

Existing	Proposed															
<p>Ordinance No. 2 governing Admission of Students to the Master's Degree Programme</p> <p>Page 000008 Clause 7 (b)</p>	<p>After table add:</p> <p><b>Eligibility:</b> The candidate must have scored a minimum of 40% marks in Admission Entrance Test. However, candidates belonging to SC/ST/PwD categories shall be given relaxation of 5% marks in AET.</p>															
<p>Ordinance No. 6 governing Award of Integrated M.Phil-Ph.D. Degree</p> <p>Page 000040 Clause 7.</p> <p>Admission to Integrated M.Phil-Ph.D. Programme shall be on the basis of merit of Composite Score obtained in the Admission Entrance Test (AET), qualifying Examination and interview as mentioned below:-</p> <table border="1" data-bbox="1099 890 1480 1513"> <thead> <tr> <th>S.No</th> <th>Components of the Composite Score</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>1)</td> <td>Score obtained in the Admission Entrance Test (AET)</td> <td>60%</td> </tr> <tr> <td>2)</td> <td>Percentage of marks in the PG Degree</td> <td>30%</td> </tr> <tr> <td>3)</td> <td>Interview</td> <td>10%</td> </tr> <tr> <td></td> <td>Total</td> <td>100%</td> </tr> </tbody> </table>	S.No	Components of the Composite Score	Weightage	1)	Score obtained in the Admission Entrance Test (AET)	60%	2)	Percentage of marks in the PG Degree	30%	3)	Interview	10%		Total	100%	<p>Admission to Ph.D. Programme shall be on the basis of Score obtained in the Admission Entrance Test (AET), followed by Interview. The weightage for score obtained in the entrance test shall be 80% and interview shall be of 20%. The score obtained in the entrance test shall be factored into the given weightages. The combined merit shall be determined on the basis of reduced weightage of 80% and 20%.</p>
S.No	Components of the Composite Score	Weightage														
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3)	Interview	10%														
	Total	100%														
<p>Page 000042 Clause 14. j)</p> <p>Subject to the minimum cut off marks, candidates equivalent to three times the number of seats shall be called for interview strictly on the basis of merit of cumulative score of AET and marks obtained at Master's Degree.</p>	<p>Subject to the minimum cut off marks, candidates equivalent to <b>five</b> times the number of seats shall be called for interview strictly on the basis of merit of score of AET.</p>															
<p>Page 000044 Clause 26</p> <p>The School Board may authorize apart from Professor and Associate Professor, an Assistant</p>	<p>The School Board may authorize apart from Professor and Associate Professor, an Assistant</p>															

<p>Professor of the University who has Ph.D. degree and at least two year's research/PG teaching experience, to guide and supervise M.Phil research work.</p>	<p>Professor of the University who has Ph.D. degree and at least two year's PG teaching experience, to guide and supervise M.Phil/Ph.D research work.</p>
<p><b>Page 000050</b> <b>Clause51</b> The student shall publish at least one research paper in a referred journal before submission of thesis and provided evidence in the form of acceptance letter or the reprint. Any other related literary publication(s) may also be appended to the thesis.</p>	<p>The student shall publish at least <b>two research papers</b> in a referred journal before submission of thesis and provide evidence in the form of acceptance letter or the reprint. Any other related literary publication(s) may also be appended to the thesis.</p>
<p><b>Clause55</b> The student shall submit three printed copies of the thesis on a paper of 28cms X 21cms with a margin of 3cms on the left side and at least one cm. on the other. Essentially, both sides of the paper are to be used. It may be paper bound with the name of scholar, the supervisor and title on the cover page.</p>	<p>The student shall submit <b>four</b> printed copies of the thesis on a paper of 28cms X 21cms with a margin of 3cms on the left side and at least one cm. on the other. Essentially, both sides of the paper are to be used. The thesis may be paper bound with the name of scholar, the supervisor and title on the cover page.</p>
<p><b>Page 000051</b> <b>Clause59</b> The thesis shall be accepted for award of Ph.D. Degree, if it is accepted by all or majority of external examiners. In case, one of the examiners recommends revision of the thesis, the changes may be incorporated to the satisfaction of the Head of the Department and the Supervisor before conduct of Viva-voce examination.</p>	<p>The thesis shall be accepted for award of Ph.D. Degree, if it is accepted by all or majority of external examiners and satisfactory performance of the candidate in the Viva-voce.</p>
<p><b>Page 000052</b> <b>Clause66</b> After Viva-voce examination, the scholar shall make a detailed presentation of his/her research work and shall have to openly defend his/her research work. The presentation shall be attended by the faculty, scholars and students of the Department/Centre.</p>	<p>The Viva-voce examination shall be conducted by the <u>Committee</u> in the presence of the faculty and research scholars of the School concerned.</p>

**Ordinance No. 7 governing Unfair Means/ Misconduct in Examinations**

Page 000058

Clause 1(g)

Disqualification means disqualification from appearing or being declared successful in all/any of the examinations of the University.

Disqualification means disqualification from appearing in all/any of the examinations of the University.

**Ordinance No. 10 governing Procedure/Norms for appointments to the posts of Professor, Associate Professor and Assistant Professor**

Page 000075

Clause 05

The Chairman (Convener) shall intimate, to each member of the Selection Committee, a notice not less than ten days before the meeting stating the time and venue of the meeting.

The Chairman (Convener) shall intimate, to each member of the Selection Committee the date, time and venue of the Meeting at least ten days before the meeting.

Clause 06

The Chairman (Convener) shall be entitled to vote at the Selection Committee and shall have a casting vote in case of a tie.

The Chairman (Convener) shall be entitled to vote at the Selection Committee and shall have a casting vote in case of a tie.

Page 000077

Clause 16

No TA/DA and /or local conveyance shall be paid by the University to the candidates called for interview. However, outstation candidates belonging to Scheduled Caste, Scheduled tribe categories called for interview shall be paid the return single second class railway fare subject to production of tickets/ other proofs.

No TA/DA/local conveyance charges shall be paid by the University to the candidates called for interview. However, outstation candidates belonging to Scheduled Caste, Scheduled Tribe categories called for interview shall be paid the return single second class railway fare subject to production of tickets/ other proofs.

**Ordinance No. 13 governing Constitution of the Board of Studies and Term of office of its Members**

Page 000085

Clause 04

Any casual vacancy may be filled for the un-expired period.

Any casual vacancy may be filled up for the residual period.

Page 000086

Insert before Clause 05 and change the numbering

3

(207)

of subsequent clauses accordingly.

**Powers and Functions of Board of Studies**

The Board of Studies, subject to overall supervision of the School Board and Academic Council, shall exercise powers and perform the functions as given below

- i) The Board of Studies shall be the first tier academic body at the level of a Department/Centre
- ii) The courses and the detailed syllabi of the various Degree Programmes run by a Department/ Centre shall basically emerge from the Board of Studies for its final approval by the School Board and Academic Council
- iii) The topics of research and other requirements for research degrees like M.Phil and Ph.D. and the synopsis in case of the latter shall be discussed in the Board of Studies and after its endorsement shall be put up/ placed before the School Board for final approval
- iv) The Board of Studies shall submit the panel of examiners for the evaluation of Thesis submitted in the Department/Centre to the School Board for further necessary action
- v) To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by various bodies/ Vice Chancellor
- vi) The Board may authorize the Head of the Department/ Director of the Centre, to take any decision on its behalf.

**Ordinance No. 21 governing Functions and Duties of Departments in a School**

Page 000100

Clause02

**Insert After 2(i)**

**2 (j)** All the aforementioned duties/ functions of the Department shall be performed under the direct supervision/ guidance of the Head of the Department.

(4)

Ordinance No. 22 governing Visiting Professors

Page 000101  
Clause 06

In case a person serving in an Indian University or an Institution in India is appointed as a Visiting Professor, the honorarium payable shall be determined on the basis of salary drawn by him/her plus 10% of the pay in the pay Band and Grade Pay dearness allowance, and other allowances, if any, admissible (except conveyance allowance, if any) as per the rates of the parent University/Institution. The University shall also contribute towards pensionary benefits of CPF as per rules.

In case a person serving in an Indian University or an Institution in India is appointed as a Visiting Professor, the honorarium payable shall be determined on the basis of *last salary drawn* by him/her plus 10% of the pay in the pay Band and Grade Pay dearness allowance, and other allowances, if any, admissible as per the rates of the parent University/Institution. The University shall also contribute towards pensionary benefits of CPF as per rules.

Page 000102  
Clause 08

a person working abroad on a permanent basis is appointed as a Visiting Professor, the University may meet the cost of International air travel. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.

8 (a) The remuneration and other allowances to be paid to a Visiting Professor shall be as per mutual contract.

8 (b) If a person working abroad on a permanent basis is appointed as a Visiting Professor, the University shall meet the cost of his International air travel. A Visiting Professor appointed from within the Country shall be paid travel expenses in accordance with the rules of the University.

Page 000102  
Clause 09

Guest House accommodation will be provided free of charge by the University. Food Charges, however, would be paid by the Visiting Professor.

Guest House accommodation will be provided free of charge by the University. As such, the incumbent will not be entitled to HRA. Food Charges, however, would be paid by the Visiting Professor.

Ordinance No. 23 governing Fees and other Charges payable by Students of the University

Page 000104  
Clause 10

Students admitted under this category shall pay

Students admitted under this category shall pay

<p>the fee as prescribed from time to time.</p>	<p>the fee as prescribed from time to time, but should be more than the fee paid by the Indian Students.</p>
<p><b>Ordinance No. 30 governing Emoluments, Terms and Conditions of Service, Powers and Functions of the Registrar</b></p>	
<p><b>Page 000146</b> <b>Clause1 (a) (i)</b> The Registrar shall be a whole-time salaried officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time. Provided that the Registrar shall retire on attaining the age of sixty-two years.</p>	<p>The Registrar shall be a whole-time officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time. Provided that the Registrar shall superannuate on attaining the age as prescribed by UGC from time to time.</p>
<p><b>Page 000147</b> <b>Clause2 (b)</b> The Registrar shall be Ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he/she shall also be ex-officio Member-Secretary of the Court.</p>	<p><b>2 (b)</b> <b>(i)</b>The Registrar shall be Ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities. <b>(ii)</b> The Registrar shall be ex-officio Member-Secretary of the Court.</p>
<p><b>Page 000148</b> <b>Clause2 (c) (iii)</b> To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by these Authorities.</p>	<p>To keep the minutes of the meetings of the Court, the Executive Council, the Academic Council and of any other <b>Committee</b> appointed by these Authorities.</p>
<p><b>Page 000148</b> <b>Clause2 (c) (v)</b> To supply to the Visitor, copies of the agenda of the meetings of the Authorities of the University as soon as they are issued and the minutes of such meetings;</p>	<p>To supply to the Visitor, copies of the agenda and also the minutes of the meetings of the Authorities of the University as soon as they are issued;</p>

	Not to be included here, shift to Rules & Regulations
<p><b>Page 000148</b>  <b>Clause2 (d) Appeals:</b>            i. An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in Clause 2 (a) (i).            ii. An appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.</p>	
<b>Ordinance No. 31 governing Emoluments, Terms and Conditions of Service of the Finance Officer</b>	
<p><b>Page 000149</b>  <b>Clause1 (a)</b>            The Finance Officer shall be a whole-time salaried officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time.            Provided that the Registrar shall retire on attaining the age of sixty-two years.</p>	<p>The Finance Officer shall be a whole-time officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time.            Provided that the Finance Officer shall superannuate on attaining the age as prescribed by UGC from time to time.</p>
<p><b>Page 000151</b>  <b>Clause2 (c) (vi)</b>            Ensure that the registers of buildings; land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized laboratories;</p>	<p>Ensure that the stock registers (of buildings, land, furniture, equipment etc) are maintained up-to-date. The stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories at regular intervals by a Committee constituted for the purpose;</p>
<b>Ordinance No. 32 governing Purchase Committee</b>	
<p><b>Page 000153</b>  <b>Clause3 (f)</b>            The University may utilize the approved registered with University suppliers for procurement of goods and services through Limited Tender Enquiry. Head of Department may also register suppliers of goods and services which are specifically required by the Department of Office.</p>	<p>The University may utilize the registered (with University) suppliers for procurement of goods and services through Limited Tender Enquiry.            or            The University may take purchases from the firms/suppliers registered with the University through Limited Tender Enquiry.            Head of Department may also register suppliers of</p>

	goods and services which are specifically required by the office of the Department.
<p><b>Page 000153</b> <b>Clause5</b> <b>Purchase of goods by Purchase Committee</b> Purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousands only) and upto Rs. 1,00,000/- (rupees One Lakh only) on each occasion may be made on the recommendation of Local Purchase Committee of three members of an appropriate level as decided by the Registrar/Finance Officer/ H.O.D/ Dean/ Director. The committee will survey the market to ascertain the reasonableness of rates, quality and specification and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.</p>	<p>Purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousands only) and upto Rs. 1,00,000/- (rupees One Lakh only) on each occasion may be made on the recommendation of Local Purchase Committee consisting of three members as decided by the Registrar/Finance Officer/ H.O.D/ Dean/ Director. The committee will survey the market to ascertain the reasonableness of rates, quality and specification and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.</p>
<p><b>Page 000159</b> <b>Clause12</b> <b>Part Payment to suppliers</b> Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after receiving proof of dispatch of goods from its premises in terms of the contract.</p>	<p>Delete this clause 12 at Page No. 000159 and change the numbering of the subsequent clauses accordingly.</p>
<p><b>Page 000159</b> <b>Clause 13 (c)</b> If the purchase of any item, the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and when time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the Competent Authority and the same shall be placed before the next meeting of the Purchase Committee.</p>	<p>If the purchase of any item, the rate of which has not already been approved by the Committee should become necessary in exceptional circumstances and when time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the Competent Authority and the same shall be placed before the next meeting of the Purchase Committee.</p>
<p><b>Ordinance No. 34 governing The Proctor</b></p>	
<p><b>Page 000164</b> <b>Clause9(c)</b> Collect relevant facts about the incidents of</p>	<p>Collect relevant facts about the incidents of</p>

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<p>indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students <i>as per the rules</i>. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and</p>	<p>discipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and</p>
<p>To suspend students or institute proceedings in cases of breach of discipline <i>as per the norms prescribed by the Competent Authority</i>, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or <u>noticed</u> by himself/herself.</p>	<p>To suspend students or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself.</p>
<p>to suspend a student upto a maximum period of two weeks <i>as per the norms prescribed by the Competent Authority</i></p>	<p>to suspend or rusticate a student upto a maximum period of two weeks</p>
<p><b>Ordinance No. 36 governing Emoluments, Terms and Conditions of Service of the Librarian</b></p>	
<p>The Librarian shall be a whole-time officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time. Provided that the Librarian shall superannuate on attaining the age as prescribed by UGC from time to time.</p>	<p>The Librarian shall be a whole-time salaried officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time. Provided that the Librarian shall retire on attaining the age of sixty-two years.</p>
<p><b>Ordinance No. 38 governing Award of Undergraduate/ Post Graduate Degrees, Diplomas/ Post Graduate Diplomas and Certificates of the University (For Regular on Campus Mode)</b></p>	
<p>Honorary Degrees</p>	<p>Honorary Degrees</p>

Ordinance No. 39 governing Visiting Fellow

Page 000171

Clause02

Superannuated persons may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum upto three months.

Superannuated persons *not above the age of 70 years* may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and not more than *six months*.

Clause06

The University would provide accommodation to the Visiting Fellow in the University Guest House free of charge but food charges would be paid by the Visiting Fellow.

The University would provide accommodation and local Hospitality to the Visiting Fellow.

Clause07

The same person may not be invited as Visiting Fellow more than once in a year, but the period of months can be split up as desired by the University within the period of one year.

