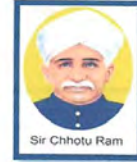




Established in 1951

CHHOTU RAM ARYA COLLEGE



CRITERIA - VI
Governance, Leadership and
Management

6.1: Institutional Vision and Leader Ship

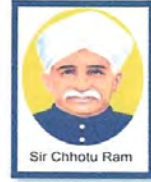
6.1.1: The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional

INDEX	
S.No.	Particulars
1	Perspective Plan of the Last Five Years
2	Permission for New Courses
3	Appointment and Service Rules
4	Rules and Regulations for Promotion
5	Selection criteria of Haryana Govt.
6	Institute Organogram
7	Administrative setup and various Committees



Established in 1951

CHHOTU RAM ARYA COLLEGE



Sir Chhotu Ram



Perspective Plan

2018-2023




Perspective plan for 2018-2019

Feedback from the students about Academic and administrative functioning	Feedback was collected from all the stakeholders about the college and Corrective measures were taken.
Faculty Evaluation	Faculty evaluation was conducted for odd and even semesters. The faculties were evaluated on the basis of results and the same was communicated to the faculty.
Educating the new Faculty to make quality as the defining element of their functioning in the college	Newly appointed faculties were trained on functioning of IQAC on 16 th July 2018 during their induction programme. This helped them to understand the quality indicators involved in the process of Teaching and learning.
Revision of IQAC Committee	Representatives from Parents, Alumni, Community, Industrialist and students were added to the IQAC Team and new structure was formed. The Committee contributed in coordination and enhancement of the quality initiatives of the college.
To Develop Infrastructure	<ul style="list-style-type: none"> • To purchase sprinkler set for the Playgrounds • Repair of classrooms, laboratories, Rest room of staff and students. • Annual maintenance of Library. • Annual Maintenance of R.O. water Purifying system of 600 ltrs/hr. capacity.
To Carry out Various audits	<p>Various audit were Studied and grey areas were identified and remedial action were taken as it is:</p> <ul style="list-style-type: none"> • AAA • Green Audit • Power Audit • Environment Audit.
To prepare AQR for the session 2017-2018	AQR for the session 2018-2019 was prepared.
Preparation of Lesson Plan	Prepared by all the Faculty members
Summer Camp for sportsperson	Conducted from 01 June 2018 to 15 June 2018
Preparation of Lesson Plans	01st July 2018
Remedial Classes for weak students	Conducted before the commencement of Odd and Even semester.
Workshop on Research Methodology	Workshop on Research Methodology was conducted to encourage the faculty members to take active interest and give contribution in research work.



Perspective plan for 2019-2020

Feedback from the students about Academic and administrative functioning	Feedback was collected from all the stakeholders about the college and Corrective measures were taken.
Faculty Evaluation	Faculty evaluation was conducted for odd and even semesters. The faculty were evaluated on the basis of results and the same was communicated to the faculty.
Educating the new Faculty to make quality as the defining element of their functioning in the college	Newly appointed faculties were trained on functioning of IQAC on 16 th July 2017 during their induction programme. This helped them to understand the quality indicators involved in the process of Teaching and learning.
Revision of IQAC Committee	Representatives from Parents, Alumni, Community, Industrialist and students were added to the IQAC Team and new structure was formed. The Committee contributed in coordination and enhancement of the quality initiatives of the college.
To Develop Infrastructure	<ul style="list-style-type: none"> • To Dig Borewell for the Playgrounds • Repair of classrooms, laboratories, Rest room of staff and students. • Annual maintenance of Library. • Annual Maintenance of R.O. water Purifying system of 600 ltrs/hr. capacity.
Action Taken on various Audit Reports	<p>Various audit were Studied and grey areas were identified and remedial action were taken as it is:</p> <p>AAA Green Audit Power Audit Environment Audit</p> 
To prepare AQR for the session 2017-2018	AQR for the session 2018-2019 was prepared.
Preparation of Lesson Plan	Prepared by all the Faculty members
Summer Camp for sportsperson	Conducted from 01 June 2018 to 15 June 2018
Preparation of Lesson Plans	01st July 2018
Remedial Classes for weak students	Conducted before the commencement of Odd and Even semester.
Workshop on Research Methodology	Workshop on Research Methodology was conducted to encourage the faculty members to take active interest and give contribution in research work.



