National Service Scheme by the Government;
- (7) to take decisions on any matter concerning N.S.S. which are not covered by the constitution or rules framed thereunder;
- (8) to raise and spend funds and to sanction re-appropriations of funds from one budget head to another;
- (9) to write off irrecoverable dues and items of stock *etc.* costing more than Rs.500/-;
- (10) to sanction all payments required to be made for implementation of National Service Scheme programmes;
- (11) to allocate funds to the colleges and develop system of audit;
- (12) to fix quota of students for colleges;
- (13) to sponsor service projects on inter-collegiate basis;
- (14) to function as a liaison agency between the Ministry of Education, State Govt. and the Colleges; and
- (15) to co-ordinate N.S.S. Programme in the University.

V. Duties and Powers of the office bearers

The duties and powers of the office bearers shall be as follows :-

(a) *Chairperson* :

1. The Chairperson shall preside over all the meetings of the National Service Scheme Committee.
2. He/she shall have the power to sanction as expenditure over Rs.1000/- at a time in case of an individual item and/or any amount subject to budget restrictions.
3. He/she shall have the power to make appointments, fixing salary/remuneration according to availability of funds in anticipation of the approval of the N.S.S. Committee.
4. He/she shall have the power to sanction all journeys concerning N.S.S. performed by the Programme Co-ordinator and members of the N.S.S. Committee.

(b) *Programme Co-ordinator/Secretary* :

1. He/she shall attend to all correspondence pertaining to the National Service Scheme and give effect to the resolutions of the N.S.S. Committee.
2. He/she shall issue agenda and notices of meetings with prior approval of the Chairperson and record the minutes of the same and shall be responsible for their maintenance.
3. He/she shall be the over-all in-charge of all records and registers of N.S.S.
4. He/she shall be custodian of all property of National Service Scheme.
5. He/she shall have an imprest of Rs.500/- with him/her to be recouped from time to time. He/she is empowered to incur an expenditure upto Rs.1000/- on any item at a time. He/she shall also be in-charge of all finances of the N.S.S. He/she

shall maintain accounts and present the statement of accounts duly audited by the University auditors.

6. The Programme Co-ordinator shall approve the tour programme of his/her office staff.
7. The Programme Co-ordinator shall be responsible for the release of N.S.S. grants to the Colleges and shall also supervise and guide the implementation of the N.S.S. in the colleges.
8. He/she shall maintain and operate Bank Account of the N.S.S.

VI. Bank Account

The funds of the National Service Scheme shall be kept in a Saving Bank Account in the name of the Programme Co-ordinator N.S.S.

VII. Audit

The accounts of the N.S.S. will be pre-audited by the Dy. Director (Audit) deputed by the Director, Local Fund Accounts, Haryana. He/she shall also be responsible for the audit of the N.S.S. accounts of the colleges receiving N.S.S. grants from the University National Service Scheme. The audited accounts shall also be placed for approval at the annual meetings.

VIII. General Meetings

- (a) Annual meetings of the N.S.S. Committee shall be held in the month of February or as soon thereafter as may be possible every year. It shall be convened on the date and at a place and time to be determined by the Chairperson. The Secretary shall give seven days notice which shall be dispatched by post, Under Postal Certificate to all members or delivered by hand, in case of local members. The business transacted at this meeting shall include passing of the Budget Estimates and the general programme of N.S.S. activities for the ensuing year

and amendment of old rules or enactment of new rules or byelaws of the N.S.S. Committee.

- (b)* The Chairperson may call the meeting of the N.S.S. Committee to transact the unfinished business as may be considered necessary in the course of the year. At least seven days notice shall be given to all the members regarding such meetings.
- (c)* Four members shall form a quorum.
- (d)* All decisions shall be taken by a simple majority vote and in the case of tie, the Chairperson shall have a casting vote.
- (e)* Voting by proxy shall not be permissible.
- (f)* No act or proceeding of this Committee shall be invalidated merely by reason of the existence of vacancies among its members.
- (g)* The N.S.S. Committee shall be empowered to take decisions on call matters concerning N.S.S. which are not covered by the above Constitution and also to amend this Constitution if and when considered necessary.

CHAPTER – XLIII

CONSTITUTION OF UNIVERSITY FILM CLUB.

1. The membership of the University Film Club shall be open to students, staff (Teaching and Non-teaching) of the University; and any such persons as are allowed by the Patron to be a member of the Club.

2. There shall be an Executive Committee of the Club constituted as under:-

<i>(a)</i> Vice-Chancellor	Patron
<i>(b)</i> Dean, Students' Welfare	Chairperson
<i>(c)</i> Registrar	-do-
<i>(d)</i> Dean Academic Affairs	member
<i>(e)</i> Chief Warden	-do-
<i>(f)</i> Proctor	-do-
<i>(g)</i> Director, Youth Welfare	-do-
<i>(h)</i> One Chairperson of the Dept. of University Teaching Departments	(To be nominated by the Patron, Film Society)
<i>(i)</i> Finance Officer	member
<i>(j)</i> Executive Engineer	-do-
<i>(k)</i> One senior teacher of the University Teaching departments (nominated by the Patron)	Secretary

Five members shall constitute the quorum.

3. The aims and objects of the Film Club shall be :-
 - (a) To advance education and culture through the medium of films.
 - (b) To create and develop amongst students an appreciation of films for purposes of healthy entertainment.
 - (c) To encourage interest in the films as an aesthetic art as a media of information and education, and development of personal personality.
 - (d) To promote the study and appreciation of films by means of lectures, seminars, symposia, discussions and exhibitions and maintaining a Library of films and books.
 - (e) For the realisation of the above objects, the Club may undertake any other activity in consonance with the above.
4. The membership subscription of the Club shall be fixed by the Executive Committee of the Film Club from time to time.
5. The admission to the film-shows shall be only through the membership cards for staff members, and for students through Identity cards bearing the stamp "FILM FEE PAID" with the signature of the Chairperson of Department issued to the members. Any members desiring to have additional seat in any show shall have to pay a fee per show as fixed by the Executive Committee.