The same person may not be invited as Visiting Fellow more than once in a year, but the period of 6 months can be split up as desired by the University within the period of *two years*.  
*The appointment of the Visiting Fellow shall be made on the recommendations of the Head of the School Department, endorsed by the Dean of the School and approved by the Vice-Chancellor.*  
*The appointment of such Visiting Fellow upto six months can be made by the Vice-Chancellor and for longer term by the Executive Council.*

*The Visiting Fellow should be at least an Associate Professor/Fellow in a recognized University/Institute of Higher Education.*

Ordinance No. 40 governing Employees and Students' Grievances Redressal Committee

Page 000173

Clause04

1. The Pro-Vice Chancellor or such other person to be nominated by the Vice Chancellor
2. Representatives of Student's Council
3. Nominees of the Vice Chancellor
4. Deans of Students Welfare
5. Dean of the School concerned

1. The Pro-Vice Chancellor or such other person to be nominated by the Vice Chancellor
2. Dean of the School concerned
3. *Nominee* of the Vice Chancellor
4. *Dean* of Students Welfare
5. *Representative* of Student's Council

Page 000173

Clause05

(ii) enquire into the grievances, and make recommendations and report to the concerned

(ii) enquire into the grievances, and submit report alongwith recommendations to the *Vice-*

<p>authorities Academic Council and Executive Council for redressal or suitable action; and</p>	<p><b>Chancellor</b> for suitable action.</p>															
<p>Page 000174  <b>Clause07.</b>  (ii) enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and</p>	<p>(ii) enquire into the grievances, and submit report alongwith recommendations to the <b>Vice-Chancellor</b> for suitable action.</p>															
<p><b>Clause09</b>  (i) enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and</p>	<p>(ii) enquire into the grievances, and submit report alongwith recommendations to the <b>Vice-Chancellor</b> for suitable action.</p>															
<p align="center"><b>Ordinance No. 52 governing The Alumni Association</b></p>																
<p>Page 000207  <b>Clause08</b>  No member of the Association shall be entitled to vote or stand for election unless he/she has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least five years standing.</p>	<p>No member of the Association shall be entitled to vote or stand for election unless he/she has been a member of the Association for at least one year prior to the date of the election.</p>															
<p><b>Ordinance No. 55 governing Amendment to Ordinance No.5 Award of Integrated M.Phil-Ph.D. Degree</b></p>																
<p>Page 000217  <b>Clause7.</b>  Admission in Integrated M.Phil-Ph.D. Programme/ shall be on the basis of merit of Composite Score obtained in the Admission Entrance Test (AET), qualifying Examination and interview as mentioned below:-</p>	<p><u>Admission in Ph.D.. Programme shall be on the basis of Score obtained in the Admission Entrance Test (AET), followed by Interview. The weightage for score obtained in the entrance test shall be 80% and interview shall be of 20%. The score obtained in the entrance test shall be factored into the given weightages. The combined merit shall be determined on the basis of weightage of 80% and 20%.</u></p>															
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<p>Page 000218  <b>14 (i)</b> Subject to the minimum cut off marks, candidates equivalent to three times the number</p>																
<p>Subject to the minimum cut off marks, candidates equivalent to <b>five</b> times the number of seats shall</p>																

seats shall be called for interview strictly on the basis of merit of cumulative score of AET and marks obtained at Master's Degree.

be called for interview strictly on the basis of merit of cumulative score of AET and marks obtained at Master's Degree.

12



Existing	Proposed
<p align="center"><b>Ordinance No. 4 governing Medium of Instruction, Examination, Evaluation, Grading System and Declaration of Result for Master's Degree Programmes Other than the Research Degree Programme</b></p>	
<p><b>Page No. 000017</b></p>	
<p><b>Medium of Instruction &amp; Examination</b></p> <ol style="list-style-type: none"> <li>1. The medium of instruction in respect of all programmes of Studies offered by the Schools, Departments of Studies shall be English, except in cases of studies in Languages other than English.</li> <li>2. Question Papers of all examinations shall be set and answered in English Language, except in case of examinations in languages/ literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirement of the course.</li> </ol>	<ol style="list-style-type: none"> <li>1. The medium of instruction in respect of all programmes of Studies offered by the University shall be English/Hindi/State Language.</li> <li>2. Question Papers of all examinations shall be set in English/Hindi and answered in English or Hindi as per the choice of the student except in case of examinations in languages/literature where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirement of the course.</li> </ol>



Existing	Proposed
Ordinance No. 27 governing Conditions of Halls of Residence for Students of the University	
<p data-bbox="344 1201 383 1461">Page No 000013</p> <p data-bbox="421 788 506 1461"><b>6. Appointment, Powers and Functions of Wardens</b></p> <p data-bbox="544 788 730 1461">Wardens of Halls of Residence shall be appointed by the Vice Chancellor for a period of two years and they shall be eligible for reappointment.</p>	<p data-bbox="537 65 869 762">Wardens of Halls of Residence shall be appointed by the Vice Chancellor for a period of two years and they shall be eligible for reappointment. The Warden shall be entitled for suitable honorarium as <u>may be decided from time to time by the Vice Chancellor for rendering additional duty.</u></p>

*Am*

Existing	Proposed
<p data-bbox="241 172 286 762">Ordinance No. 6 governing Award of Integrated M.Phil-Ph.D Degree</p> <p data-bbox="295 210 340 762">Page no 000048</p> <p data-bbox="347 247 392 762">Clause44</p> <p data-bbox="398 284 582 762">The School Board concerned after considering the recommendations made by the Board of Studies, if deems fit, may approve the topic and grant registration.</p> <p data-bbox="638 454 683 762">The Board of Studies shall satisfy itself-</p> <ol data-bbox="705 502 884 762" style="list-style-type: none"> <li>i. that research on the proposed subject can be profitable pursued;</li> <li>ii. that the research work can be suitably undertaken in the University;</li> </ol>	<ol data-bbox="414 295 795 762" style="list-style-type: none"> <li>i. The School Board concerned after considering the recommendations made by the Board of Studies, if deems fit, may approve the topic and grant registration w.e.f date of submission of M.Phil thesis or completion of one and half years of M.Phil programme whichever happens to be later subject to the fulfilment of Clause. 43 of the ordinance.</li> </ol> <p data-bbox="884 630 929 762">The Board of Studies shall satisfy itself-</p> <ol data-bbox="963 686 1131 762" style="list-style-type: none"> <li>ii: that research on the proposed subject can be profitable pursued;</li> <li>iii. that the research work can be suitably undertaken in the University;</li> </ol>

*Ans.*

Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

## ABSTRACT

(Rs. In Lakh)

S. No	Object head	Accounts for (2013-14)	Accounts for (2014-15)	Receipts upto ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
<b>A Resources</b>							
1	Opening Balance.	2925.08	1300.71	7705.78	1052.06	7705.78	2051.22
<b>2. Grants-in-aid</b>							
a.	General Development Scheme	5000.00	12962.50	3000.00	28000.00	20000.00	51000.00
	Sub Total: (2)	5000.00	12962.50	3000.00	28000.00	20000.00	51000.00
3	Own Resource	265.87	1112.67	678.25	311.10	890.30	1094.90
	Total Receipts (1+2+3)	8190.95	15375.88	11384.03	29368.16	28596.08	54146.12
<b>B Expenditure</b>							
S. No	Object head	Accounts for (2013-14)	Accounts for (2014-15)	Exp. upto ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
<b>I Grants-in-aid</b>							
a.	General Development Scheme	6890.24	7670.10	8519.12	28413.95	26544.86	52761.50
	Total B	6890.24	7670.10	8519.12	28418.95	26544.86	52761.50
	Surplus/Deficit (A-B)	1300.71	7705.78	2864.91	949.21	2051.22	1384.62





Head	Accounts			Expenditure ending Oct.2015	Budget Estimates (2015-16)		Revised Estimates (2015-16)		Estimates (2016-17)
	for (2013-14)	for (2014-15)	for (2014-15)		Estimates (2015-16)	Estimates (2015-16)	Estimates (2015-16)	Estimates (2016-17)	
Engineering College	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3300.00	
New Department of Name, Technology, <del>Exth</del> <del>Print</del> Sciences etc	0.0	0.0	0.0	0.0	0.0	0.0	0.0	250.00	
Sports Complex including Directorate Building	0.0	0.0	0.0	0.0	0.0	0.0	0.0	370.47	
Yoga Centre	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1200.00	
Construction of Pedestrian Links (Spine)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1200.00	
Total (ii)	751.68	3549.18	2598.45	11500.00	6549.45	33764.47			

III. CENTRAL FACILITIES	Accounts			Expenditure ending Oct.2015	Budget Estimates (2015-16)		Revised Estimates (2015-16)		Budget Estimates (2016-17)
	for (2013-14)	for (2014-15)	for (2014-15)		Estimates (2015-16)	Estimates (2015-16)	Estimates (2015-16)	Estimates (2016-17)	
Construction of Boys Hostels	0.00	0.00	0.00	0.00	1000.00	0	0	950.00	
Construction of Girls Hostels	0.00	0.00	0.00	0.00	1000.00	0	0	950.00	
Construction of 2 no Hostel for OBC Boys & Girls	0.00	0.00	175.00	44.29	0.00	347.29	0.00	0.00	
Construction of Guest House	0.00	144.58	219.29	2000.00	697.29	3375.28			
Total (iii)	150.41	108.57	104.35	355.00	320.00	395.00			
IV. Other Fixed Assets (Appendix-I)									
Total (Non-Recurring expenditure) (I)+(II)+(III)+(IV)	1077.72	6215.66	7777.72	26705.00	24720.17	49786.75			

V. RECURRING EXPENDITURE

Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct. 2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
Salary/NPS/Other establishment expenses (Appendix-II)	461.48	894.78	485.71	1084.95	1084.04	2173.00
<b>VI. other Recurring Expenditure</b>						
Miscellaneous items (Appendix-III)	73.67	74.78	30.12	67.00	83.00	74.00
Administrative/Operational Expenses (Appendix-IV)	330.90	351.20	163.76	377.00	440.65	470.75
Examination expenses (Appendix-V)	12.31	15.60	13.97	30.00	24.00	28.00
Academic expenses (Appendix-VI)	41.85	59.71	21.84	60.00	111.00	130.00
Student co-curricular activities (Appendix-VII)	5.38	0.00	0.00	19.00	19.00	19.00
Estate maintenance and minor works (Appendix-VIII)	40.73	26.79	9.76	36.00	25.00	37.00
Transportation (Appendix-IX)	23.26	31.58	16.24	35.00	38.00	45.00
<b>Total (VI)</b>	<b>528.10</b>	<b>559.66</b>	<b>255.69</b>	<b>624.00</b>	<b>740.65</b>	<b>801.75</b>
<b>Total Recurring Expenditure Total (V)+(VI)</b>	<b>989.58</b>	<b>1454.44</b>	<b>741.40</b>	<b>1708.95</b>	<b>1824.69</b>	<b>2974.75</b>
<b>GRAND TOTAL [Rec. + Non. Rec.]</b>	<b>2067.30</b>	<b>7670.10</b>	<b>8519.12</b>	<b>28413.95</b>	<b>26544.86</b>	<b>52761.50</b>

## Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

OTHER FIXED ASSETS		(Rs. In Lakh)					
S. No.	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1	Computer Networking	2.97	1.19	1.39	10.00	10.00	20.00
2	Pre-Fabricated Structure	29.27	1.66	0	5.00	5.00	5.00
3	Purchase of AC	6.66	3.17	0	20.00	0.00	0.00
4	Books & Journals	32.76	40.83	0.15	60.00	60.00	70.00
5	Purchase of Computers	17.82	1.78	35.62	30.00	50.00	70.00
6	Electric Appliances	1.62	1.13	0	3.00	3.00	3.00
7	Furniture & Fixture	32.56	11.73	46.06	90.00	90.00	100.00
8	Genset (DG Set)	1.13	0	0	25.00	0.00	25.00
9	Machinery & Equipments	10.47	3.86	17.87	60.00	60.00	60.00
12	Software	3.75	0.40	1.63	5.00	10.00	10.00
13	Bus	0	0	0	0	0	0
14	Car/Vehicles	0	0	0	0	10.00	10.00
15	Motorcycle	1.04	0	0	0	0	0
16	UPS Invertors	0	0	0	5.00	10.00	10.00
17	Teaching Tools & Materials	2.98	0.13	1.63	10.00	10.00	10.00
18	Temp. Partitions	7.38	41.56	0	20.00	0.00	0.00
19	Electric Installation	0	1.13	0	2.00	2.00	2.00
20	Power Transfer	0	0	0	10.00	0.00	0.00
	<b>Total</b>	<b>150.41</b>	<b>108.57</b>	<b>104.35</b>	<b>355.00</b>	<b>320.00</b>	<b>395.00</b>

Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

SALARIES/NPS/OTHER ESTABLISHMENT EXPENSES							(Rs. In Lakh)	
S. No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)	
1.	Salary Teaching Faculty	308.31	563.70	303.10	625.25	671.90	1069.09	
2.	Salary Non-Teaching Staff	123.18	270.86	145.83	365.45	292.98	970.31	
3.	Honorarium and Remuneration	15.84	14.04	2.79	15.00	15.00	15.00	
4.	Medical Reimbursement	0.26	0.29	1.58	10.00	10.00	10.00	
5.	Children Educ. Assistance	0.89	5.52	1.75	15.00	6.00	15.00	
6.	NPS Employer Share	11.00	38.37	21.98	39.25	62.16	63.60	
7.	LTC	0	0	0	12.00	12.00	20.00	
8.	Contribution to Pension Fund	2.00	2.00	8.68	3.00	14.00	10.00	
	<b>Total</b>	<b>461.48</b>	<b>894.78</b>	<b>485.71</b>	<b>1084.95</b>	<b>1084.04</b>	<b>2173.00</b>	

**Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016**  
(Rs. In Lakh)

**MISCELLANEOUS EXPENDITURE**

Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
Functions & Festivals	8.85	12.52	4.73	6.00	8.00	8.00
Hospitality & Protocol	1.62	1.77	1.05	2.00	3.00	4.00
Membership Contribution	2.09	2.08	0.67	3.00	3.00	3.00
Selection/Other Committee Expenses	33.75	22.56	1.28	20.00	27.00	12.00
University Health Care Centre	1.58	0.73	0.55	2.00	3.00	3.00
Statutory Body Meeting	22.75	29.80	21.04	29.00	35.00	40.00
Publication Expenses	2.86	3.85	0	3.00	3.00	3.00
Souvenir Items	0.17	1.47	0.80	2.00	1.00	1.00
<b>Total</b>	<b>73.67</b>	<b>74.78</b>	<b>30.12</b>	<b>67.00</b>	<b>83.00</b>	<b>74.00</b>

## Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

(Rs. In Lakh)

### ADMINISTRATIVE/ OPERATIONAL EXPENCES

S. No.	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Advt. & Publicity	10.91	6.44	13.83	10.00	15.00	15.00
2.	Bank Charges	0.01	0.01	0.01	0.05	0.05	0.05
3.	Computer Consumable	2.46	2.28	1.41	3.00	3.00	3.00
4.	Conservancy Charges	45.59	52.63	26.22	32.00	55.00	60.00
5.	DG SET maintenance	4.57	4.92	3.40	5.00	6.00	6.00
6.	Electricity Charges	20.07	12.21	5.65	8.00	20.00	20.00
7.	Insurance	0.27	0.66	0.45	0.10	0.50	0.50
8.	Legal Expenses	0.37	1.88	0.84	2.00	3.00	4.00
9.	Maintt. Of Lawn	3.82	2.87	1.43	3.00	3.00	3.00
10.	News Paper & Magazine Charges	0.77	0.79	0.58	0.95	1.00	1.00
11.	Office Books	0	0.05	0	0.10	0.10	0.20
12.	Office Expenses	6.67	4.41	1.22	6.00	6.00	6.00
13.	POL & Maintenance of Vehicles	4.05	6.37	3.66	6.00	8.00	9.00
14.	Postage Charges	1.79	1.30	0.45	1.00	1.00	1.00
15.	Printing And Stationery	4.40	8.59	3.72	8.00	9.00	10.00
16.	Furnishing	2.54	0.57	1.03	6.00	6.00	6.00
17.	Entertainment/ Refreshment	0.93	0.72	0.51	3.00	3.00	3.00
18.	Rent of Buildings	152.31	164.36	61.33	210.00	210.00	220.00
19.	Security Expenses	41.16	55.26	28.55	50.00	60.00	65.00
20.	Telephone and internet	8.09	4.48	1.39	4.00	10.00	12.00
21.	Travelling Expenses	8.25	4.65	4.56	5.00	8.00	10.00

22. Uniform	0	0	0	1.00	1.00	1.00
23. Water Charges	1.41	1.02	1.06	0.80	5.00	5.00
24. Maintenance and repair	10.46	13.77	2.46	8.00	6.00	9.00
25. Consultancy Charges	0	0	0	2.00	1.00	1.00
26. Professional Charges	0	0.96	0	2.00	0.00	0.00
<b>Total</b>	<b>330.90</b>	<b>351.20</b>	<b>163.76</b>	<b>377.00</b>	<b>440.65</b>	<b>470.75</b>



Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016**EXAMINATION EXPENSES** (Rs. In Lakh)

S. No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Entrance Examination (CUCET)	6.40	7.96	8.00	20.00	8.00	10.00
2.	Printing & Binding of Stationery	1.99	0.62	0.00	3.00	3.00	3.00
3.	Remuneration to paper setters & evaluators	2.46	2.82	1.45	5.00	5.00	5.00
4.	Other charges Examination	1.46	4.20	4.52	2.00	8.00	10.00
<b>Total</b>		<b>12.31</b>	<b>15.60</b>	<b>13.97</b>	<b>30.00</b>	<b>24.00</b>	<b>28.00</b>

**Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016****ACADEMIC EXPENSES (Rs. In Lakh)**

S. No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Guest Faculty	5.85	4.55	0.81	10.00	5.00	5.00
2.	Conference, Seminar and Workshop	19.92	19.68	5.85	20.00	20.00	20.00
3.	Fellowship to Non Net M.Phil/ PhD Scholars	13.60	33.03	13.45	20.00	30.00	35.00
4.	Admission Exp.	1.05	0.96	1.58	4.00	4.00	4.00
5.	Lab Chemicals and Equipments	1.43	1.49	0.15	6.00	6.00	6.00
6.	University Sponsored Research Project	0.00	0.00	0.00	0.00	36.00	50.00
7.	University scholarship Merit-cum-means/Awards	0.00	0.00	0.00	0.00	5.00	5.00
8.	Institutional Assistance to In-Service Faculty	0.00	0.00	0.00	0.00	5.00	5.00
	<b>Total</b>	<b>41.85</b>	<b>59.71</b>	<b>21.84</b>	<b>60.00</b>	<b>111.00</b>	<b>130.00</b>

**Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016**  
**STUDENT CO-CURRICULAR AND WELFARE ACTIVITIES (Rs. In Lakh)**

S. No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Games & Sports	5.38	0	0.00	10.00	10.00	10.00
2.	Adventure Sports	0	0	0.00	3.00	3.00	3.00
3.	Cultural & Social Activities	0	0	0.00	2.00	2.00	2.00
4.	Student Welfare	0	0	0.00	2.00	2.00	2.00
5.	Student Insurance	0	0	0.00	2.00	2.00	2.00
<b>Total</b>		<b>5.38</b>	<b>0.00</b>	<b>0.00</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>

**Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016**  
**Estates Maintenance & Minor Works**  
**(Rs. In Lakh)**

S. No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Maintenance of Non-Residential Building	0	13.78	4.48	10.00	10.00	10.00
2.	External. Electric Installation	4.69	1.00	1.00	1.00	2.00	2.00
3.	Maintenance of VC Residence	3.78	3.11	0.13	5.00	5.00	5.00
4.	Maintenance of Internal Tracks	14.41	8.90	3.98	10.00	6.00	10.00
5	Dev. of Sports Infra structure	17.85	0	0.17	10.00	2.00	10.00
	<b>Total</b>	<b>40.73</b>	<b>26.79</b>	<b>9.76</b>	<b>36.00</b>	<b>25.00</b>	<b>37.00</b>

Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

Name of the Scheme: Transportation (Rs. In Lakh)

S. No	Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Hiring of Vehicle	11.67	15.88	7.88	18.00	18.00	20.00
2.	Insurance of Vehicle	0.93	0.57	0.10	3.00	1.00	1.00
3.	Student Bus Expenses	10.66	15.13	8.26	12.00	17.00	20.00
4.	Study Tour	-	0	0.00	2.00	2.00	2.00
	<b>Total</b>	<b>23.26</b>	<b>31.58</b>	<b>16.24</b>	<b>35.00</b>	<b>38.00</b>	<b>43.00</b>



# CENTRAL UNIVERSITY OF JAMMU

(Established under Central Universities Act 2009)

## RULES AND PROCEDURES OF SPARSH CUJ

In compliance with:

- Section 28(n) of the Central Universities Act 2009
- Ordinance No-26 of Central University of Jammu (CUJ);
- Vishaka Guidelines, 1997
- SHWW(PPR) Act, 2013 - [The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013]; and
- SHWW (PPR) Rules, 2013 - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 reg. GSR 769(E)]
- CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965

### **I. PREAMBLE**

Central University of Jammu is committed to create a conducive workplace environment for its employees, faculty, students and research scholars which is free from any form of sexual harassment.

The organization believes that sexual harassment does not only infringes the victim's fundamental right to gender equality (Article 14) and the right to life and live with dignity (Article 21), but also transgress their right to practice any profession, or to carry out any occupation/trade/business [Article 19 (1)(g)].

The Supreme Court judgment in Vishaka & others vs State of Rajasthan & others has held that each incident of sexual harassment results in the violation of the fundamental rights of women as well as Human Rights Violation. The **Supreme Court in the Vishaka Judgment (1997)** acknowledged:

- Sexual harassment is a human rights violation
- Sexual harassment is a violation of the constitutionally guaranteed fundamental rights:
  - Articles 14 and 15: Right to equality
  - Article 21: Right to life - to live with dignity
  - Article 19(1)(g) : Right to practice any profession/trade/occupation/business, i.e., a right to a safe environment free from harassment

In order to reiterate its commitment towards creating a sexual harassment free work environment, Central University of Jammu has constituted a committee as Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH)

*Dr. Anshu Singh*  
*Dr. Anshu Singh*

which shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitization and elimination of sexual harassment (Ordinance 26). In compliance with the mandate of the aforementioned Act(s) and University Ordinance No. 26, SPARSH is committed to provide, for all women who fall within its jurisdiction including academic and non-academic staff, students and other employees, a place of work and study, free from gender discrimination, sexual harassment and exploitation. SPARSH, CUJ seeks to encourage all employees to express their opinions and feelings about any problem or complaint of sexual harassment in a freely, responsibly and orderly manner.

## II. OBJECTIVES

- To uphold Women Right to Protection against Sexual Harassment and the Right to Livelihood and towards that end for the prevention and redressal of Sexual Harassment of Women.
- To evolve a permanent mechanism for the prevention, prohibition and redressal of sexual harassment of women at workplace within the jurisdiction of CUJ and its constituents such as Hostels etc.
- To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of girls and women associated with the CUJ.
- To ensure the implementation of SPARSH Committee guidelines in letter and spirit by undertaking all necessary and reasonable steps including the constitution of appropriate committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment.
- To uphold the commitment of CUJ and its constituents to provide an environment free of discrimination and violence against women.
- To generate public opinion against sexual harassment of women at the workplace.

## III. RESPONSIBILITIES OF CUJ AND ITS CONSTITUENT UNITS

The CUJ shall-

- a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under subsection (1) of section 4 of SHWW(PPR) Act, 2013;
- c) organize workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

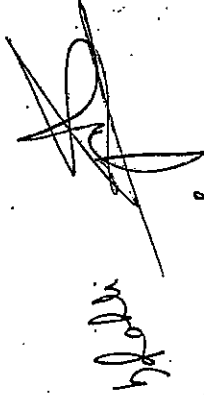

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- d) provide necessary facilities to the Internal Committee for dealing with the complaint and conducting an inquiry;
- e) assist in securing the attendance of respondent and witnesses before the Internal Committee;
- f) make available such information to the Internal Committee, as it may require having regard to the complaint made under sub-section (1) of section 9 of the Act;
- g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code(45 of 1860) or any other law for the time being in force;
- h) cause to initiate action, under the Indian Penal Code(45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- j) monitor the timely submission of reports by the Internal Committee.

**IV. Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH)**

- **Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH)** is an Apex Committee constituted by the Central University of Jammu in compliance with Section 28(n) of the Central Universities Act 2009. Central University of Jammu is committed to providing a place of work and study free of any gender discrimination, sexual harassment, intimidation, and/or exploitation. SPARSH shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitization and elimination of sexual harassment.

1. Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race, caste, sex, or place of birth. Article 42 makes provision of securing just and humane conditions of work. Article 51-A (e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the "Elimination of All Forms of Discrimination against Women." Resultantly, the Central University of Jammu hereby introduces and enforces Ordinance titled "Sensitization, Prevention and Redressal of Sexual Harassment" Ordinance.

  
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## 2. Bodies of SPARSH:

Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH) shall include two committees namely the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the University. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action:

In pursuance to Clause 6 of the Ordinance governing SPARSH (No.26) the APEX Body of SPARSH shall include 12 members out of which 06 members would be teaching staff and 02 members from non-teaching staff, 01 member from NGO, 01 member should be a Counsellor. Also 02 members would be Student Representatives. Out of the members, 01 member would be nominated as Chairperson and 01 member as Member Secretary.

Further, in pursuance to Clause 7 of the ordinance governing SPARSH (No.26), UCC shall have 06 members from the Apex Body of SPARSH including Chairperson SPARSH and representation from teaching and non-teaching staff of the University including 01 Counsellor. The Chairperson and Secretary shall be elected by the members from among themselves.

## 3. Functions, Powers and Duties of ABS:

- a) To uphold the committee of the Central University of Jammu to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- b) To promote a social and psychological environment which will raise awareness about gender-based discrimination and prevent sexual harassment and other acts of gender-based violence.
- c) To generate awareness about gender-based discrimination, sexual harassment and other acts of gender-based violence.

## 4. Functions, Powers and Duties of UCC:

- a) To ensure implementation of directives of the Supreme Court of India enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- b) To evolve a permanent mechanism for prevention and redressal of gender-based discrimination, sexual harassment and other acts of gender based violence.
- c) To ensure that the provisions of the Ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

V. DEFINITION OF SEXUAL HARASSMENT [Rule 30 of CCS (Conduct) Rules, 1964]

(1) "Sexual harassment" as defined in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) as:

- i. physical contact and advances; or
- ii. a demand or request for sexual favors; or
- iii. making sexually colored remarks; or
- iv. showing pornography; or
- v. any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:

- i. implied or explicit promise of preferential treatment in employment; or
- ii. implied or explicit threat of detrimental treatment in employment; or
- iii. implied or explicit threat about her present or future employment status; or
- iv. interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- v. humiliating treatment likely to affect her health or safety.

The following also constitutes sexual harassment:

- (i) When submission to unwelcome sexually determined behavior such as sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature, are explicitly or implicitly made a term or condition of teaching/guidance, education, employment, participation or evaluation of a woman's engagement in any CUJ activity.
- (ii) When unwelcome sexually determined behavior, including but not limited to, sexual advances, physical and /or verbal or non-verbal or conduct, such as loaded comments, remarks or jokes, letters, phone calls, SMS or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and /or effect of interfering with a woman's work or academic performance or of creating an intimidating, hostile or offensive employment, educational or living environment.

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(iii) When a man uses with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to a woman without her consent or against her will, such conduct will amount to sexual assault.

(iv) (a) It is clarified that it is the reasonable perception of the woman that would be relevant in determining whether any conduct was sexually determined and, if so, whether such conduct was unwelcome or not and that her objection would disadvantage her in connection with her education or employment, including evaluation, grading, recruitment or promotion, or when it creates a hostile working, educational or living environment.

(b) "Hostile Environment" is said to be created when any act of Sexual Harassment has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive employment, educational or living environment.

#### **VI. OTHER DEFINITIONS**

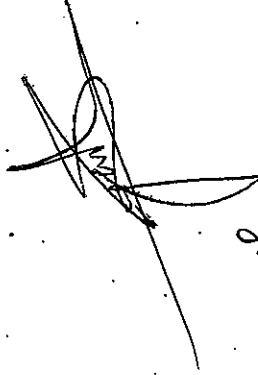

1. **Workplace** in regard to CUJ includes:
  - i. CUJ and its all constituents including Schools, Centres, Departments; or
  - ii. any hospital, health centre or nursing homes in the University's campus; or other activities related thereto; or
  - iii. any place visited by the employee or students arising out of or during the course of employment/study period in CUJ including transportation provided by the University for undertaking such journey; or
  - iv. a dwelling place or a house for employees or hostels for students provided by the University.
2. **Teaching Staff** includes:
  - i. Deans, Professors, Associate Professors, Assistant Professors and such other persons as may be designated as such for imparting education/instructions or for giving guidance or rendering assistance to students for pursuing any course of study;
  - ii. any person or staff who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, consultancy, or on special duty or deputation;
  - iii. persons employed on a casual or project basis;
  - iv. persons on the academic staff of any of the institutions associated with CUJ or participating in any workshop/seminar/training/conference/consultancies are covered by these rules during the official stay with the University.
3. **Non-Teaching Staff** includes any person on the staff of the University, who is not included in the category of teaching staff. It shall also include

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any administrative staff, technical staff, officers, consultants, support staff, contractual workers and daily wagers only to the extent that they are performing CUJ related activities.

4. **Student** includes any person who has enrolled for pursuing any programme of study or research for that duration with CUJ.
5. **Service provider** includes any person who runs or manages commercial enterprises, or provides services, on the University campus. It includes, but is not limited to, persons working in shops, canteens, hostels and restaurants on the campus, as well as persons working in premises allotted on the campus, such as the shopping complexes, bank, post office and any other such similar services.
6. **Resident** includes any person who is a temporary or permanent resident of any of the accommodations or premises managed and/or allotted by CUJ, irrespective of whether he/she is the person to whom the accommodation is officially allotted.
7. **Outsider** includes any person who is not a student, resident, or member of the teaching or non-teaching staff of CUJ.
8. **Complainant** means any teaching and non-teaching staff or student of the University who alleges to have been subjected to any act of sexual harassment by a staff, student, service provider, resident or outsider of the University.
9. **Defender** means a person against whom the complainant has made a complaint which comes under the purview of sexual harassment.
10. **Third party** shall include the NGO representative or the eminent woman academic serving on, or empanelled by SPARSH.

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**VII. SCOPE OF SPARSH**

The Rules and Procedures of SPARSH shall apply to all teaching and non-teaching staff, students, as also to residents, service providers, and outsiders who may be within the province of the University at the time of commission of an act coming under the purview of SPARSH Rules.

These rules and procedures shall be applicable to all complaints of sexual harassment made:

- a. By a student against a member of the teaching or non-teaching staff or a co-student; or by a member of the teaching or non-teaching staff against a student or another member of the teaching or non-teaching staff in case sexual harassment is alleged to have taken place within the workplace.
- b. By a resident against a student or a member of the teaching or non-teaching staff; or made by a student or a member of the teaching or non-teaching staff against a resident in case sexual harassment is alleged to have taken place within the workplace.
- c. By a service provider or an outsider against a student or a member of the teaching or non-teaching staff; or made by a student or a member of the teaching or non-teaching staff against an outsider or a service provider in case sexual harassment is alleged to have taken place within the workplace.

**Preventive Steps:**

All employers or persons in charge of workplace whether in the public or Private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

- A. Express prohibition of sexual harassment as defined above at the workplace should be notified, published and circulated in appropriate way.
- B. The rules/regulations of the government and public sector bodies relating to conduct and discipline should include rules/ regulation prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.

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C. As regards private employers steps should be taken to include the aforesaid prohibitions in the standing orders under the industrial employment (standing order) Act, 1946.

D. Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women workplaces and no woman employee should be reasonable grounds to believe that she is disadvantaged in connection with her employment.

#### **VIII. RULES AND PROCEDURES**

1. **Term of Office:** The chairperson and members (Apex Body of SPARSH and University Complaints Committee) shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice Chancellor may decide from time to time.
2. **Disqualification of Chairperson and Members:** A person shall be disqualified for being appointed, nominated or designated as, or for being continued as, a member of SPARSH if there is any complaint concerning sexual harassment pending against her/him, or if she/he has been found guilty of sexual harassment/serious misconduct.
3. **Vacancy of a Member Owing to Absence without Intimation:** If a member nominated or designated to SPARSH remains absent without written intimation to the SPARSH from three consecutive meetings, her/his office shall thereupon become vacant. He/She shall be deemed to have vacated his/her office.
4. **Resignation of a Member:** A member of SPARSH may resign from her/his office at any time by giving her/his resignation in writing to the Chairperson of SPARSH. Such a person shall be deemed to have vacated her/his office as soon as SPARSH accepts the resignation.
5. **Filling a Vacancy in SPARSH:** If a vacancy arises in SPARSH, SPARSH shall coordinate with the Member Secretary to arrange for the filling up of the vacancy in the particular category. No act or proceedings of SPARSH shall be invalidated merely by reason of the existence of a vacancy or vacancies.
6. **Meetings of SPARSH**
  - i. SPARSH shall meet at least twice in a semester or at such intervals as may be necessary provided that the interval between two successive meetings shall not exceed 60 days.