6. The official year of the Film Club shall be academic year of the University.
7. The Chairperson may call the meetings of the Executive Committee to approve the budget and programmes of the Club and other business.

The Secretary shall issue the notice to convene the meeting of the Executive Committee.
8. The Secretary shall maintain and operate the Accounts of the Film Club through a Saving Bank Account.
9. An annual report of the working of the Club during the year shall be prepared by the Secretary and presented to the Executive Committee for its approval.
10. The accounts of the Film Club shall be annually audited by the Dy. Director (Audit) deputed by the Director, Local Funds Accounts, Haryana.
11. (a) The duties and powers of the Chairperson shall be as follows

:-

- (i) To sanction expenditure up to the amount of budget provision under the different Heads of expenditures and to approve re-appropriation of funds from one Head to another in anticipation of the approval of the Executive Committee.
- (ii) To write off losses.
- (iii) To approve the journey of the Secretary and others in connection with the work of Film Club.
- (iv) To recommend to the Patron the proposal(s) for sanction of amount out of the Funds of the Film Club for promotion of welfare activities of the students.

11. (b) The Secretary shall –

- (i) correspond on behalf of the Film Club and give effect to the decisions of the Committee.
- (ii) issue notices of meetings and record minutes of the same and be responsible for their maintenance.
- (iii) be responsible for the maintenance of records and Registers as well as the custody of all property.
- (iv) shall operate an Imprest of Rs.1000/- to meet petty expenditure.
- (v) be incharge of the finances of the Film Club.
- (vi) issue receipts for all sums received.
- (vii) operate the accounts of Film Club and sign all cheques for expenditure incurred and duly sanctioned for payment.
- (viii) sanction journey(s) of the staff working under him/her.
- (ix) have the power to allow refund of subscription received in case of rightful claims.
- (x) have power to pass provisional payments with the approval of the Chairperson till the budget is passed.
- (xi) carry out other duties which may be entrusted to him/her by the Chairperson.
- (xii) not be paid any remuneration/allowance.

12. Film Selection Committee :- The Chairperson shall constitute a Film Selection Committee every year which will select the films for screening during the year. Till the new list of film is approved by the new Film Selection Committee, the earlier Selection shall remain valid.

13. The Budget shall include the following Heads of Expenditure :

- (a) Hire Charges of films *etc.*
- (b) Remuneration/Honorarium to the Operators, Supervisor, Electrician, Gate-keepers, Booking-Clerk, Helper and other functionaries *etc.*

The remuneration to the above persons will be approved by the Patron on the recommendation of the Executive Committee.
- (c) Payment to be made to the Booker.
- (d) Maintenance, Wear and Tear of materials *etc.*
- (e) Purchase of Films Reels, Records, Arc-Carbons, Cinemascope Lenses and Video-Sets Furniture *etc.*
- (f) T.A./D.A. to the members of staff, Secretary and others will be paid according to the University Rules.
- (g) Poor Students' Aid Fund.
- (h) Contingencies, Purchase of stationery articles, Postages, Freight Charges, Electricity Bill, Telephone Bill, Refreshment and other miscellaneous and unforeseen expenditure.
- (i) Any other expenditure required for the objects under Rule 3.

CHAPTER – XLIV

THE UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU

FUNCTIONS:

1. The functions of a University Employment Information and Guidance Bureau are :

- (i) to give employment information and advice to the University alumni;
- (ii) to register professionals and post-graduates for employment assistance;
- (iii) to provide vocational guidance and employment counselling to its registrants as well as to others who seek it;
- (iv) to collect and disseminate information on higher educational, technical and professional courses in India and abroad;
- (v) to provide information on scholarships, fellowships and loans to students;
- (vi) to assist students in finding part-time employment;
- (vii) to bring out career literature for the use of the students and alumni of University; and
- (viii) to conduct surveys pertaining to guidance and manpower.

The Bureau will have career information rule and will provide vocational guidance and employment counselling facilities as far as possible. Wherever there are possibilities of part-time employment for under-graduates locally, the Bureau may also arrange for suitable candidates seeking such employment.

2. The Bureau will function under the guidance of the Vice-Chancellor. It will be in the charge of a senior member of the

teaching staff of the University, who will work on a part time basis and will be paid suitable remuneration as approved by the Vice-Chancellor for this service. He/she will be responsible to the Vice-Chancellor for the day to day work of the Bureau. The staff for the Bureau (Divisional Employment Officer-1, Technical Assistant-1, Clerk-2, Steno-Typist-1, Peons-2, etc.) or as per need will be provided by the Department of Employment of the State Govt..

ORGANISATION

3. There will be an Advisory Committee appointed by the Vice-Chancellor consisting of 10 to 15 members and including among others representatives of different faculties, the State Director of Employment, the Director General of Employment and Training (Government of India), etc. The Committee will advise the Vice-Chancellor on all matters connected with the working of the Bureau. The Employment officer of the Bureau will be ex-officio Secretary of the Advisory Committee.