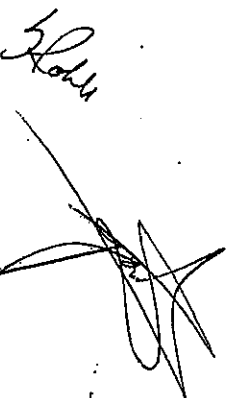
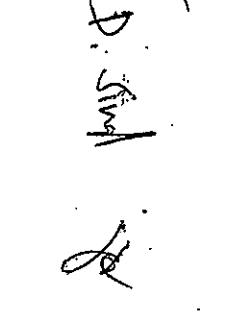
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- ii. Members shall be intimidated of meetings in writing or by electronic communication.
- iii. Minutes of all meetings shall be recorded, confirmed and adopted.
- iv. Any member of SPARSH may request the Chairperson to call an Ordinary Meeting. Forty-eight hours notice shall be required for such a meeting to be called. The quorum for an Ordinary Meeting shall be one-third of the existing members of SPARSH. Motions shall be carried by a simple majority of those present and voting.
- v. Any member of SPARSH may request the Chairperson to call an Emergency Meeting. At least twenty-four hours notice shall be required for such a meeting to be called. The quorum for an Emergency Meeting shall be one-third of the existing members of SPARSH. Motions shall be carried by a simple majority of those present and voting.
- vi. A Special meeting shall be called by the Chairperson of SPARSH, by giving at least twenty-four hours notice to the members. It shall have a quorum of two-thirds of the existing members of SPARSH. Motions shall be carried by a two-thirds majority of the members present and voting.
- vii. If the required quorum is not there at any meeting, such a meeting shall be adjourned for not more than seven working days. For the adjourned Ordinary or Special meetings, the required quorum shall be the same as in a regular Ordinary or Special meeting but for an adjourned Emergency Meeting there shall be no requirement of quorum.
- viii. SPARSH shall hold at least one public meeting every year specifically for the purpose of the presentation of the Annual Report of SPARSH where it shall report to the University community about its activities.

**7. Crisis Management and Mediation**

- i. SPARSH will assist in the mediation of situations arising out of incidents of sexual harassment and sexual assault on the campus.
- ii. SPARSH will co-ordinate with the campus security services to devise ways and means by which a system of crisis management that is gender-sensitive as well as prompt and effective is put in place. It will maintain regular contact with the campus security services to ensure that in crises arising out of incidents of sexual harassment, SPARSH members and/or the volunteers identified by it, shall be intimidated without delay.
- iii. SPARSH will, through a circular at the beginning of each semester, enlist and activate an adequately representative team of volunteers. SPARSH shall ensure the widespread publicity of the contact details (both official and personal) of all its members and volunteers.

  
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iv. SPARSH will organize training workshops for members and volunteers to equip them to handle sexual harassment cases (including legal and medical aspects of aid). Volunteers will assist in the gender sensitisation, crisis mediation and management duties of SPARSH, but shall not participate in the task of formal redressal of complaints under these Rules and Procedures of SPARSH.

v. In cases in which sexually motivated conduct against a student, or a member of the academic or a non-teaching staff, or a resident and/or a service provider amounts to a specific offence under the Indian Penal Code or any other Indian law, SPARSH shall assist the affected party in making a complaint to the appropriate authority outside the University.

### **8. Criminal Proceedings**

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the CUJ shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witness are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

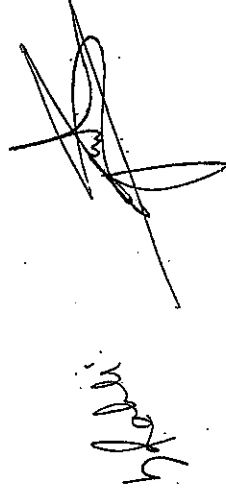
**9. Disciplinary action** where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action may be initiated by the CUJ in accordance with those rules.

### **10. Complaint mechanism**

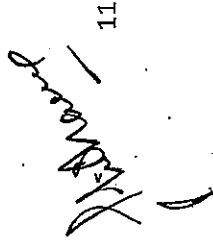
Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism is being created in the organization for redress of the complaint made by the victim. Such complaint mechanism ensures time-bound treatment of complaints.

### **11. Complaints Committee**

The Complaint mechanism, referred to as above, is adequate to provide, a Complaints Committee which would be constituted by the University. The UCC is deemed to be a valid enquiry committee for the purpose. The said committee would function as per the UGC regulations.



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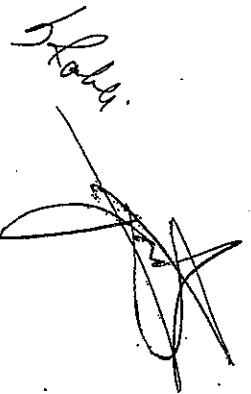


## 12. Complaints Filing Process

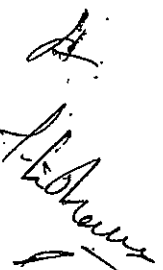
- i. Any student, resident, service provider, outsider, or a member of the academic or non-teaching staff may lodge a complaint of sexual harassment against a student, resident, service provider, outsider, or a member of the academic or non-teaching staff. Third party complaints and witness complaints shall be entertained. The SPARSH shall take suo motto notice of grave violations of the basic principles of gender sensitivity and justice in the University.
- ii. Complaints can be lodged directly with any member of SPARSH, or ~~through existing channels for lodging grievances, such as the University~~ authorities, wardens, teachers, students, union/association representatives, administrative superior, etc. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of SPARSH within two working days of its receipt by her/him.
- iii. Complaint shall be only in writing; no verbal complaint shall be entertained. If the complaint is oral, it shall be reduced in writing by the University Complaints Committee or the SPARSH member receiving the complaint and authenticated by the complainant under his/her dated signature or thumb impression as the case may be.
- iv. Upon receipt of the complaint, the SPARSH member to whom the complaint is made shall forward the same to the University Complaints Committee (UCC).

## 13. Complaints Screening and Recording:

- i. UCC shall receive and record complaints. The names and contact details of these members shall be given widespread publicity by SPARSH.
- ii. It shall carefully study the complaint and may hear the complainant and the defendant as well as other involved parties to determine whether an enquiry by SPARSH is to be instituted.
- iii. At no time in the complaints receiving and recording procedure shall the defendant(s) and the complainant be placed face to face, or put in a situation where they may be face to face (e.g. they shall not be called at the same time and be made to wait in the same place), keeping strictly in view the need to protect the complainant from facing any serious health and/or safety problems.
- iv. At no time in the complaints receiving and recording procedure shall the past sexual history of the complainant be probed into, as such information shall be deemed irrelevant to a complaint of sexual harassment.



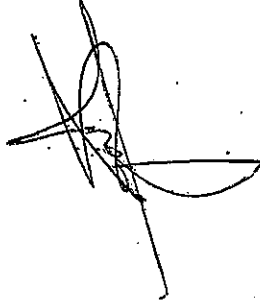
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- v. The UCC shall communicate its recommendations, along with the reasons and documentary evidence, if any, thereof, in writing to the Chairperson of SPARSH as soon as possible.
- vi. The UCC shall be responsible for making counselling services available to a person requesting for it.
- vii. In a special provision for physically challenged complainants, or complainants in a serious medical condition, the UCC may, on determining the complaint to be a prima facie complaint of sexual harassment, recommend the institution of enquiry proceedings.
- viii. The complainant may withdraw his/her complaint in writing at any time during the complaints receiving and/or enquiry procedure. The complaints screening/enquiry procedure shall, on such withdrawal, be terminated.
- ix. Instances in which the UCC is informed, knows, or has reason to believe, that the reasons for such withdrawal are the consequences or effect of coercion and intimidation exerted by the defendant(s), or any person on her/his behalf, on the complainant. In such an instance, the complaints screening/enquiry proceedings shall continue as per provisions given under 13 (i) to 13 (iv).

#### 14. Restraint Order

- i. A restraint order in terms of SPARSH Rules shall provide a summary of the complaint, the date(s), time(s), and location(s), of the alleged incident(s). It shall warn the defendant(s) that any attempt on her /his part or by person(s) acting on his /her behalf, to contact, or influence, or intimidate, or exert pressure on the complainant or any person in the complainant's confidence may prove prejudicial to her/his case.
- ii. The complainant or any other person should intimate in writing, the Chairperson of SPARSH and/or the UCC of any violation of the order of restraint by the defendant(s), or any persons acting on her /his behalf.
- iii. Should the Chairperson of SPARSH, or the UCC, be convinced of the truth of such allegations, the Chairperson of SPARSH and/or the Chief Enquiry Officer may summon the defendant(s) in person and issue a verbal and written warning that such behaviour may lead to an adverse inference being drawn against her/him. The SPARSH or UCC shall retain the right to close the enquiry proceedings, and to give an ex parte decision on the complaint.
- iv. The SPARSH or UCC shall consider all violations of the restraint order when determining the nature of offence of a defendant found guilty of sexual harassment.



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**15. Formal Enquiry**

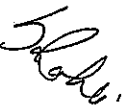
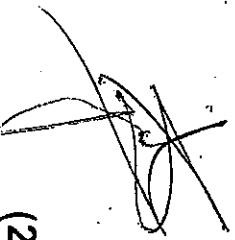
- i. Once the UCC has decided that the complaint merits further investigation, it shall inform Chairperson SPARSH and shall conduct formal enquiry. SPARSH shall designate from within the members of UCC the Chief Enquiry Officer who shall be a woman.
- ii. No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of a SPARSH Enquiry Committee (UCC).
- iii. The membership of UCC shall not be changed or in any other way modified during its proceedings.
- iv. Members of SPARSH who are representatives of unions/associations of which the complainant and/or the defendant are also members, shall not be eligible to serve as UCC members.
- v. SPARSH may, at its own discretion, co-opt any person(s) with demonstrable sensitivity to gender issues to be a part of an Enquiry Committee, provided that the majority of members are the members of SPARSH. Such a person shall not serve as the Chief Enquiry Officer.

**16. Functions of Enquiry Committee:**

- i. The UCC shall enquire into the complaint of sexual harassment using procedures in conformity with the principles of natural justice and gender sensitivity.
- ii. The UCC shall act on any violation of the order of restraint issued to the defendant in accordance with the procedure outlined in Section 13 (i) to 13 (iv).
- iii. The UCC shall submit a detailed report to SPARSH in which it shall communicate its findings based on its investigations and its recommendations regarding the nature of disciplinary action, if any.

**17. Procedure to be Followed by the Enquiry Committee (UCC)**

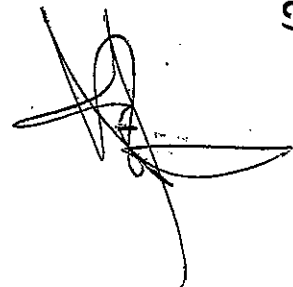
- i. The Enquiry Committee shall strive to complete the enquiry in the shortest possible time, not exceeding three months from the date that a complaint is referred to it, except for reasons that the Enquiry Committee shall provide in writing to SPARSH.
- ii. The UCC shall provide reasonable opportunity to the complainant and the defendant for presenting and defending her/his case.
- iii. The Enquiry Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.

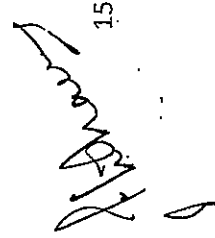
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- iv. The UCC shall have the power to summon any official papers or documents pertaining to the complainant as well as the defendant.
- v. The UCC may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
- vi. The UCC shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
- vii. The UCC shall have the right to terminate the enquiry proceedings and to give an ex parte decision on the complaint, should the defendant fail, without valid ground, to present herself /himself for three consecutive hearings convened by the Chief Enquiry Officer.
- viii. Within two days of the institution of enquiry proceedings by the UCC, the Enquiry Committee shall prepare a summons containing details of the complaint such as the location, date and time on which the incident is alleged to have occurred and shall hand over the same to the complainant as well as to the defendant along with a copy of the Rules and Procedures of SPARSH. It shall also intimate the defendant and the complainant the contact details of all members of the Enquiry Committee. The Enquiry Committee shall also make available to the defendant a true copy of the original complaint(s) lodged by the complainant(s).
- ix. The Chief Enquiry Officer shall be responsible for making the defendant and the complainant aware that counselling services can be made available if so desired.
- x. Within not more than two working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit to the Chief Enquiry Officer, in writing, a list of witnesses, together with their contact details, that she/he desires the Enquiry Committee to examine.
- xi. The Chief Enquiry Officer shall convene the first hearing of the enquiry. The defendant, the complainant, and witnesses shall be intimated at least seventy-two hours in advance in writing of the date, time and venue of the enquiry proceedings.
- xii. If the complainant, defendant, or witness desire to appear before the Enquiry Committee accompanied by one companion of their choice, they shall communicate to the Chief Enquiry Officer the name of that person. Such a person shall have only observer status and her/his presence during the proceedings shall be restricted to the testimony of the individual she/he is accompanying.
- xiii. The identities of all witnesses shall throughout be protected by the Enquiry Committee by the use of a coding system for this purpose.



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- xiv. The complainant(s) and the defendant, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the complainant and/or the defendant on her/his behalf shall be (only) either a student, or a member of the academic or non-teaching staff of CUJ. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The complainant(s)/defendant should inform the Chief Enquiry Officer specifically if they wish to exercise this right within two working days on the receipt of the first intimation of the enquiry. The Chief Enquiry Officer ~~may allow access to such documents on a specific date to be~~ intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office of the SPARSH.
- xv. The complainant and the defendant shall have the right of cross-examination of all witnesses. Such cross-examination shall be conducted in the form of written questions and responses via the Enquiry Committee.
- xvi. The defendant/complainant shall submit to the Chief Enquiry Officer, a written list of questions that she/he desires to pose to the witness. The Enquiry Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, or gender-insensitive. Any behaviour, verbal or otherwise, on the part of the defendant or her/his nominee, that is designed to intimidate or subject the complainant to mental and physical trauma, shall be construed as a violation of the order of restraint issued by SPARSH.
- xvii. The complainant and the defendant shall be responsible for presenting their witnesses before the Enquiry Committee. However, if the Enquiry Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Enquiry Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.
- xviii. All proceedings of the Enquiry Committee shall be recorded in writing and the same together with the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
- xix. In the event that the Enquiry Committee thinks that supplementary testimony is required, the Chief Enquiry Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days for submitting such testimony, in person or in writing, to the Enquiry Committee.
- xx. After concluding its investigation, the Enquiry Committee shall submit a detailed report of its findings to the Chairperson of SPARSH within 10

working days of completion of such enquiry. In the event that it finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken on the complaint. It shall also recommend whether SPARSH and the University authorities should, after disciplinary action has been taken, publicise the identity of the offender, the act and the disciplinary action taken. If the Enquiry Committee finds no merit in the complaint, it shall write to the Chairperson of SPARSH, giving reasons for its conclusions.

xxi. All persons heard by the Enquiry Committee, as well as observers /nominees, shall take and observe an oath of secrecy about the proceedings. Any violation of the oath of secrecy may invite the full range of penalties outlined in Section XI.

### 18. Communication of Findings:

i. Within three working days of the receipt of the report and recommendations of the Enquiry Committee (UCC), the Chairperson of SPARSH shall convene an Emergency meeting. Each member of SPARSH shall have the right to access the entire enquiry proceedings, or any part thereof, and to participate in SPARSH deliberations on the complaint. Within three working days of the adoption of the report of the Enquiry Committee, the Chairperson of SPARSH shall forward the report of the Enquiry Committee, together with a summary of the opinions of the members of SPARSH (including dissenting opinions) to the Vice-Chancellor for consideration of appropriate University authorities - the Executive Council for faculty members and group 'A' officers, and the Vice-Chancellor, for students and other employees.

ii. Within a reasonable period of time, and not in any case exceeding 30 days from the date of communication of its findings by SPARSH, the appropriate University authority shall convene a meeting with SPARSH, in which at least two-thirds of the Enquiry Committee shall be present, to discuss the findings and recommendations of the Enquiry Committee.

### 19. Workers' Initiative

Employee is allowed to raise issues of sexual harassment at workers' meeting in and it would be affirmatively discussed in UCC meetings.

### 20. Awareness

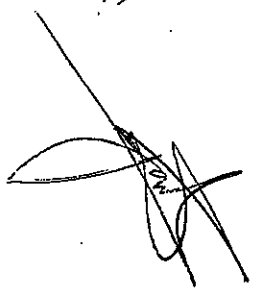
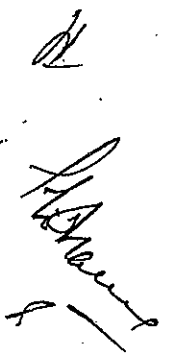
Awareness of the rights of female employees in this regard would be generated by SPARSH committee.