REGISTRATION

4. (a) The following categories of applicants will be eligible for registration at the Bureau :-
 - (i) Persons holding Bachelor or higher degree or equivalent Diploma in a professional or specialist course, such as Engineering, Medicine, Agriculture, Veterinary Science, Technology, Law, Education etc.; and
 - (ii) Persons holding a Master's or higher degree or Post-graduate Diploma or equivalent in other subjects.
- (b) Index Card of an applicant registered at the University Employment Information and Guidance Bureau will be prepared in duplicate, one copy being retained and the other being forwarded to the State Employment Exchange, Haryana, Manimajra (Professional and Executive Branch) within 24 hours. In case of scientists and technical persons,

who are eligible for registration in the Special section of the National Register maintained by the Council of Scientific and Industrial Research, New Delhi, G-Card in respect of them will be sent to the National Register Unit at New Delhi.

- (c) In the case of M.A., M.Eds or M.A., B.Ed/B.T who also desire to be considered for the post of a teacher in High/Higher Secondary School, a copy of the Index Card will be sent to the Employment Exchange serving the area so that their names may be submitted against the vacancies of teachers.

VACANCIES AND SUBMISSION

5. The State Directorate of Employment and The Directorate General of Employment and Training of the Govt. of India (Appointments Branch Offices concerned) will circulate to the Bureau vacancies that are appropriate for those registered with the Bureau. The Bureau will submit particulars of the suitable persons on its registers to the authorities mentioned in the notification.

It will also be local to the Bureau to submit particulars of suitable persons in response to specific inquiries addressed to the Bureau by the employers.

FORMS AND PROCEDURE

6. The Bureau will follow the same procedure and use the same forms as the National Employment Service. Where modifications are considered necessary these may be made in consultation with the D.G.E & T.

Statistics of the work of the Bureau will be rendered in the forms prescribed for the purpose, as under:-

- (i) E.S. 1.1 in respect of registration figures.
- (ii) E.S. 3.1.

- (iii) PB-68 to Manager of Publications, New Delhi.
- (iv) E.S. 3.2.
- (v) Monthly Narrative Report.
- (vi) Report on G-Cards sent to the national Unit of Council of Scientific and Industrial Research, New Delhi.
- (vii) Report on Occupational Information material collected.

The D.G.E & T will effect the necessary coordination at the all India level in regard to registration and the circulation of vacancies to the Bureau.

6. The prescribed forms used in V.G. Section of the Employment Exchange will be used in the University Employment Information and Guidance Bureau.

EXPENDITURE

8. The University will provide accommodation and furniture to the Bureau at its own cost. The rest of the expenditure will be borne by the State Government.
9. The Bureau will bring out research works in the field of guidance and counseling as well as in Manpower Planning.
10. The Bureau will be responsible for bringing out the publications in different disciplines. The Each Bureau will draw yearly Schedule of Publications and get it approved from the Directorate well in time. The draft for every publication must be got approved from the Directorate before its publication. Similar procedure should be followed in the case of Research/Surveys to be conducted by Bureau.

CHAPTER – XLV**CASUAL STUDENTS REGULATIONS**

Casual Admission of the students who have to appear in the Practical Examinations or those who have to complete the deficiency of lectures etc will be made on Casual basis in the month of September. Failure Science Students will not be admitted as Casual students. There will be no limit for the admission of such students and normal fee will be charged from the casual students as is being charged from the regular students.

CHAPTER – XLVI

PUBLICATION OF TEXT BOOKS

Publication and Prescription of Text

1. The publishers will be invited to submit/publish books as and when required.
2. Only those publishers will be invited by the university who have at least printing experience of 200 titles to their credit.
3. The members of the Board of Studies/Faculty/Academic Council shall not be permitted to submit Text Books.
4. Submission of Books: On the basis of the book requirements as supplied by the Board of Studies concerned, and advertisement will be sent to national dailies by the university office asking for submission of 10 copies of each text, under intimation to the Chairman of the Board of Studies concerned. The Board of Studies will select the text for each class for prescription, which will finally be approved by Academic Council.
5. Publication of books: For the the selection of publishers for the Publication of a University book a Standing Committee of 4 or 5 members shall be constituted by the Academic Council from amongst its members for selecting a panel of publishers having atleast 200 titles to their credit irrespective of any tender received or not. The Vice-Chancellor, who is the Chairman of the Academic Council, will finally approve the publisher(s) out of the panel prepared by the Standing Committee to undertake the job of production of texts.
6. The Academic Council will settle terms and conditions regarding the supply and price of texts. If at any time a book is found to have been sold by a publisher at a higher price than the price fixed by the

University or found to be substandard in productions as per specification in the price formula prescribed by the University, the University shall have power to cancel the contract.

7. The decision of the Academic Council on selection/prescription/rejection/replacement of texts shall be final and binding and shall not be challenged in any court.
8. Subject to the provision of the above clause-7 the texts accepted for prescription would continue normally for not more than two years at a time.
9. Authors/compilers/Editors will be paid royalty to be determined mutually by the University and the publishers.

CHAPTER – XLVII

RULES FOR PRINTING OF TEXT-BOOKS AND APPOINTMENT OF SALE AGENCIES FOR SALE OF TEXT BOOKS / FORMS

A- Publication of Text Books

1. The Boards of Studies concerned will lay down the outlines of the syllabus for the Under Graduate Classes/Post Graduate classes indicating also the number of short-Stories/Poems/Prose /Passage *etc.* to be included and the approximate number of pages to be devoted to text, notes, introduction *etc.*
2. Each Board of Studies shall appoint an Editorial Board consisting of the Chairperson of the Department as Chief Editor and two other members from among the members of the Board of Studies, one of whom shall be teacher of a recognised College. The Editorial Board shall appoint Compilers for each of the text book to be printed.
3. The compiler shall be given 30 days to submit the Table of contents. Before starting the work, he/she will meet the Chief Editor to hold preliminary discussion. The Table of contents will be placed before the Editorial Board for approval within 10 days.
4. After the Table of Contents has been approved by the Editorial Board, the Compiler will submit to the Chief Editor, two typed copies of the manuscript, within a period of 60 days. An extension of not more than 10 days may be given by the Chief Editor in exceptional circumstances. The Chief Editor will finalise the manuscript within 15 days of submission of the manuscript and for this purpose he/she may, if necessary, call the Compiler for discussion. If more than one manuscript is submitted to the Chief Editor simultaneously he/she will finalise each manuscript within 10 days of its receipt.