*W. S. D. S.*

*P. Sind*

*13*  
*W. S. D. S.*

- i. The University authorities shall, through a notification each academic year, notify the names and contact details of the members of SPARSH, and the fact that SPARSH is the University body responsible for gender sensitisation and enquires into complaints of sexual harassment.
- ii. The University authorities will ensure that the Policy is included in the Admission Brochure and circulated at the time of registration. The University authorities will ensure that recruitment announcements to all academic and non-teaching positions include the following statement, as notification of the Policy: "CUJ has a Policy against sexual harassment and is committed to providing an environment free from gender discrimination and harassment."
- iii. In order to ensure the permanent placement of the Policy, the University authorities and functionaries shall arrange for several copies to be placed on boards for display in prominent places, such as the entrances to the campus, academic and administration buildings, hostels, etc.
- iv. The University authorities and functionaries shall provide legal, medical and counselling assistance to those complainants who have to take recourse to the law.
- v. The University authorities and functionaries shall forward all complaints of sexual harassment to SPARSH, except in cases in which the complainant has expressly prohibited such forwarding.
- vi. The University authorities shall maintain full confidentiality with respect to matters pertaining to SPARSH enquires into complaints of sexual harassment. The University authorities shall extend all necessary assistance for ensuring full, effective and speedy implementation of these Rules and Procedures of SPARSH.
- vii. As is required by the Supreme Court Judgement, the University authorities and functionaries shall strive to create a workplace in which the functioning of SPARSH and/or the interests of justice are not subjected to undue "pressure from senior levels".
- viii. As required by the Supreme Court Judgement, the University authorities shall forward to the government department concerned, the Annual Report of SPARSH together with a written report on the action taken by them upon the decisions/recommendations of the SPARSH.

*Y. K. Singh*  
  
*P. Singh*  


**X- PENALTIES**

Any student, service provider, resident, outsider, or a member of the academic or non-teaching staff found guilty of sexual harassment shall be liable for disciplinary action.

The penalties listed below (in ascending order) are indicative, and shall not constrain the University authorities from considering others, in accordance with the rules governing the conduct of employees and students in practice at the time.

- 1) **Employees of the CUJ & its Constituents** covered under The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 and found guilty of sexual harassment shall be liable for disciplinary action as per rules of The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 as amended from time to time.
- 2) Employees, students and other offender(s) **not** covered under The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 and found guilty of sexual harassment shall be liable for action as per relevant provisions / any other law for the time being in force.

Penalties may include but not restricted to:

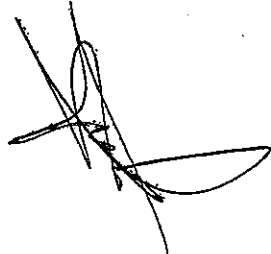
**1. Penalties in Case of Academic Staff:**

- a. Warning, reprimand, or condemn.
- b. Withholding of one or more increments for a period not exceeding one year.
- c. Removal from an administrative position at the Centre, School and/or University levels.
- d. Disbarment from holding an administrative position at the Centre, School and/or University levels.
- e. Suspension from service for a limited period.
- f. Compulsory retirement.
- g. Dismissal from service.

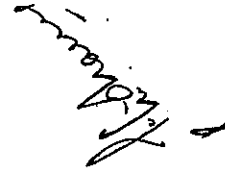
Further, the penalty awarded shall be recorded in his/her Confidential Record.

**2. Penalties in Case of Non-Teaching Staff:**

- a. Warning, reprimand, or condemn
- b. Transfer
- c. Withholding of one or more increments for a period not exceeding one year.
- d. Suspension from service for a limited period.
- e. Compulsory retirement.

  
h/

P. Sand





f. Dismissal from service.  
Further, the penalty awarded shall be recorded in his/her Confidential Record.

**3. Penalties in Case of CUJ Students:**

- a. Warning or reprimand.
- b. Written apology
- c. Bond of Good Behaviour
- d. Transfer to another hostel.
- e. Withdrawal of hostel accommodation for a period up to one semester.
- f. Withdrawal of hostel accommodation for the entire period of study.
- g. Debarring entry into hostel/campus
- h. Withdrawal of the right to an official character certificate from CUJ.
- i. Rustication from the University for a period up to two semesters.
- j. Expulsion from the University, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by CUJ.
- k. Withholding of a degree awarded by CUJ.
- l. Withholding of scholarship, if any.
- m. Denial of re-admission.

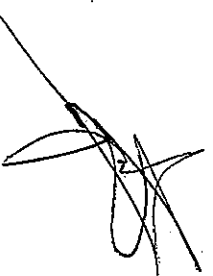
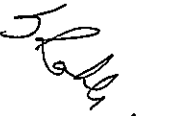
**4. Penalties in Case of Outsiders:**

- a. Warning, reprimand, or condemn.
- b. A letter communicating her/his misconduct to her/his place of education, employment or residence.
- c. Declaration of the campus as out of bounds for her/him, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by CUJ.
- d. Any other action as may be necessary.

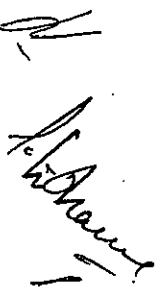
**5. Penalties in Case of Service Providers:**

- a. Warning, reprimand, or condemn.
- b. A letter communicating her/his misconduct to her/his place of employment.
- c. Declaration of the campus as out of bounds for her/him.
- d. Withdrawal of the right to run/manage/work in any commercial enterprise, or to provide services, on the campus.
- e. Any other action as may be necessary.

In addition to the penalties specified above, the person may be advised to undergo counselling and gender sensitisation, and to give a written and/or public apology to the complainant.



D. Singh



**6. Penalty in Case of a Second Offense:**

A second or repeated offense, may, on the recommendation of SPARSH, attract a major penalty as may be necessary.

Note 1: Employees of the CUJ & its Constituents covered under The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 and found guilty of sexual harassment shall be liable for disciplinary action as per rules of The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 as amended from time to time.

Note 2: Employees, students and other offender(s) not covered under The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 and found guilty of sexual harassment shall be liable for action as per relevant provisions / any other law for the time being in force.



**1. False Complaint/Deposition**

- a. If the Complaints Screening Committee or the Enquiry Committee (UCC) finds no merit in any complaint/deposition, it shall write to the Chairperson of SPARSH giving reasons for its conclusions.
- b. Within four working days of the receipt of this communication, the Chairperson of SPARSH shall call a Special Meeting to discuss the recommendations of the Complaints Screening Committee or Enquiry Committee, and to decide whether a show-cause notice shall be issued to the complainant/witness (es).
- c. Upon the decision to issue a show-cause notice, the Chairperson of SPARSH shall issue it to the complainant/witness (es). The show-cause notice shall cite the bases of the Committee's conclusions and require the complainant/witness (es) to explain, within seven days (in writing and/or in person), as to why disciplinary action shall not be taken against her/him.
- d. Within four working days of receipt of any explanation from the complainant/witness(es) to this show-cause notice, or after the expiry of the time specified for such explanation, the Chairperson of SPARSH shall convene a Special Meeting to consider the explanation or any lack thereof.
- e. In event of no, insufficient, or unconvincing explanation, SPARSH shall forward its findings to the appropriate University Authority for further action.

*h/elli*      *P. Sind*      *J. J. D. D. D.*      21

**2. Provisions for Appeal:**

- i. In the event of the SPARSH not taking action on a complaint, or if the complainant or defendant is dissatisfied with the disciplinary action taken by the University authorities, she/he shall have the right to appeal with the University authorities/ Vice Chancellor of the University.
- ii. The University Authorities shall constitute an Appeals Committee to take up the case of the Complainant.
- iii. The Appeals Committee shall have all the powers and duties of an Appellate Body. It shall have the power to summon any person as witness as well as any official record. On the basis of all the records before it, including the deposition of the appellant, if it is satisfied that the matter needs to be further enquired into, it shall conduct an enquiry in accordance with the guidelines in the Supreme Court Judgement.
- iv. The Appeals Committee shall report its findings and recommendations on the nature of the action to be taken on the appeal to the University Authorities.

**XII MONITORING AND REVIEW**

- a) UCC, CUJ will send an Annual Report to the SPARSH, CUJ detailing the work undertaken by them.
- b) The SPARSH, CUJ will provide a brief annual report to the Vice-Chancellor, CUJ of all complaints of sexual harassment monitored by it.
- c) In the above-mentioned Annual Reports, confidentiality of the complainant and witnesses will be maintained.
- d) The meeting of SPARSH will be organized **twice** in a year to meet and discuss their experiences on the functioning.

**XIII AMENDMENT TO THE RULES AND PROCEDURES OF SPARSH**

- i. On the basis of experience of the working of the policy, the SPARSH, CUJ will have the power to make recommendations to the Vice-Chancellor about changes in the Rules and Procedures, as and when required in keeping with the preamble and objectives of the policy.
- ii. Amendments to the Rules and Procedures of SPARSH shall have effect only if they are in consonance with the letter and spirit of the Supreme Court Judgement, SHWW(PPR) Act, 2013 –[The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013], and CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965.
- iii. Amendments shall be effected by a decision taken in a Special Meeting of SPARSH called for the purpose.

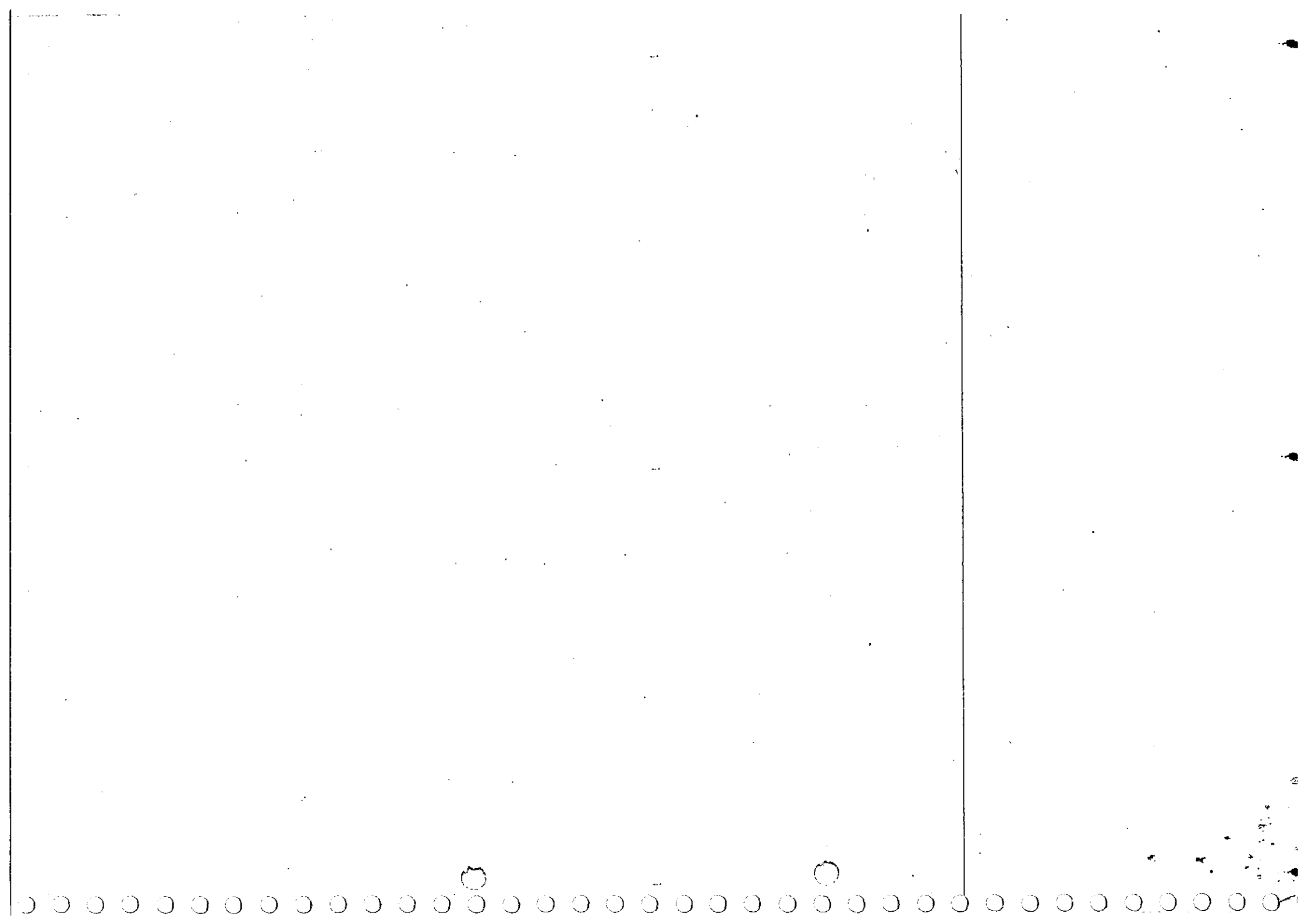
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2. A signature that appears to be "A. K. Singh" with the number "22" written below it.  
3. A signature that appears to be "A. K. Singh" with the number "22" written below it.

- iv. The proposed amendment (s), together with the objectives and reasons thereof, shall be recorded in writing and circulated by the proposer of the amendment (s) at least fifteen working days prior to the Special Meeting called for the purpose.
- v. An amendment motion shall be earned by two-thirds of the members present and voting.
- vi. In the event of a tie on an amendment motion, it shall be put to vote one ~~more time. If a tie recurs, the amendment motion shall be reconsidered~~ by another Special Meeting to be called after at least fifteen working days.

#### 10. Third-Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the UCC will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

*H. D. W.*  
*P. Sim*  
*H. D. W.*



The President of  
India

ANNEXURE - 10

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Subject : Request for Cancellation of Appointments made by the Committee constituted by the Central University of Jammu for various appointments in the near past

Sir

With due respect it is intimated for your information and necessary action that the appointments made by the Central University of Jammu in the near past may be kept in awayance as no justice has been done with the general public and with those who are already serving on Adhok with the Central University the following points have not be considered while making selection for the appointments .

- (a) Written test was conducted by merit list was not prepared as per the marks obtained by the candidates in the written test.
- (b) Typing test was conducted and no merit was prepared as per the marks obtained by the candidates in the typing test.
- (c) The Staff appointed on Adhok who were already working in the University have been ignored and non of them has been selected except those who are connected with the Officials of the University

~~Chief~~  
~~Person~~

Quack

- (d) It is very unfortunate that the selection procedure was done during the period of Parliament Election when there was a van on appointments.

In view of the it is quite clear that unjustice has been done with the Public in general and with the Adhok Staff of the Jammu University in particular. wherefor the selection list be



iled immediately and fresh committee be constituted for  
ing the appointment so that the Justice is given to the eligible  
and meritorious candidates. It is also brought to your kind notice  
that those selected by the committee are either the close relatives  
of the Central University Officials and have paid huge amount in  
lie of getting the Job. The matter is required to thoroughly investi-  
gated by appointing a specially committee from the outside agency  
so that the culprit are served notice and punished accordingly.