5. The Chief Editor may, if necessary, refer the manuscript to a specialist provided that the review of the manuscript does not take more than 30 days.
6. While submitting the Table of contents, the compiler shall also give the names and addresses of the Copyright holders so that simultaneously the Copyright permission may be obtained.
7. As soon as the manuscript is finally approved by the Chief Editor, it would be sent to the Printers.

It will be necessary to place the manuscript before the Board of Studies or any higher body. The printing presses to whom the work is to be assigned, will be finalised during the time the manuscript is being prepared.

8. The rates of payment to the Compilers and Chief Editors will be as under :

	<i>Compiler</i>	<i>Chief Editor</i>
Anthologies of Poetry (20x30/16)	Rs.25/- per printed page	Rs.5/- per printed page
Anthologies of Prose (including Short Stories, One -Act-Plays, Essays) (20x30/16)	Rs.18/- per printed page	Rs. 3/- per printed page

If the manuscript is referred to a Specialist in terms of Sub-clause (5) above, the remuneration payable to the Chief Editor shall be shared equally by him/her and the Specialist.

Typing charges on the rates as fixed by the University, for two typed copies of final manuscript will be paid to the Compilers.

If a book published by this University is prescribed by another University/Board also, the maximum royalty @5% on the annual (January-December) sale price of sold copies to the compiler (to be equally distributed) will be paid.

9. The sale price of the books may be fixed at 2½ times the cost of production, which will include the remuneration paid to the compilers/Editors, royalty to copyright holders, cost of paper, composing, printing, binding, transport and other incidental charges up to the point the book is released for sale.
10. The size for all the books should, so far as possible be 20x 30/16 and these should be paper-back books.
11. The trade discount to registered book-seller should be 12½% of the sale price. Packing and forwarding charges will be extra.

For book-seller/institutions/individuals not registered as Sale Agent no discount will be given.

12. The books published by the University, which have to be re-printed, be reviewed and the Editors/Chief Editor concerned will be paid remuneration including proof-reading @Rs.25.00 and Rs.15.00 per page respectively.
13. The sale price for the re-printed books shall ordinarily remain the same as for the first edition. Provided that when there is considerable change in the cost of production, the Vice-Chancellor may revise the sale price of a re-printed book.

B. Terms & Conditions of Assignment of Selections/ Anthologies to be prescribed for the Various Courses

1. In the event of assignee's acceptance not being received by the date specified in the assignment letter, the Vice-Chancellor reserves the right to withdraw the offer.
2. The compiler shall meet the Chief Editor and submit a tentative Table of Contents to the members of the Board of

Editors for their approval who may suggest change (s) in the Table. The tentative Table will include at least 25% extra matter to enable the board to make a choice. He/she shall also suggest three alternative Titles for the books, out of which one may be selected by the Board.

3. For copyright pieces included in the anthology, payment shall be made to the copyright holders on the following basis :

(a) **For Indian Copyright Holders :**

5% pro-rata royalty i.e. 5% of the published price to be divided amongst Copyright holders in the ratio which their pieces bear to the total number of pages of the anthology in which the pieces are included; or Lumpsum fees, as may be determined through negotiation.

(b) **For Foreign Copyright Holders :**

According to the terms (Pro-rata royalty or lumpsum fees) as may be determined through negotiation.

4. On final approval of the Table of Contents the Compiler shall prepare the manuscript.
5. A test instalment of the manuscript, which will be equivalent to about 1/10th of the total manuscript, shall be submitted to the Chief Editor within 15 days of the approval of the Table of Contents.
6. The Compiler shall submit the final manuscript duly typed in duplicate to the Chief Editor who may approve it after vetting or may ask the Compiler to revise the annotations *etc.* The size of the paper will be 8½"X 13½ and shall have a margin of 2" on the left side.
7. After approval of the manuscript by the Chief Editor and after permission have been obtained from all copyright

holders, the production of the books shall be arranged. No changes in the manuscript will be allowed at the proof-reading stage.

8. If permission for a certain copyright piece is not obtainable or if it is obtainable on terms which are not acceptable to the University, the piece shall be changed.
9. Copyright shall be obtained after the Table of Contents has been approved by the Board of Editors.
10. The rates of payment to the Compilers are as under :

Anthologies of Poetry Rs.25/- per printed page.
(20X30/16)

Anthologies of Prose Rs.18/- per printed page.
(including Short Stories,
One -Act-Plays, Essays)
(20X30/16)

The remuneration to the Compiler includes one proof-reading. Typing charges at a consolidated rate of Rs.2/- per foolscap. Typed paper (Two copies) will be paid to the Compiler extra.

No payment will be made for pages printed less than half. However, full payment will be made for the pages printed half or more than half.

11. Payment will be made on receipt of necessary claims from the Compilers and that after the book is printed. In case, however, the printing of the book is held up indefinitely beyond June of the year of preparation of the manuscript, the Vice-Chancellor may allow a part payment not exceeding 75% of the full remuneration.

12. The final proof-reading shall be done by the Compiler. If any reason, it becomes necessary to make alternative arrangements for proof-reading in the interest of better or more expeditious printing of the book, the Vice-Chancellor reserves the right to deduct the charges for such proof-reading from the remuneration due to the Compiler. The proofs duly corrected will be sent to the Bureau promptly. One day will be allowed for correction of 15 pages of proof.
13. All rights in the publication shall vest in the University.
14. The work will be completed within the time as specified by the Bureau failing which the Vice-Chancellor shall be competent to impose such penalty as he/she may deem fit and may also cancel the assignment.
15. For any other point which may arise from these terms and conditions or otherwise, the decision of the Vice-Chancellor shall be final and binding.

C – Selection of Text Books of Private Publishers

All text books not published by the University itself shall be selected in accordance with the following procedure :

- (a) The Board of Studies concerned will lay down the outlines of the Syllabi for each course indicating the requirements to which the books to be submitted by the private publishers should conform.
- (b) The publishers (including author publishers) shall be registered on payment of a fee Rs.20/- per annum which will be non-refundable.
- (c) Whenever required, the University will invite books from Publishers through a Press Notification. Copies of the notifications shall also be sent by Registered Post to the

Registered Publishers. Books shall be accepted only from Registered Publishers.

- (d) Whenever invited, the Registered Publishers shall send by Registered Post or through messenger, one copy of each book to be submitted to each member of the Board of Studies. One Copy each book to be submitted, shall also be sent to the publication Bureau of the University along with a Non-refundable fee of Rs.10/- per book submitted. The firms shall also supply such information, with regard to the books submitted, as may be required by the University from time to time.
- (e) All the books submitted will be considered by the Board of Studies for inclusion in the Syllabus for the Course concerned. If the members of a Board are unanimous the decision of the Board shall be final. In case of a difference of opinion, the matter will be considered by the Vice-Chancellor whose decision will be final.
- (f) The sale price of the Publishers books accepted by the University shall be in accordance with the formula fixed by the University. A copy of the price formula will be sent to the registered Publishers before they submit their books. For the present, the formula prescribed by the Panjab University fixing the sale price of books of private publishers may be followed by this University also.

D – Sale of Text-Books/Forms by Sale Agencies.

The Registrar, Chaudhary Devi Lal University, Sirsa shall appoint the Sale Agent on the recommendation of the Manager (P&P) as per following procedure :-

Eligibility

1. Genuine and bonafide book-sellers who have been in the book selling trade or a College Co-operative.
2. The Firm should not have been blacklisted/debarred by any Board/University/any Agency of the Government/ Semi Government.

Conditions for Agency

1. The party will have to apply on the prescribed form before 31st March of every year, to become the registered sale agent of the University.
2. It will have to furnish a non-refundable registration fee of Rs.5,000/ prescribed by the University with the application form, through Demand Draft in favour of the Registrar, Chaudhary Devi Lal University, Sirsa
3. The registered sale agent will have to deposit the renewal fee @Rs.100/- every year before 31st March, if otherwise found eligible, in the shape of Bank draft.
4. The registered sale agent will be bound to purchase the publications of the University as under:
 - (i) Text-Books worth Rs.10,000/- during a financial year.
 - (ii) It will be bound to purchase 80% of quota up to 10th October and remaining up to the close of financial year to satisfy the conditions at 4(i) above.
5. Books/Forms will be delivered to the University keeping in view the stock position and other factors considered suitable by the University.
6. The registered Sale Agent will be allowed discount on the printed sale price, as fixed by the University from time to time.

7. The sale agent shall be bound to sell all the publications on printed price. They shall not provide any additional cover or binding to the books with a view to charge extra price or to advertise any book(s) what so ever.
8. The sale agent shall not write/print rubber stamp or paste any matter what so ever (including an advertisement or name of any other books or goods on any page of the books including title pages), nor shall place any book-mark hand bill or poster of any kind in any University Publications or create shortage, shall not indulge in selling duplicate edition of books.
9. The sale agent will be required to install a board on a prominent place at its shop showing that the text books and forms of C.D.L.U, Sirsa are available at prescribed rates.

PUNISHMENT/PENALTY

1. The sale agency of the party may be terminated/suspended any time on account of breach of any condition(s) prescribed in these rules or the party indulge in activity which is detrimental to the interest of the University.
2. The suspended / terminated sale agency may be revoked /restored as per following procedure :-
 - (i) For violation of clause 4(ii) on payment of penalty of Rs.500/- as well as purchase of prescribed quota of books for the full financial year before the close of that particular financial year.
 - (ii) For violation of clause 4(i) of "Conditions" on payment of penalty of Rs.1000/- as well as purchase of prescribed quota of books of previous year plus prescribed quota of the next year subject to the approval of the Registrar. No request for restoration of sale

agency will be considered after a gap of one year from the date of suspension/termination of sale agency.

(iii) For other reasons, penalty may be imposed by the authorities of the University, keeping in view the quantum of fault involved.

2. Every agent will be issued an identity card at the commencement of Sale Agency, which will be kept by the proprietor or its authorized agent with him/her as and when come to purchase University publications. For issuance of duplicate agency card, the agent will have to pay a non-refundable fee of Rs.50/-.

SAVING CLAUSE

1. The Vice-Chancellor/Registrar reserves the right to approve or reject any application for sale agency and also has the right to cancel any agency, without assigning any reasons.
2. The University reserves the right to alter/change/modify or add to these terms of sale-agency without prior notice. However, any alternation, change, modification or addition to these terms of sale agency will be notified to the Sale Agents in due course of time.
3. For any interpretation and/or dispute arising out of these rules, the orders passed by the Registrar/ Vice-Chancellor of the University shall be final and binding on the sale agent.
4. Goods once sold shall not be taken back.
5. All dispute shall be subject to Sirsa Jurisdiction.