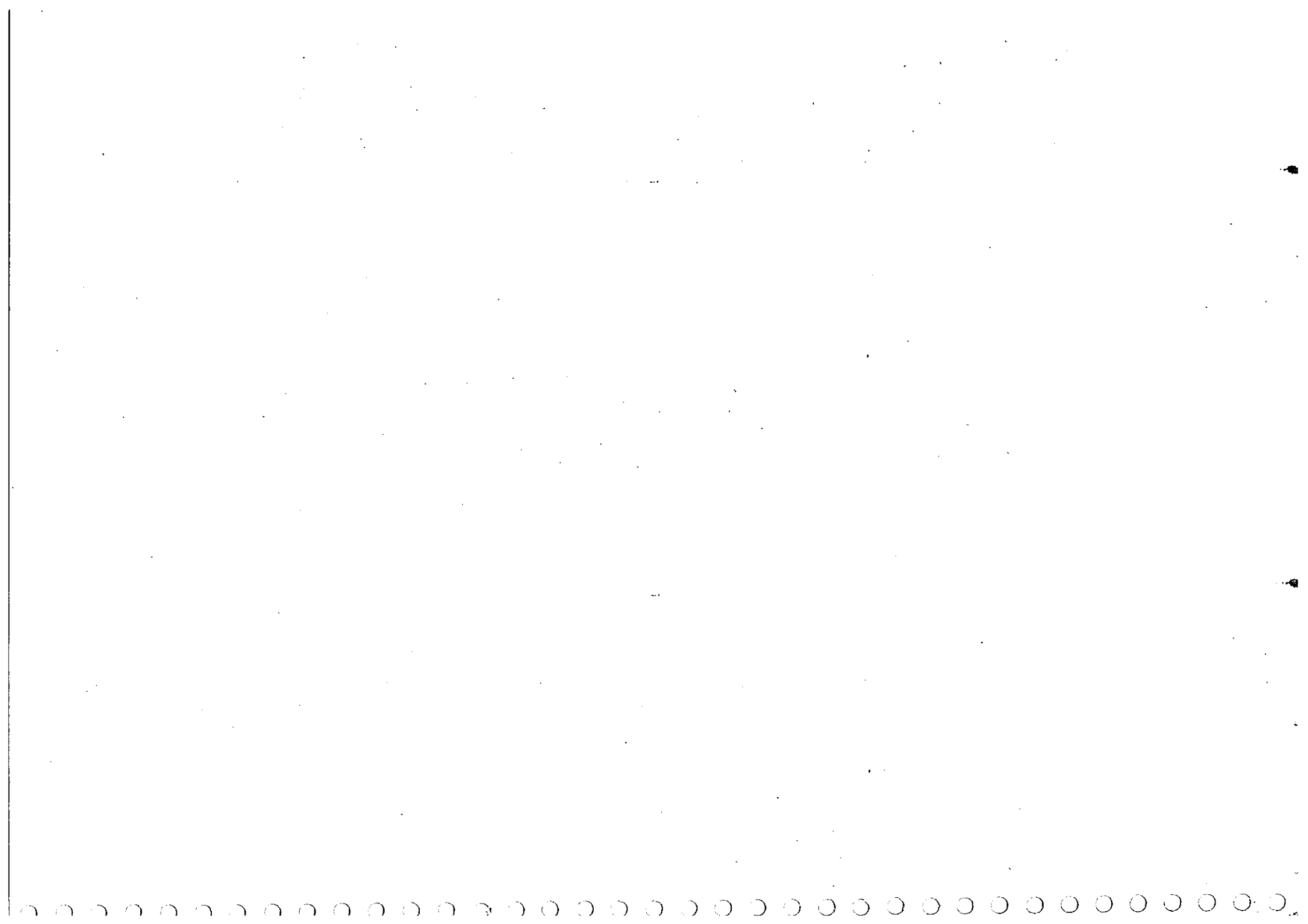
It is further submitted that in case the said selection list  
is not cancelled we shall be compelled to knock the door of court  
for justice.  
Rajesh Kumar

Rajesh Kumar  
S/o Baghwan Dass  
R/o Beri Bahmane  
Jammu (J&K)

Copy to

- 1 The Hon'ble Prime - Minister of India
- 2 The Hon'ble Chief Minister of J&K
- 3 The Hon'ble Governor of J&K
- 4 The Vigilance Commissioner (J&K)
- 5 SSP - Jammu





**ANNEXURE - 11**

F.No.52-5/2014-CU-III  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education

New Delhi, the 3<sup>rd</sup> June, 2015

To

Prof. Ashok Aima,  
Vice Chancellor,  
Central University of Jammu,  
Bagla (Rahya-Suchani),  
District Samba, Jammu,  
Jammu & Kashmir-181143.

Subject:- Central University of Jammu – Representation against arbitrary university norms in violation of the University Act for short-listing for the posts of Assistant Professors.

Sir,

Please find enclosed a copy of CVC's OM No. 19109/2013/Vigilance 7 dated 24.09.2013 forwarding therewith a representation against arbitrary university norms in violation of the University Act for short-listing for the posts of Assistant Professors in the Central University of Jammu.

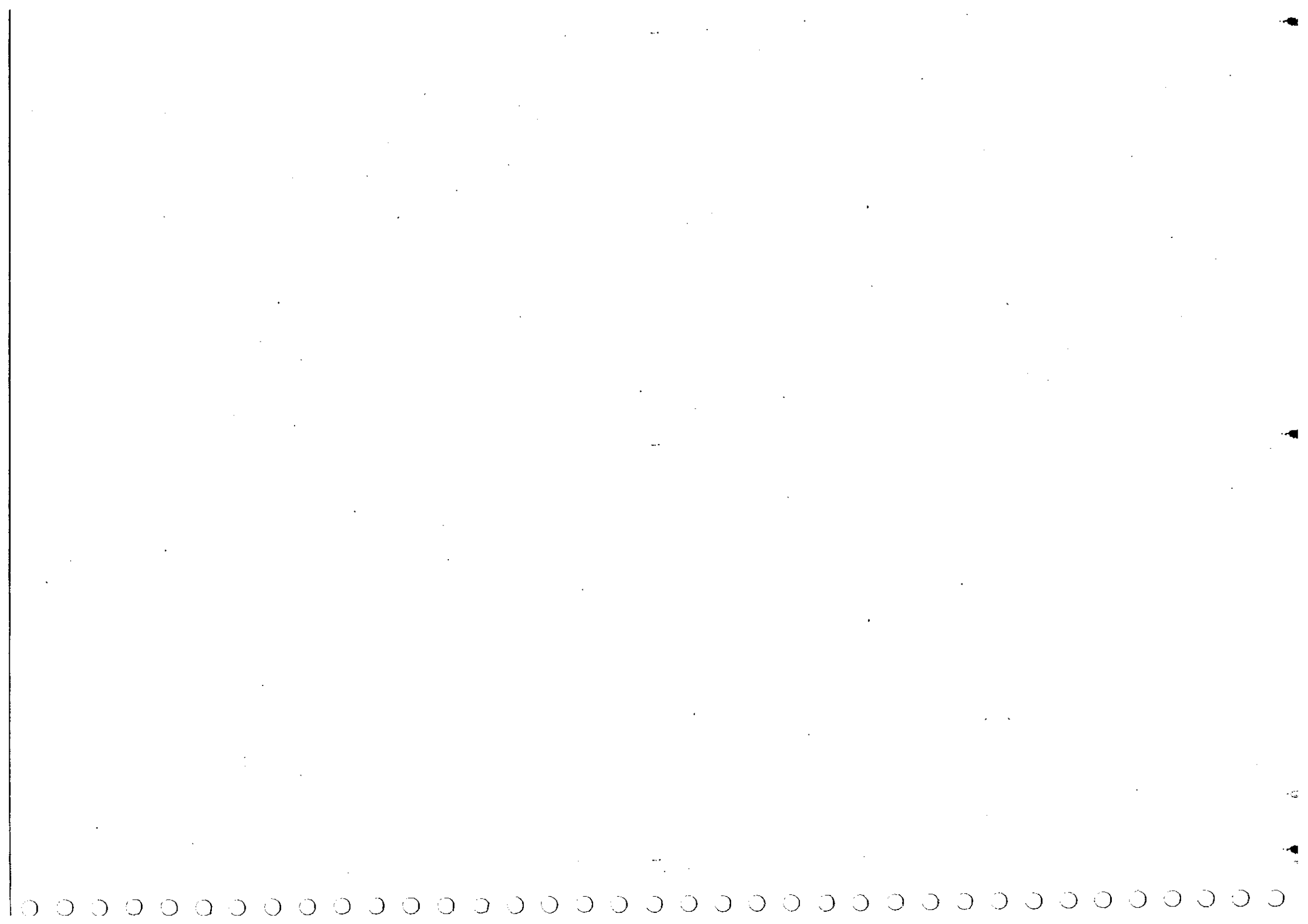
2. It is requested that your comments in the matter may please be furnished to this Department immediately.

Yours faithfully,

(C.P. Ratnakarai)  
Under Secretary to the Government of India

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Sl. No. 22 (F)

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# Central Vigilance Commission

No. 19109/2013/Vigilance 7

Date: 24/09/2013

## OFFICE MEMORANDUM

Sub: Complaint received in the Commission from Anonymous

\*\*\*\*\*

A copy of the complaint dated 04/07/2013, as received in the Commission, is sent herewith for necessary action.

(Madhusudan  
(Section Officer

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

Encl:

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Attachments.zip



**\*\*Computer generated correspondence, No signature required\*\***

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Close



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Sh. J. M. Garg  
Vigilance Commissioner  
Govt. of India, New Delhi

Subject: Representation against at ~~Delhi~~ ~~University~~ ~~India~~ is violation of the University Act for short-listing for the posts of Assistant Professors.

Respected Sir

This is to apprise your good self about violations of norms and arbitrarily statues framed by Central University of Jammu against the University Act which needs immediate intervention:

Criteria which have been framed for short listing candidates for appointments are designed to favour kith and kin's of officials as these have been got approved by standing committees of different bodies without calling proper meetings which requires at least three months of advance notice. The agendas are given at the last minute so that members do not get sufficient time to judge the merit of each item and often agenda is passed by voice vote or approved by circulation.

Keeping in view the above facts, it is feared that the selection process for the appointment of permanent faculty would be manipulated in a way which is intended to benefit blue eyed person who are either in immediate close blood relations or family friends of P. S. Pathania (OSD Administration) and his team.

The reasons for such an apprehension are on account of:

g) For appointment of faculty at Post Graduate level must take into consideration the relevant teaching and research experience which again has been practically ignored ever when university has already in some cases started Integrated M.Phil/F.hD programme.

In the present case weightage to different categories like marks obtained in Graduation/Post Graduation/M.Phil/NET have been given higher weightage as compared to PhD degree holders. PhD degree has been equated with NET/SET/SLET which are only eligibility criteria's besides equating M.Phil degree with P.hD degree.

Further, relevant research/teaching experience has been given the least importance contrary to the norms followed by Central Universities like Delhi University, Banaras Hindu University, Aligarh Muslim University, Jawaharlal Lal Nehru University and recently established Central Universities like Bihar Central University, Karnataka Central University, Rajasthan Central University, Haryana Central University.

h) The point system has been made to favour inexperienced against applicants with strong research/teaching experience for short listing applicants on arbitrary





criteria's in order to accommodate favourite ones by ignoring merit by giving arbitrary weightage to academic achievements only.

i) Our apprehension of selections would be biased and manipulated on the following grounds:

XXI) In case of Applied Mathematics the present contractual faculty is from Pure Mathematics and the short-listing for Assistant Professors has been done on general basis ignoring the candidates having specialised degrees at Post Graduate and PhD level. Further, the reservation has been so manipulated by ulterior motives that out of all the posts for Professor, Associate Professors and Assistant Professors only one post has been advertised under open category which shows bias against the merit.

XXII) Since Environmental Sciences at present it is being headed by a Professor who is from the discipline of Zoology he is likely to help his favourite coterie of persons by ensuring their appointments by unfair means ignoring the merit.

XXIII) In case of MBA (HRM) and MBA (TTM) it is feared that short listing would be done to favour close relations and friends of the university functionaries ignoring the candidates having specialisation and relevant M.Phil/Ph.D degrees.

XXIV) P. S. Pathania being ODS (Administration) has knowledge of experts coming for selection of different departments therefore, it is feared that the selection process will be influenced to favour his favourites ones including his daughter who is an applicant of MBA(TTM) and MBA (HRM).

XXV) In case of Selection of Assistant Professors in Computer Science and Applied Mathematics, the favourites of P. S. Pathania have prior knowledge of selection panel and were in constant touch with experts which can be verified from the call details of the experts. Further, it is feared that in the remaining interviews the information of experts may be provided to the blue eyed persons thereby killing the genuine merit of the applicants. Yet in another case of favouritism applicants for the post of assistant Registrar were shortlisted ignoring the criteria advertised.

XXVI) In the advertisement issued by the university for various teaching positions there is no mention of word permanent which means fair chance was not given to other candidates who could have applied for the teaching positions but because the word permanent have not been used therefore large number of applicants have not applied because of no clarity of advertised posts.



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Moreover, similar advertisements were made by the university in the past but at last moment the university appointed contractual faculty.

XXVII) Information as per RTI act requiring mandatory disclosure in the public domain has been violated keeping everything secret and non-transparent only to secure undue benefit for the close relations and favourites employed at present in teaching and non-teaching posts.

XXVIII) In another violation of Central Universities Act, 2009, which provides that no official can be appointed against whom charges of corruption and malpractices have been established by the enquiry committee constituted by Chancellor of University of Jammu. Surprisingly, the official still continues to hold the post and is involved with the selection process of the faculty of different departments while as his own daughter is an applicant for post of Assistant Professor in MBA (HRM) even when he has full information about the experts who are coming for selection of faculty.

XXIX) For example: In the selection for the Assistant Professor in Computer Sciences, Applied Mathematics the applicants already serving on contractual basis are in continuous touch with the experts who are known to them because of the close proximity with OSD (Administration) and it is now known publically that Dr. Daveanand, Dr. Bhavan Arora, Dr. Deepthi and Mr. Tasleem Arif have been selected for computer sciences even when the order for the appointment have yet to be issued. In another case Dr. Parvinder Singh has been selected in Applied Mathematics even when appointment order was not issued but having close association with P. S. Pathania.

XXX) In MBA (HRM) it is known that P S Pathania ensured that experts known to him are involved with the selections and such experts namely are Prof. Yoginder Verma (Central University of Himachal Pradesh) and Prof. Amarjeet Singh Sidhu (GNDU) Surprisingly, Prof. Verma was involved in selection of almost all the administrative posts.

Keeping in view, the present circumstances, it is requested that the selection process be postponed till an enquiry committee is constituted to probe into the justification for adopting biased and malafide criteria to give undue advantage to favourite ones.

Sir, we pray for your urgent intervention for withholding interview till the matter is enquired in-depth so that meritorious applicants do not suffer from injustice.

Thanking You

Aggrieved Applicants





# Central University of Jammu

Bagla (Rahya –Suchani), Distt. Samba, Jammu,

J&K-181143

Dated: 12.06.2015

No. CUJ/Reg/2015/329

**Shri C.P. Ratnakaran,**  
Under Secretary to the Government of India,  
Ministry of Human Resource Development,  
Department of Higher Education,  
Shastri Bhavan, New Delhi.

**Sub:-** Central University of Jammu - Representation against arbitrary University norms in violation of the University Act for short-listing for the posts of Assistant Professors.

Sir,

This is with reference to the letter No. F.No.52-5/2014-CU-III dated 3<sup>rd</sup> June, 2015, addressed to the Vice Chancellor on the subject cited above.

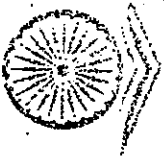
2. In this connection, I am desired to inform you that Prof. Ashok Alma, has joined the University as Vice Chancellor on 17<sup>th</sup> April, 2015. The matter will be looked into and comments/reply will be sent in due course of time.

Yours sincerely,

  
(Jit Singh) 12/6/15

Registrar





ज्ञान-विज्ञान विभूक्तये

डॉ. जितेंद्र कुमार त्रिपाठी  
संयुक्त सचिव

Dr. Jitendra Kr. Tripathi  
Joint Secretary



सत्यमेव जयते

ANNEXURE - 12

मानव संसाधन विकास मंत्रालय, भारत सरकार  
(Ministry of Human Resource Development, Govt. of India)

बहादुर शाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

दूरभाष Phone : 011-23239200 फैक्स Fax : 011-2323889  
E-mail : jitendra@tripathi.ugc@nic.in

By Speed Post

No.F.15-5/2012 (CU)

March, 2016

The Vice-Chancellor  
Central University of Jammu  
Bagla (Rahya-Suchani)  
District Samba, Jammu – 181 143,  
Jammu & Kashmir

123 MAR 2016

**Subject:** Approval of courses and manpower for establishment of School of Education/Faculty of Education in Central Universities – Central University of Jammu.

Sir,

This is in reference to your office letters No. (i) CUJ/VC/PS/2015/1430 dated 18.05.2015 (ii) CUJ/VC/PS/2015/1627 dated 6.10.2015 and (iii) CUJ/VC/PS/2015/1629 dated 7.10.2015 regarding the requirement for approval of courses and manpower for establishment of School of Education/Faculty of Education in your university. The proposal was placed before the Committee constituted for the purpose. The Committee recommends that university may be given only one course i.e. M.Ed.(General) with 10 teaching positions as per new norms as prescribed in NCTE Regulations, 2014. The recommendations of the Committee were placed before the Commission in its 513<sup>th</sup> meeting held on 29<sup>th</sup> February, 2016. The Commission considered and approved the recommendations of the Committee. Accordingly, the undersigned is directed to convey the approval of UGC for creation of 10 teaching positions and 4 non-teaching positions for establishment of School of Education/Faculty of Education as per details below:-

Teaching:

Details of the Courses approved by UGC	Details of the teaching Staff approved by UGC	No. of Posts
M.Ed.(2 years) Intake of 50 students	Professor	1 (One)
	Associate Professor	2 (Two)
	Assistant Professor	7 (Seven)
	<b>Total</b>	<b>10 (Ten)</b>
		Out of 10 teaching positions, 5 teaching positions may be filled up as Guest Faculty/contractual faculty

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Pl put up  
at 05/04/16  
DK

*[Signature]*





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(77)

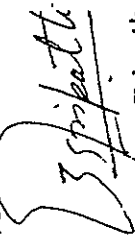
Non-Teaching :

Course Details	Designation	Scale of Pay		No. of posts
		Pay Band	Grade Pay	
For M.Ed. Programme	Professional Assistant	9300-34800	4200	1
	Technical Assistant (Computer)	5200-20200	2800	1
	Library Attendant	5200-20200	1800	1
	Laboratory Attendant	5200-20200	1800	1
<b>Total</b>				<b>4</b>

The expenditure on the above teaching and non-teaching positions may be incurred out of the funds provided under salary head of the XII Plan allocation.