CHAPTER – XLVIII

TERMS AND CONDITIONS FOR SALE / DISTRIBUTION OF GENERAL BOOKS (OTHER THAN TEXT-BOOKS, CALENDARS, HANDBOOK OF INFORMATION, SYLLABI ETC.) PUBLISHED BY THE UNIVERSITY

I. Terms and Conditions of Business (For Sale of Books)

The following trade discount will be allowed :

- | | | |
|---------------|--|-----|
| <i>(i)</i> | On orders up to 5 books | 25% |
| <i>(ii)</i> | For orders from 6 to 10 books | 30% |
| <i>(iii)</i> | For orders from 11 to 20 books | 40% |
| <i>(iv)</i> | For orders from 21 to 50 books | 45% |
| <i>(v)</i> | For orders from 51 to 100 books | 50% |
| <i>(vi)</i> | For orders above 100 books | 55% |
| <i>(vii)</i> | Orders for the whole lot of a Particular book | 60% |
| <i>(viii)</i> | F.O.R. facilities will be allowed extra in case of categories (ii) to (vii), if the books are desired to be despatched through railway. If these are desired to be despatched by post, actual postage will be charged from the customers of all categories, but for them packing will be free. | |
| <i>(ix)</i> | All supplies will be made through bank or VPP or on receipt of the value of the books ordered in advance.
The University Publication may be given on credit for 120 days in special circumstances with the prior permission of the Vice-Chancellor. | |

II. Complimentary Copies

- (i) Up to 30 copies of the books may be supplied as complimentary copies i.e. two copies of each book may be sent to 15 leading news-papers/journals for publication of the review of the book. The names of the journals and newspapers will be decided by the University in consultation with the Librarian, the Chairperson of the Department concerned and the Author. In addition, the Vice-Chancellor may present complimentary copies on behalf of the University.

Note :- These rules shall also apply to the distribution of complimentary copies of the Research Journals.

- (ii) 12 complimentary copies will be supplied to the author.

III. Fixation of Price

Sale price of the book will be fixed at 4 times of the cost of production to be calculated after excluding the complimentary copies.

IV. Royalty to Author

The Author will be allowed royalty at the end of each financial year on the copies sold at the rate of 15% of the printed price.

CHAPTER –XLIX

CONSTITUTION OF THE UNIVERSITY CULTURAL COUNCIL

1. There shall be a University Cultural Council constituted as follows : —

(i) Ex-officio members—

- (a) Vice-Chancellor *Chairperson*
- (b) Dean, Students' Welfare ... *Vice-Chairperson*
- (c) Registrar.
- (d) Dean, Faculty of Humanities.
- (e) Proctor.
- (f) Director, Public Relations.
- (g) Chairperson, Department of Journalism & Mass Communication.
- (h) Two teachers of University teaching depts. to be nominated by the Vice-Chancellor for one year.
- (i) Director, Youth Welfare, who shall be *ex-officio Member Secretary* of the Council.

(ii) Other members—

- (a) Principals of the host colleges of the Zonal Youth Festival.
- (b) Convener Principal of each Zone formed for the youth welfare activities.
- (c) Lecturer Contingent In-charges of the winner of the overall Trophy of the Zonal Youth Festival.
- (d) Lecturer contingent In-charge of the winner of the overall Trophy of the Inter Zonal Youth Festival.

(e) Five senior Principals of the Colleges/ Institutes affiliated to Chaudhary Devi Lal University to be nominated by the Vice-Chancellor on a rotation basis for a term of one year each with one principal each being from :-

- (i) Government Colleges
- (ii) Girls Colleges
- (iii) Traditional Colleges
- (iv) Professional Colleges (Technical/Medical)
- (v) Education Colleges

Five artists/writers/experts of national repute to be elected/nominated by the General House of the Cultural Council, for a term of 2 years.

(f) One Male & one Female student to be nominated by the Executive Board of the Cultural Council with the approval of the Chairman of the Council, on the basis of their performance in the Inter-University Zonal Youth Festival, for a term of one year each.

2. Management of the Cultural Council :

(i) General meetings of the Cultural Council—

(a) An Annual General meeting of the Cultural Council shall be convened in the month of July/August every year or as early as possible on the date, hour and venue to be fixed by the Chairperson. At least fifteen days' notice shall be given for this meeting.

(b) The Chairperson may, however, at his/her discretion, call one or more General Meetings of the Cultural Council.

- (c) 2/5th of the members will form the quorum.
- (d) All the decisions shall be taken by a simple majority vote of the members present and in the case of a tie, the Chairperson and in his/her absence the Vice-Chairperson, shall have a casting vote.
- (e) The Travelling and halting allowance for attending the General Meeting shall be borne by the parent Institute.

(ii) The business of this meeting shall include—

- (a) Election of office bearers and members of the Executive Board.
- (b) Adoption of the Annual Reports and the audited statements of accounts of the Cultural Council and various University Youth & Cultural clubs, as presented by the Executive Board.
- (c) The budget estimates and General Fixtures list for the ensuing year.

(iii) The functions and powers of the Cultural Council shall be—

- (a) To promote core human values fostering co-operation understanding, fellow feeling and solidarity in society.
- (b) To promote Indian culture in all its plurality and diversity.
- (c) To promote a scientific temper and humanism so as to cleanse society of outdated dogmas and superstitions.

- (d) To promote liberal, secular and democratic values emphasizing tolerance and respect for others faith and way of life.
- (e) To promote and inculcate moral and ethical values among youths.
- (f) To promote Haryana's culture and its healthy traditions.
- (g) To promote and instil gender equality and respect for the other gender.
- (h) To organize the Zonal Youth Festivals, Inter Zonal Youth Festivals, Haryana Day Celebrations, Talent Search Competition, National and Inter-University Youth Festival and any other Cultural/Youth activity.
- (i) To create a sense of cultural leadership among the youth of the State.
- (j) To organize such other activities which are directly or indirectly beneficial and useful for the welfare of the students.
- (k) To make rules for the organization, conduct and control of the University cultural competitions.
- (l) To interpret and enforce its rules and to give decisions and ruling on any point not covered by those rules.
- (m) To approve bye-laws consistent with its rules and to appoint sub-committee(s), if and when necessary and fix their terms of reference.
- (n) To consider and pass the Annual Budget, Annual Report, audited statement of accounts, proposed and recommended by the Executive Board of the Cultural Council.

- (o) To elect once a year, the President of the Council from amongst the members of the Cultural Council and the Vice-President from amongst the contingent in-charges. To elect seven members from within the Cultural Council to be on the Executive Board of the Cultural Council. Four of these will be from amongst the Principals and three from amongst the lecturers.
- (p) To raise and spend the funds of the Cultural Council and make rules for purchase and payments and to decide the rates of honorarium, TA/DA and other financial aspects of the Cultural Council.
- (q) To arrange grants from Central and State Governments and other organizations to promote youth and cultural activities in the University and its affiliated colleges.
- (r) To organize summer camps, advance youth leadership camps, trekking camps, workshops, seminars, theatre workshops and inter college educational cum cultural trips.
- (s) To coordinate and constitute the panel of judges/experts for various cultural activities.
- (t) To write off properties and irrecoverable dues of the Cultural Council and to make the necessary arrangements for the safety and security of the properties, articles and items of the Cultural Council.
- (u) To take such other action as may be deemed necessary and proper for the furtherance or achievements of the aims and objectives specified above.

3. Functions and powers of the Executive Board :

- A. The affairs of the Cultural Council shall be managed by an Executive Board consisting of—**

- (i) The Chairperson Cultural Council, who shall be *ex-officio Chairperson* of the Executive Board.
- (ii) The Vice-Chairperson, Cultural Council.
- (iii) Dean, Faculty of Humanities.
- (iv) Two teachers of the University teaching depts. who are the members of the Cultural Council.
- (v) The Secretary, Cultural Council, who shall be *ex-officio Secretary* of the Executive Board.
- (vi) In addition to the above, the Executive Board shall include seven other members elected from within the Cultural Council by its members. Four of these shall be from amongst the Principals and three from amongst the lecturers.
- (vii) Meeting of the Executive Board shall be convened by the Secretary, with the permission of the Chairperson, as often as may be necessary. Ordinarily, seven days notice shall be given for such meetings, but in emergent cases the Chairperson resident may call a meeting at a shorter notice, if necessary.
- (viii) The quorum for a meeting of the Executive Board shall be 2/5th of its members.
- (ix) TA/DA of the members of the Executive Board shall be borne by the Cultural Council.

B. The Executive Board shall also—

- (a) nominate the Convener Principals of the Zones formed for the conduct of Youth Welfare activities.
- (b) organize, conduct and control the cultural activities.

- (c) raise and spend funds of the Cultural Council in accordance with the Budget estimates sanctioned by the General House.
- (d) frame bye-laws to meet any emergency that may arise in the bonafide discharge of its duties, provided that such action is duly reported to the next Annual General House meeting of the Cultural Council.
- (e) consider and recommend, for adoption by the Annual General House Meeting with its appropriate comments, the Annual Report of the Council submitted by the Secretary on the year's activities, the audited statement of accounts for the year, the annual budget estimates and the General Fixtures listed for the ensuing year.
- (f) sanction expenditure where the amount exceeds Rs.10,000/- for an individual item and to allow re-appropriation of funds from one budget head to another.
- (g) nominate one male and one female student on the basis of their performance in the Inter Zonal Youth Festival to the membership of the Cultural Council, for a period of one year.

4. Duties and Powers of the Chairperson of the Cultural Council—

- (i) Over and above all that is provided in the norms/guidelines of the Cultural Council, the Chairperson will be the final authority in all matters relating to the Cultural Council and its Executive Board. He/she may summon for consideration any record or decision of the Cultural Council or the Executive Board of his/her review.

- (ii) The Chairperson shall preside over the Annual General Meeting of the Cultural Council.
- (iv) The Chairperson may refer to the Executive Council of the University the matters which he/she may deem necessary for its consideration.

5. Duties and Powers of Vice-Chairperson:

The Vice-Chairman shall, in the absence of the Chairman or when assigned by the Chairperson, exercise all powers vested in the Chairman in all matters relating to the Cultural Council and shall perform all duties vested in the Chairperson in the absence of the Chairman.

6. The duties and powers of the Chairperson shall be—

- (a) to decide the date and time of the General Body meeting of the Cultural Council in consultation with the Vice-Chairperson.
- (b) to preside over the meetings of the Executive Board of the Cultural Council.
- (c) to sanction the expenditure upto to amount of Budget provision under different heads of expenditure for Zonal and Inter-Zonal functions and other youth and cultural activities, as decided by the Executive Board.
- (d) to take decisions in anticipation of the approval of the Executive Board provided that such decisions shall be reported in the next (subsequent) meeting of the Executive Board for confirmation/approval.
- (e) to purchase necessary items and articles for the Cultural Council office.
- (f) to constitute panel of judges/experts for various cultural activities.

(g) to engage labourers, sweepers, peons, clerks and other staff for temporary nature of work, out of the cultural Council Fund.

(h) To sanction expenditure up to Rs.10,000/- at time.