The approval of the above is subject to fulfillment of the following :-

- (i) The University may frame the cadre recruitment rules for each category of post: approved by UGC.
- (ii) The University may strictly adhere to the reservation policy for SC/ST/OBCs/PH as per Govt. of India guidelines while filling up these posts.
- (iii) The University may fill up the sanctioned teaching and non-teaching posts in phased manner as per actual requirement of University under intimation to UGC.
- (iv) 50% of the teaching positions (5 teaching positions) may be filled up as Guest Faculty/contractual faculty till the decision is taken by Review Committee constituted by NCTE regarding duration of the B.Ed. and M.Ed. course.

Yours faithfully,  
  
(Jitendra Kr. Tripathi)  
Joint Secretary

V. Talreja

0.12



## Table / EC Item / 01

To confirm the action taken by the Vice-Chancellor with regard to Amendment Ordinance No. 24 governing Manner of Appointment other than Teachers and other Academic Staff, their classification, Qualifications & Upper Age Limit [The Central Universities Act, 2009: Section 28(1)(o) and Statutes 23(2)].

The UGC vide its letter No. F.63-1/2010(CU) dated 25<sup>th</sup> September, 2014 inter-alia refers to its earlier letter of even No. dated 24<sup>th</sup> December, 2013 has requested to frame the Cadre Recruitment Rules in the prescribed format of DoPT, Government of India and to provide a copy of Cadre Recruitment Rules duly approved by the Statutory body of the University.

In pursuant to the above, the Vice-Chancellor set up a Committee of the following to frame/amend the existing Ordinances in line with guidelines issued by DoPT, Govt. of India:

1. Prof. M. S. Yadav, Former Registrar Central University of Rajasthan	Convenor
2. Dr. Nisar Ahmad Mir, Joint Secretary, UGC, New Delhi	Member
3. Prof. Kulwant Singh, University of Jammu	Member
4. Sh. Umakant Aggarwal Deputy Registrar (Admin), JNU, New Delhi	Member
5. Sh. V. Talreja, Section Officer (CU), UGC, New Delhi	Member
6. Mohammed Iqbal Deputy Registrar (Admin), CUJ	Member-Secretary
7. Prof. Lokesh Kumar Verma Academic Coordinator, CUJ	Special- Invitee
8. Ms. Shafila Parihar Deputy Registrar (Exam.), CUJ	Special- Invitee

The aforesaid Committee held three meetings on different dates (1<sup>st</sup> meeting on 18-19 June, 2015; 2<sup>nd</sup> meeting on 20-21 October, 2015; and the 3<sup>rd</sup> and final meeting on 5-6 March, 2016) and submitted its recommendations. These recommendations were considered by the Vice-Chancellor as



Chairperson of the Academic Council and Executive Council and the Vice-Chancellor approved the same with certain modifications.

The Vice-Chancellor has desired that in view of the urgency, as the posts are to be filled up, the draft ordinance may be got approved through circulation from members of Academic Council and Executive Council.

With regard to amendment of existing Ordinance copy of Section No. 28 and Statutes No. 37 of the Central Universities Act, 2009 is enclosed for perusal.

The Agenda Item was circulated to members of the Academic Council through e-mail dated 21<sup>st</sup> April, 2016 requesting their consent to Amendment / Replacement of existing Ordinance No. 24 with Cadre Recruitment Rules, 2016 (Preamble and Cadre Recruitment Rules) as annexed, in the enclosed Consent Form within 15 days. In the letter it was also mentioned that in case the University do not receive any response from their end, it shall be presumed that the item has their consent and the Draft Ordinance shall be placed before the Executive Council for its consideration and approval. No comments have been received from any member of the Academic Council and accordingly the Draft Ordinance No. 24 was circulated to the members of the Executive Council through e-mail dated 24<sup>th</sup> June, 2016 requesting their consent to the Amendment / Replacement of existing Ordinance No. 24 with Cadre Recruitment Rules, 2016 (Preamble and Cadre Recruitment Rules) as annexed (Annexure I) alongwith the Consent Form within 15 days. In the letter it was also mentioned that in case the University do not receive any response from their end, it shall be presumed that the item has their consent and the Draft Ordinance shall be deemed to have their approval and UGC/MHRD shall be informed. No comments have been received from any member of the Executive Council.

In view of the above, the Draft Ordinances are incorporated/ notified and are being sent to UGC/MHRD for their further necessary action.

The matter is placed before the Executive Council for confirmation of the action taken with regard to amendment of Ordinance No. 24, please.





# जम्मू केंद्रीय विश्वविद्यालय Central University of Jammu

राया-सूचानी (बागल), जिला सांबा - 181143, जम्मू एवं कश्मीर  
Rahya-Suchani (Bagla), District Samba-181143, Jammu (J &K)

No. CUJ/Admin/10-8/CRR-NTP/2013/0107

To

<sup>Ad</sup>  
23 June, 2016

All members of the Executive Council

**Sub:** Amendment to Ordinance No. 24 governing Manner of Appointment other than Teachers and other Academic Staff, their classification, Qualifications & Upper Age Limit [The Central Universities Act, 2009: Section 28(1)(o) and Statutes 23(2)].

Sir,

The UGC vide its letter No. F.63-1/2010(CU) dated 25<sup>th</sup> September, 2014 inter-alia refers to its earlier letter of even No. dated 24<sup>th</sup> December, 2013 has requested to frame the Cadre Recruitment Rules in the prescribed format of DoPT, Government of India and to provide a copy of Cadre Recruitment Rules duly approved by the statutory body of the University (Annexure I).

In pursuant to the above, the Vice-Chancellor set up a Committee of the following to frame/amend the existing Ordinances in line with guidelines issued by DoPT, Govt. of India:

1. Prof. M. S. Yadav,  
Former Registrar  
Central University of Rajasthan  
Convenor
2. Dr. Nisar Ahmad Mir,  
Joint Secretary, UGC, New Delhi  
Member
3. Prof. Kulwant Singh,  
Dept. of Law, University of Jammu  
Member
4. Sh. Umakant Aggarwal  
Deputy Registrar (Admin), JNU, New Delhi  
Member
5. Sh. V. Talreja,  
Section Officer (CU), UGC, New Delhi  
Member





6. Mohammed Iqbal

Deputy Registrar (Admin), CUJ

Member-Secretary

7. Prof. Lokesh Kumar Verma

Academic Coordinator, CUJ

Special- Invitee

8. Ms. Shafila Parihar

Deputy Registrar (Exam.), CUJ

Special- Invitee

The aforesaid Committee held three meetings on different dates (1<sup>st</sup> meeting on 18-19 June, 2015; 2<sup>nd</sup> meeting on 20-21 October, 2015; and the 3<sup>rd</sup> and final meeting on 5-6 March, 2016) and submitted its recommendations. These recommendations were considered by the Vice-Chancellor as Chairperson of the Academic Council / Executive Council and the Vice-Chancellor approved the same with certain modifications as shown below:

The modifications are shown as below:

Recommendation of the Committee	As amended and approved by the Vice-Chancellor
<p><b>Age Limit for Direct Recruits as mentioned at Sl. No. 6 for each post in detailed Cadre Recruitment Rules:</b></p> <p>The Committee recommended specific age Limit in respect of all the posts except posts of Registrar, Finance Officer, Controller of Examination, Librarian, Deputy Librarian where 'preferably' word is kept in line with guidelines / instructions from the GoI / UGC / MHRD.</p>	<p>The word 'Preferably Below' is added against age Limit for Direct Recruits for all the posts:</p>
<p><b>Point xix. at Page No. 21 of the preamble</b></p> <p>xix. Seven Point Scale for grading system is given below for information of all concerned with recruitment:</p> <p><b>PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS</b></p>	<p>In point xix. of page No. 21 of the Preamble, <b>the following note is added:</b></p> <p>Conversion will be done as per rules of UGC / other Universities / Boards etc. for the purpose of determining the grade / scale wherever necessary.</p>

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**SCALE**

(Ref. UGC Regulations, 2010)

Grade	Grade Point	% Equivalent
O-Outstanding	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

The Committee recommended Pay Structure of various posts mentioned at Index (Page No. 1 to 3 of the detailed Cadre Recruitment Rules)

The recommendation of the committee did not provide for written contract.

**Method of Recruitment in respect of Section Officer (Sl. No. 10 Page No.13 of the Cadre Recruitment Rules) was recommended as:**  
 25% by direct recruitment (based on written test / skill test)  
 \*25% by promotion from Assistant on basis of merit in Written test, subject to satisfactory record of work and three years continuous service.  
 50% by promotion from the cadre of Assistant according to seniority-cum-fitness and subject to qualifying the departmental test failing which

The following note has been added on Page No. 3 of the Index:

Corresponding pay scales when approved by the UGC / MHRD, as the case may be, shall be replaced with the approval of the Vice-Chancellor in the Ordinance.

As provided in earlier Ordinance No. 24, the written contract to be signed by the employee is retained and added as **Appendix 4 to the Preamble.**

**Method of Recruitment in respect of Section Officer amended as:**  
 50% by direct recruitment (based on written test / skill test)  
 50% by promotion from the cadre of Assistant according to seniority-cum-fitness and subject to qualifying the departmental test failing which by deputation.



<p>by deputation.</p> <p><b>Note:</b>*25% by promotion from Assistant on basis of merit in written test, subject to satisfactory record of work and three years continuous service</p>	<p>Method of Recruitment in respect of Upper Division Clerk amended as:</p> <p>50% by direct recruitment (based on written test and skill test)</p> <p>50% by promotion, failing which by deputation.</p>
<p>Method of Recruitment in respect of Upper Division Clerk (Sl. No. 10 Page No.15 of the Cadre Recruitment Rules) was recommended as:</p> <p>25% by direct recruitment (based on written test and skill test)</p> <p>75% by promotion, failing which by deputation.</p> <p><b>Educational and Other qualification required for direct Recruits in respect of Information Scientist (Sl. No. 7 Page No. 27) was recommended as:</b></p> <p>M. E. / M. Tech. (Computer Science / Information Technology) or equivalent degree from a recognized institute.</p> <p><b>OR</b></p> <p>B. E. / B. Tech. (Computer Science / Information Technology) or equivalent degree from a recognized University with two years post qualification experience in library automation and networking.</p> <p><b>OR</b></p> <p>Master's in Computer Applications (MCA) or equivalent degree from a recognized university with two years post qualification experience in library automation and networking.</p> <p><b>OR</b></p> <p>M. Sc. (Computer Science / Information Science) from a recognized University / Institute with three years post qualification experience in</p>	<p>The following Qualification is added in addition to recommendation of the Committee:</p> <p>Master's Degree in Library &amp; Information Science (M. Lib. I. Sc.) from a recognized University / Institute and at least five years post qualification experience, out of which three years in Library Automation preferable in University / Institute.</p>
<p>with two years post qualification experience in library automation and networking.</p> <p><b>OR</b></p> <p>M. Sc. (Computer Science / Information Science) from a recognized University / Institute with three years post qualification experience in</p>	<p></p>

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Note: All qualifying degrees with atleast 60% marks.	
Appendix 1 of the Preamble recommended by the Committee provides for same Selection Committees for Direct Recruitment / Departmental Promotion Committee of Non-Teaching Employees.	The Departmental Committees for Group 'A' posts, Group 'B' posts and Group 'C' posts are kept different from the Selection Committees for Direct Recruitment and are added as Appendix 3 to the Preamble.

The Vice-Chancellor has desired that in view of the urgency, the posts are to be filled up, the draft ordinance may be got approved through circulation from members of Academic Council and Executive Council.

With regard to amendment of existing Ordinance copy of Section No. 28 and Statutes No. 37 of the Central Universities Act, 2009 is enclosed for perusal.

The Agenda Item was circulated to members of the Academic Council through e-mail dated 21<sup>st</sup> April, 2016 requesting their consent to the Amendment / Replacement of existing Ordinance No. 24 with Cadre Recruitment Rules, 2016 (Preamble and Cadre Recruitment Rules) as annexed, in the enclosed Consent Form within 15 days. In the letter it was also mentioned that in case the University do not receive any response from their end, it shall be presumed that they have the consent and the Draft Ordinance shall be placed before the Executive Council for its consideration and approval. No comments have been received from any member of the Academic Council till date.

The meeting of Executive Council has been notified to be held on 15<sup>th</sup> July, 2016. However, since the Non-teaching positions have already been notified (10 posts as per the draft Ordinance No. 24 and 14 posts as per existing Ordinance) with the approval of the Vice-Chancellor and that applications have already been received and are being shortlisted for conducting meetings of the Selection Committees for the same, thus there is urgency for this item. It may also be mentioned that the UGC/MHRD are asking the University to fill up these posts. We, therefore, seek your consent of the Ordinance No. 24 through circulation, so that further action may be taken with regard to the approval of the Ordinance, before actually conducting the process of recruitment of Non-teaching positions.



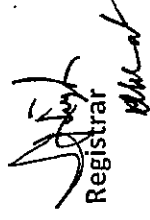




It is, therefore, requested that you may kindly give your consent to Amendment/Replacement of existing Ordinance No. 24 with Cadre Recruitment Rules, 2016 (Preamble and Cadre Recruitment Rules) as annexed, in enclosed Consent form within 15 days.

In case the University does not receive any response from your end, it shall be presumed that you have the consent and the Draft Ordinance shall be notified for implementation.

Yours sincerely,

  
Registrar

Encl:

1. Annexure I (UGC letter dated 25.09.2014 and 24.12.2013)
2. Committee Report (05 pages)
3. Preamble ( Page No. 1 to 30)
4. Recruitment Rules ( Page No. 1 to 66)
5. Section 28 of the Central Universities Act, 2009 ( 01 page)
6. Consent Form





# जम्मू केंद्रीय विश्वविद्यालय

Central University of Jammu

रहया सुचानी (Bagele), [ नवो सोबा 181143, जम्मू ( ज & क )  
Rahya-Suchani (Bagele), District Samba-181143, Jammu ( J & K )

No. CUJ/Admin/10-8/CRR.NT/2014/8723

19<sup>th</sup> April, 2016

To

All members of the Academic Council

**Sub:** Amendment to Ordinance No. 24 governing Manner of Appointment other than Teachers and other Academic Staff, their classification, Qualifications & Upper Age Limit [The Central Universities Act, 2009: Section 28(1)(o) and Statutes 23(2)]

\* \* \* \* \*

Respected sir,

The UGC vide its letter No. F.63-1/2010(CU) dated 25<sup>th</sup> September, 2014 inter-alia refers to its earlier letter of even No. dated 24<sup>th</sup> December, 2013 has requested to frame the Cadre Recruitment Rules in the prescribed format of DoPT, Government of India and to provide a copy of Cadre Recruitment Rules duly approved by the Statutory body of the University (Annexure I).

In pursuant to the above, the Vice-Chancellor set up a Committee of the following to frame/amend the existing Ordinances in line with guidelines issued by DoPT, GoI:

- |   |                  |
|---|------------------|
| 1. Prof. M. S. Yadav,<br>Former Registrar.<br>Central University of Rajasthan | Convener         |
| 2. Dr. Nisar Ahmad Mir,<br>Joint Secretary, UGC, New Delhi                    | Member           |
| 3. Prof. Kulwant Singh,<br>University of Jammu                                | Member           |
| 4. Sh. Umakant Aggarwal<br>Deputy Registrar (Admin), JNU, New Delhi           | Member           |
| 5. Sh. V. Talreja,<br>Section Officer (CU), UGC, New Delhi                    | Member           |
| 6. Mohammed Iqbal<br>Deputy Registrar (Admin), CUJ                            | Member-Secretary |

The aforesaid Committee held three meetings on different dates (1<sup>st</sup> meeting on 18-19 June, 2015; 2<sup>nd</sup> meeting on 20-21 October, 2015; and the 3<sup>rd</sup> and final meeting on 5-6 March, 2016) and submitted its recommendations. These recommendations were considered by the Vice-Chancellor as Chairperson of the Academic Council / Executive Council and the Vice-Chancellor approved the same with certain modifications as shown below:

The modifications are shown as below:

**Recommendation of the Committee** As amended and approved by the Vice-Chancellor  
**Age Limit for Direct Recruits as mentioned at Sl. No.** The word 'Preferably Below' is added against age  
**6** for each post in detailed Cadre Recruitment Limit for Direct Recruits for all the posts.  
**Rules:**  
The Committee recommended specific age Limit in



respect of all the posts except posts of Registrar, Finance Officer, Controller of Examination, Librarian, Deputy Librarian where 'preferably' word is kept in line with guidelines / instructions from the GoI / UGC / MHRD.