The Chairperson shall have a casting vote in matters within the Executive Board which may require decision

7. Duties and powers of the Vice-Chairperson of the Cultural Council :

The Vice-Chairperson of the Cultural Council shall function as Chairperson of the Cultural Council in the absence of the Chairperson and shall exercise the powers vested in the Chairperson in the absence of the Chairperson

8. Duties and powers of the Secretary, Cultural Council :

(a) Carry on correspondence on behalf of the Cultural Council and give effect to the resolutions of General House and the Executive Board.

(b) Issue notices of meetings and record minutes of the same and be responsible for their maintenance.

(c) Be responsible for the maintenance of other records and registers as well as the custody of all property of the Cultural Council.

(d) Carry out other duties which may be entrusted to him/her by the Chairperson from time to time.

(e) Issue all receipts of income and payments received on behalf of the Cultural Council.

(f) Executive powers to incur expenditure upto Rs.10,000/- at a time.

(g) Maintain all accounts and expenditure of the Cultural Council Fund and prepare budget, audited accounts,

annual report and present statement in the Executive Board.

- (h) Sign all cheques of the Council.
 - (i) Have an imprest of Rs.1,000/- to meet petty expenditure to be recouped from time to time..
 - (j) Sanction journey(s) of the staff working in the Youth & Cultural Affairs Department.
 - (k) Have power to incur an expenditure upto Rs.2,000/- without quotation on quality basis.
 - (l) To write off losses upto Rs.1,000/-.
 - (m) To condone the delay in the submission of entries/deposits etc.
 - (n) Have an imprest of Rs.2,000/- for maintenance of Mini Bus expenditure to be recouped from time to time.
 - (o) To allow/sanction provisional payments, out of Cultural Council Fund in anticipation of the approval of the Executive Board.
9. The accounts of the Cultural Council shall be audited by the Dy. Director (Audit) deputed by the Director, Local Funds Accounts, Haryana, Panchkula. The Secretary shall place the annual audit record in the meeting of the Cultural Council for consideration and adoption.
10. The Executive Council of the University shall exercise general supervision and control over the Cultural Council and shall decide the constitutional changes that are considered necessary.

CHAPTER – L

CHAUDHARY DEVI LAL UNIVERSITY UNIFETE SOCIETY

1. Aims & Objects:

i) The principal aim of the Society will be to organize annual Fete in the University and other cultural activities to inculcate a sense of cooperation and mutual understanding among the students of the various departments of the University. Participation in the University Fete and other functions will undoubtedly prepare the young students to undertake future responsibilities.

ii) Income accruing from the Fete will be given to the University to be spent on the welfare of the students in the form of scholarship, financial help to poor and needy students.

2. Organising Committee:

To achieve this object an Organising Committee consisting of the following shall be set up in each academic year:-

- | | | |
|----|---|-------------------|
| 1. | Vice-Chancellor | Patron |
| 2. | Dean Students' Welfare | Chairperson |
| 3. | Registrar | Ex-officio-member |
| 4. | Chief Warden | -do- |
| 5. | Director, Youth Welfare | -do- |
| 6. | Director, Public Relations | -do- |
| 7. | Executive Engineer | -do- |
| 8. | 8(eight) members from among the University Officers/teachers to be nominated by the Patron. | Member |
| 9. | 8(eight) representatives of students from the U.T.D (to be nominated by the D.S.W) | Member |

The Chairperson will appoint a Secretary of the Organising Committee to carry out duties mentioned below:-

- i) to carry out the decisions of the Organising Committee;
- ii) to issue notice of meetings and record minutes of the same. He/she shall also be responsible for the maintenance of record.
- iii) To carry out such other duties assigned to him/her by the Chairperson.

For better coordination and speedy work the Organising Committee may appoint sub-committees for taking up various specific assignments.

The Organising Committee shall appoint a treasurer who will maintain the accounts. The Committee shall open an account in the name of “Unifete Society” Chaudhary Devi Lal University, Sirsa with the State Bank of India, Chaudhary Devi Lal University, Sirsa. This account will be operated jointly by the Treasurer and Secretary.

The account of the “Unifete Society” shall be annually audited by the Dy. Director (Audit) deputed by the Director Local Funds Accounts, Haryana.

3. Duties and Powers of the Chairperson:

- i) to sanction expenditure within the budget provision;
- ii) to approve the journey of Secretary and others in connection with the work of Unifete Society;
- iii) to decide any matter pertaining to the Unifete Society.

4. Meeting of the Organising Committee:

- i) The Chairperson will call meetings of the Organising Committee from time to time.
- ii) Quorum of the meeting shall be 2/5th of total members.
- iii) Members who do not attend three consecutive meetings of the Unifete Society shall automatically cease to be its members and the Patron/Chairperson shall fill up vacancy of such members.

CHAPTER – LI

THE BUILDING COMMITTEE

1. The Building Committee shall consist of the following members :–
 - (i) Vice-Chancellor ... Chairman
 - (ii) Pro-Vice-Chancellor
 - (iii) Engineer-in-Chief ... P.W.D. (B & R), Haryana, or his nominee.
 - (iv) Technical Advisor to the Vice -Chancellor
 - (v) Registrar ... Member Secretary
 - (vi) One member of the Executive Council to be nominated by the Vice-Chancellor.
 - (vii) Chief Warden.
 - (viii) Dean Students' Welfare.
 - (ix) University Architect.
 - (x) Finance Officer.
 - (xi) Executive Engineer.

2. The Building Committee shall :–
 - (i) assist and advise the Executive Council in matters relating to construction;
 - (ii) approve plans and estimates of all new construction works or additions or alterations;
 - (iii) scrutinise and approve such tenders for allotment of works as are referred by the Vice-Chancellor;
 - (iv) advise on items of works not covered by the tenders *i.e.*, extra items; and
 - (v) advise on such other matters as may be referred by the Vice-Chancellor.