Point xix. at Page No. 21 of the preamble

xix. Seven Point Scale for grading system is given below for information of all concerned with recruitment:

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE**

(Ref: UGC Regulations, 2010)

Grade	Grade Point	% Equivalent
O-Outstanding	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

The Committee recommended Pay Structure of various posts mentioned at Index (Page No. 1 to 3 of the detailed Cadre Recruitment Rules)

The recommendation of the committee did not provide for written contract.

Method of Recruitment in respect of Section Officer (Sl. No. 10 Page No.13 of the Cadre Recruitment Rules) was recommended as:

25% by direct recruitment (based on written test / skill test)

\*25% by promotion from Assistant on basis of merit in Written test, subject to satisfactory record of work and three years continuous service.

50% by promotion from the cadre of Assistant according to seniority-cum-fitness and subject to qualifying the departmental test failing which by deputation.

Note:\*25% by promotion from Assistant on basis of merit in written test, subject to satisfactory record of work and three years continuous service

Method of Recruitment in respect of Upper Division Clerk (Sl. No. 10 Page No.15 of the Cadre Recruitment Rules) was recommended as:

25% by direct recruitment (based on written test and skill test)

75% by promotion, failing which by deputation.

Educational and Other qualification required for direct Recruits in respect of Information Scientist

In point xix. of page No. 21 of the Preamble, the following note is added:

Conversion will be done as per rules of UGC / other Universities / Boards etc. for the purpose of determining the grade / scale wherever necessary.

The following note has been added on Page No. 3 of the Index:

Corresponding pay scales when approved by the UGC / MHRD, as the case may be, shall be replaced with the approval of the Vice-Chancellor in the Ordinance.

As provided in earlier Ordinance No. 24, the written contract to be signed by the employee is retained and added as Appendix 4 to the Preamble.

Method of Recruitment in respect of Section Officer amended as:

50% by direct recruitment (based on written test / skill test)

50% by promotion from the cadre of Assistant according to seniority-cum fitness and subject to qualifying the departmental test failing which by deputation.

Method of Recruitment in respect of Upper Division Clerk amended as:

50% by direct recruitment (based on written test and skill test)

50% by promotion, failing which by deputation.

The following Qualification is added in addition to recommendation of the Committee:

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(Sl. No. 7 Page No. 27) was recommended as:  
M. E. / M. Tech. (Computer Science / Information Technology) or equivalent degree from a recognized Institute.  
OR  
B. E. / B. Tech. (Computer Science / Information Technology) or equivalent degree from a recognized University with two years post qualification experience in library automation and networking.

OR  
Master's in Computer Applications (MCA) or equivalent degree from a recognized university with two years post qualification experience in library automation and networking.

OR  
M. Sc. (Computer Science / Information Science) from a recognized University / Institute with three years post qualification experience in library automation and net working.

Note: All qualifying degrees with atleast 60% marks.

Appendix 1 of the Preamble recommended by the Committee provides for same Selection Committees. Group 'B' posts and Group 'C' posts are kept for Direct Recruitment / Departmental Promotion different from the Selection Committees for Direct Committee of Non-Teaching Employees. Recruitment and are added as Appendix 3 to the Preamble.

The Vice-Chancellor has desired that in view of the urgency, the posts are to be filled up, the draft ordinance may be got approved through circulation from members of Academic Council and Executive Council.

With regard to amendment of existing Ordinance copy of Section No. 28 and Statutes No. 37 of the Central Universities Act, 2009 is enclosed for perusal and consideration.

It is therefore requested that you may kindly give your consent to Amendment / Replacement of existing Ordinance No. 24 with Cadre Recruitment Rules, 2016 (Preamble and Cadre Recruitment Rules) as annexed, in the enclosed Consent Form within 15 days. In case the University do not receive any response from your end, it shall be presumed that you have the consent and the Draft Ordinance shall be placed before the Executive Council through circulation for its consideration and approval.

Yours sincerely,

  
Registrar

Encl:

1. Annexure I ( UGC letter dated 25.09.2014 and 24.12.2013)
2. Committee Report (05 pages)
3. Preamble (Page No.1 to 30)
4. Recruitment Rule ( Page No. 1 to 66)
5. Section 28 of the Central Universities Act, 2009 (01 page)
6. Consent Form



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23232701 23237721/  
23232317/23234116/ 23236351

All communications should be addressed to  
the Secretary by designation and not by name



UNIVERSITY GRANTS  
COMMISSION  
BAHADURSHAH ZAFAR  
MARG

NEW DELHI-110002  
विश्वविद्यालय अनुदान आयोग  
बहादुर शाह जफर मार्ग  
नई दिल्ली - 110 002

F.63-1/2010(CU)

September, 2014

The Registrar  
Central University of Jammu  
8/8, Trikuta Nagar  
Jammu-180 012

2.5 SEP 2014

**Sub:- To Frame the Cadre Recruitment Rules for the non-teaching  
positions – newly established Central Universities - regarding.**

Sir,

In continuation to this office letter of even number dated  
24-12-2013 (copy enclosed) on the above subject, the undersigned is  
directed to inform you that the copy of the Cadre Recruitment Rules of  
Non-Teaching positions duly approved by the statutory body has not been  
received in UGC office so far. Therefore, you are again requested to  
furnish a copy of the same.

Encl.- As above

Yours faithfully,

  
(Sushma Rathore)  
Under Secretary

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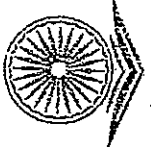
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एन विज्ञान शिक्षण

विश्वविद्यालय अनुदान आयोग

बहादुर शाह जफर मार्ग,  
नई दिल्ली-110 002, भारत

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG,  
NEW DELHI-110 002 (INDIA)

दूरभाष PHONE : (011) 23236977

टेलीफैक्स TELEFAX : (011) 23236977  
E-mail : archana@ugc.ac.in

SPEED POST

P.No.63-1/2010 (CU)

The Registrar  
All Central Universities (13)

18<sup>th</sup> December, 2013

2 A DEC 18

**Sub:** To frame the Cadre Recruitment Rules for the non-teaching position - newly established Central Universities.

Sir,

I am directed to invite your kind attention to this office letter of even number dated 10<sup>th</sup> June, 2013 conveying the approval of non-teaching positions in your University. While conveying the approval it was clearly indicated that approval is subject to the condition that the University may frame the cadre recruitment rules for each category of posts. Now it has come to our notice that most of the Central Universities have not framed the recruitment rules for non-teaching positions as per the guidelines framed by Govt. of India.

2. You are, therefore, again requested that before filling up any non-teaching position, University may first frame the cadre recruitment rules for each category of non-teaching posts in the prescribed format of Govt. of India (copy enclosed). A copy of the Cadre Recruitment Rules duly approved by the statutory body of the University may also be sent to UGC for Information. Further, proposal for new non-teaching position will be considered by UGC only after the University has framed Cadre Recruitment Rules for each category of posts.

Yours faithfully,

(Archana Thakur)  
Deputy Secretary

ATC  
Hsyadace  
18/12/13

ISSUED

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MODEL RECRUITMENT RULES FOR THE POST OF

- 1 Name of Post
- 2 Number of Post(s)
- 3 Classification
- 4 Scale of Pay
- 5 Whether selection or non-selection post
- 6 Age Limit for direct recruits
- 7 Educational and other qualifications required for direct recruits
- 8 Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
- 9 Period of probation, if any
- 10 Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.
- 11 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation /absorption to be made
- 12 Composition of DPC or Selection Committee

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Dated: 06-03-2016



Report of the Committee constituted for framing/amendment in the Cadre Recruitment Rules of various Non-Teaching posts in Central University of Jammu.

In pursuance to UGC letter No. F.63-1/2010(CU) dated: 25 Sept., 2014 by order of the Hon'ble Vice Chancellor, a Committee was constituted by Central University of Jammu for framing/ amendment to review Ordinance relating to Cadre Recruitment Rules (CRRs) of various Non-Teaching posts including the library posts of the Central University of Jammu vide Notification No. CUJ/Admin/10-8/CRR (NT)/2013/3776-84 dated 12.05.2015.

The composition of the Committee is as under:

1. Prof. M.S. Yadav, Former Registrar Central University of Rajasthan	Convenor
2. Dr. Nisar Ahmad Mir, Joint Secretary, UGC, New Delhi	Member
3. Prof. Kulwant Singh, University of Jammu	Member
4. Deputy Registrar, Administration Jawahar Lal Nehru University, New Delhi	Member
5. Sh V. Talreja, Section Officer (CU), UGC, New Delhi	Member
6. Deputy Registrar, Administration, Central University of Jammu	Member-Secretary

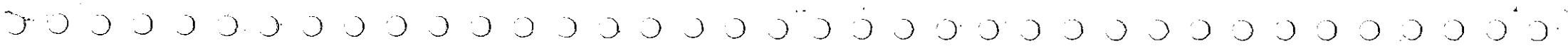
The first meeting of the Committee was held on 18-19 June, 2015 at Temporary Academic Block, Sainik Colony, Central University of Jammu. The Committee members deliberated the format to be used for framing the Cadre Recruitment Rules (CRRs). The Committee also discussed about various policy





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guidelines, documents, instructions issued by the UGC/MHRD to be referred for the purpose. Accordingly the Committee took note of the following while accomplishing this task.

- I. MHRD letter No. 1-32/2006-U.II/U.I(ii) dated 31<sup>st</sup> December, 2008 regarding Scheme of revision of pay scales for the posts of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examinations, Deputy Controller of Examinations, Assistant Controller of Examinations, Finance Officer, Deputy Finance Officer and Assistant Finance Officer following the revision of pay scales of Central Government employees on the recommendations of the Sixth Central Pay commission.
- II. UGC letter No. F.No.69-4/2012(CU) dated 14<sup>th</sup> August, 2015 regarding Revision of guidelines for framing/amendment/relation of Recruitment Rules.
- III. UGC letter No. 6-7/97 (JCRC) dated 29 September, 2015 regarding to furnish information on number of beneficiaries and the financial implications to consider the implementation of part 'B' scales to the Nursing & Para Medical Staff.
- IV. UGC letter No. 31-10/97(JCRC) dated 24 June, 2015 regarding Report of the Joint Cadre Review Committee (JCRC) on reforms in Cadre Recruitment Rules for various categories of posts in respect of 24 identified service/cadre structures on uniform staffing pattern of the non-teaching staff of the Central Universities, UGC maintained deemed to be Universities and Delhi Colleges.
- V. UGC letter No. 6-7/97 (JCRC) Vol. IV dated 17 August, 2015 regarding Report of the Joint Cadre Review Committee (JCRC) on reforms in Cadre Recruitment Rules of various categories of posts in respect of 24 identified service/cadre structures on uniform staffing pattern of the non-teaching staff of the Central Universities, UGC maintained deemed to be Universities and Delhi colleges.
- VI. UGC letter No. 38-1/99 (JCRC) dated 8<sup>th</sup> December, 2014 regarding Pay Band and Grade Pay of Assistant Engineer in Central Universities/UGC maintained deemed to be Universities.
- VII. UGC letter No. 38-1/99 (CU/JCRC) dated 29<sup>th</sup> October, 2010 regarding Approval of the revision of pay-scales of Assistant Engineer in Central Universities/UGC maintained deemed to be Universities.

*Handwritten signatures and initials:*  
A large signature on the left, followed by several smaller initials and signatures, including one that appears to say "Dr. ...".

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- VIII. UGC letter No. 6-7/97 (JCRC) Vol. IV dated 1<sup>st</sup> October, 2014 Regarding Report of the Joint Cadre Review Committee (JCRC) on reforms in Cadre Recruitment Rules for various categories of posts in respect of 24 identified services/cadre structures on uniform staffing pattern of the non-teaching staff of the Central Universities, UGC maintained deemed to be Universities and Delhi Colleges.
- IX. UGC letter No. 48-6/2013 (CU) dated 13<sup>th</sup> March, 2015 regarding Qualification Pay to the Nursing Staff.
- X. MHRD letter No. 19-33/2014-Desk U dated 20 October, 2014 regarding Mobility of faculty and non-faculty personnel to the newly established Central Educational Institutions (CEIs).
- XI. UGC letter No. 63-1/2010 (CU) dated 24 December, 2013 regarding to frame the Cadre Recruitment Rules for the non-teaching position-newly established Central Universities.
- XII. UGC letter No. 6-7/97 (JCRC/Part B Nurses) dated 14 September, 2015 regarding to furnish information on number of beneficiaries and the financial implications to consider the implementation of part "B" scales to the Nursing and Para Medical Staff.
- XIII. MHRD letter No. 19-16/2008 Desk U (Pt. Vol.III) dated 26<sup>th</sup> August, 2015 regarding Information on no. of beneficiaries and the financial implications to consider the implementation of Part "B" scales to the Nursing and Para Medical Staff.
- XIV. Office Memorandum issued by Govt. Of India, Ministry of Health and Family Welfare (Nursing Section) No. A.11017/4/2008-N dated 15<sup>th</sup> January, 2010 regarding Qualification Pay to the Nursing staff.
- XV. MHRD letter No. 52-12/2014-CU-III dated 16 September, 2015 regarding Central University of Jammu- Visitor's Nominee on the Selection Committee for the post of first Finance Officer.
- XVI. MHRD letter No. 52-12/2014-CU-III dated 22 January, 2015 regarding Appointment of Visitor's Nominee on the Selection Committee of Teachers of Central University of Jammu.

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*Shalini*  
*Shalini*



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XVII. MHRD letter No. 44-2/2013-Desk-(U) (Part) dated 11 March, 2015 regarding Applicability of the Panel of Visitor's Nominees on the Selection Committees of Central Universities for Teaching posts as well as other statutory positions/clarifications.

XVIII. UGC letter No. 32-1/2005 (JCRC) dated 23 June, 2014 regarding Instructions of MHRD on Model Recruitment Rules for the post of Official Language Cadre in Central Universities, UGC maintained deemed to be Universities.

XIX. Office Memorandum issued by Govt. Of India, DoPT No. AB-14017/46/2011-Estt (RR) dated 19 September, 2013 regarding Model Recruitment Rules for the various posts in Official Language Cadre for Subordinate Offices.

XX. MHRD letter No. 52-4/2012 - Desk (U) dated 31 August, 2012 regarding Appointment of First Registrar and First Finance Officer in the Central University of Jammu.

In view of the above, the Committee desired that draft be prepared on the lines for consideration and discussion in the next meeting.

The second meeting of the Committee was held on 20-21 October, 2015 at Main Campus, Rahya-Suchani (Bagla). The draft thus prepared was presented before the Committee. The committee deliberated post-wise Cadre Recruitment Rules. During this meeting, the Committee also deliberated upon the aspect that the Preamble may be developed which will be a guiding factor for implementation and these rules.

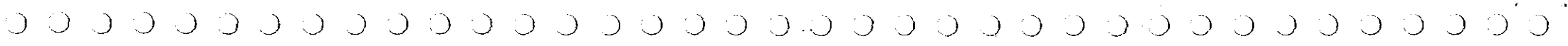
The third meeting of the committee was held on 5-6 March, 2016 at Temporary Academic Block, Central University of Jammu and considered the revised draft as prepared by the supporting team.

As desired by the Competent Authority of the University, Sh. Jit Singh, Registrar, Prof. Lokesh Verma (Academic Coordinator) and Ms. Shafila Parihar, Deputy Registrar (Examinations) also deliberated with the Committee with regard to finalization of the Cadre Recruitment Rules.

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After deliberations, the committee finalises the Cadre Recruitment Rules for various Non-Teaching posts including the Library post in Central University of Jammu as annexed.


The committee places special thanks to, Sh. Sourabh Mahajan (Section Officer) and Ms. Arti Puri (Personal Assistant to COE) and Sh. Sandeep Singh Jamwal (LDC) for their support to finalise the Cadre Recruitment Rules.


The committee also extends sincere thanks and regards for the team which extended their valuable support for accomplishment of this task.

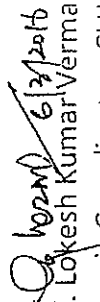
The meeting ended with a vote of thanks to the Chair.


  
(Dr. Nisar Ahmad Mir)  
Joint Secretary, UGC  
(Member)


  
(Prof. Kulwant Singh)  
University of Jammu  
(Member)

  
(Umakant Aggarwal)  
Dy. Registrar, JNU  
(Member)

  
(Mohammed Iqbal)  
Dy. Registrar, CUJ  
(Member-Secretary)

  
(Prof. Lokesh Kumar Verma)  
Academic Coordinator, CUJ  
(Special Invitee)

  
(Shafileh Parihar)  
Dy. Registrar, CUJ  
(Special Invitee)

  
(M.S. Yadav)  
Former Registrar,  
Central University of Rajasthan  
(Convener)



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