Perspective Plan 2020-2021

Faculty Evaluation Odd and Even Semester	Faculty Evaluation could not be done because all the students were promoted to next class without appearing in the final examination
PSO/PO/CO Evaluation Even Semester	Evaluation done but Odd semester evaluation could not be done because all the students were promoted to next class without appearing in the final examination.
Start of New skill based Certificate Courses	New Certificate Courses like Animal Husbandry, Professional Accountant started to generate Self-employment
Workshop on SOP of COVID	Workshop Conducted successfully
Workshop on Conduct of Online Classes	Workshop Conducted successfully
To sign more MOU's	Two more MOU's signed
Workshop on Online Examination and Evaluation	Workshop Conducted successfully
To Spread awareness in nearby areas about COVID	NSS Volunteers conducted this mission successfully by observing COVID protocols
Online mentor-mentee Meeting	Conducted successfully
Awareness about the benefits of COVID vaccination	NSS Volunteers conducted this mission successfully by observing COVID protocols



Perspective Plan of 2021-2022

Adopt policies and strategies to ensure sufficient ICT facilities and other learning resource arc made available for faculty and students	New ICT facilities Developed
Focus on providing easy access to technology and information resources on current and relevant issues	All the ICT technologies are made available to the faculty members
Implement policies and allocate budget for maintaining physical and virtual facilities on campus	Budget allocated
Encourage students' participation in workshops, seminars, and competitive examinations,	The number of students increased in terms of participation in competitive exams like NET, CTET, SSC Etc.
Develop efficient mechanism for repairing infrastructure facilities.	A construction committee is constituted for the repair of the infrastructure
Establish a well-structured and organized guidance and counseling system for students	Counseling cell expanded its activities
Increase the number of faculties with Ph.D. degrees and research guidance	Four teachers enrolled in Ph.D. program and two research scholars were enrolled under the supervision of our faculty of English Department.
Organize national conferences and seminar	Two Seminars were organized
Organize extension activities on and off the campus	As usual On campus and off campus activities were carried out successfully
Expand Sports and Cultural Activities in the college	New students took part in sports and cultural activities and brought laurels to the college
Increase the number of scholarships and fee concession	Criteria of fee concession were widened by giving fee concession to the wards of COVID victims.
Organize Faculty Development programme for the teaching and non-teaching staff	FDP organized successfully
To encourage the faculty members to become the member of Board of Studies and academic Council of the affiliating University	Dr. Naresh Rathee became the member of Post-graduate Board of Studies of Department of English and Foreign Languages, Maharshi Dayanand University, Rohtak and Dr. Usha Dahiya Elected as member of Academic Council of Maharshi Dayanand University, Rohtak
To conduct Gender Audit	Gender Audit carried out



Perspective Plan of 2022-2023

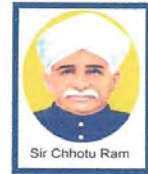
To encourage the staff members to publish papers in UGC CARE listed Journals	4 Research Papers were published
Expand Sports and Cultural Activities in the college	New students took part in sports and cultural activities and brought laurels to the college
To submit data on AISHE	Data submitted
Organize more Career and placement camps	More career counseling and placement camps were organized
Continue programme for slow learners, Differently able and remedial classes	As past practice all the special and remedial classes were completed well within the timeframe
White-wash of college campus	Completed
Revamping of Language Lab	Completed
Provide student support facilities	SC/ST Cell made more effective, Student Grievances Redressal cell provided the facility of lodging grievances and ensured the quick and timely redressal
Evaluation PO, PSO, CO	Completed
Annual Prize distribution Ceremony	Organized
Organize extension activities on and off the campus	As usual On campus and off campus activities were carried out successfully
Preparation of APAR of faculty members	APAR verification completed in a transparent manner
To appoint faculty members under SFS	10 new Teaching Staff members were appointed
Upgradation of Smart Classes	Completed
Increase the number of seats of M.A. Political Science from 60 to 100.	Seats increased





Established in 1951

CHHOTU RAM ARYA COLLEGE



Sir Chhotu Ram



Introduction of
New Courses



From Director Higher Education, Haryana, Panchkula.

To The Principal,

List Attached

Memo No.9/1-2017 C II (2)
Dated, Panchkula the

Subject: For starting of new courses under Self Financed basis for the Year 2017-18.

Director Higher Education, Haryana, Panchkula

Kindly refer to the subject cited above.

You are requested to send a bank guarantee for Five lacs for P.G. Course & Three Lacs for U.G. Course each with undertaking of the list attached course immediately, So that approval may be granted for the same.

Enclosed: Format of the undertaking

[Signature]
Superintendent College-II
for Director Higher Education,
Haryana, Panchkula & Course



Subject: For starting of new courses under Self Financed basis for the Year 2017-18

Sr. No	Name of the College	Subjects/Courses /NOC desired by the college	No. of Courses
1.	N.B.G.S.M. College, Sohna Gurgaon	M.A. Economics, B.Com(Hons), M.Com, M.A. Geography,	4
2.	C.R.A College, Sonapat	B.A.(Hons) Political Science	1
3.	B.P.R.College, KKR	Home Science in B.A., Geography in B.A., Ancient in History in B.A., Statistics in B.A., P.G. Diploma in Yoga, B.A. Mass Communication, M.Sc. Physics, M.A. Music(Vocal) and Fine Arts in B.A.	9
4.	All India Jat Heroes Memorial College, Rohtak	M.Sc. Botany	1
5.	Guru Nanak Khalsa College, Yamuna Nagar	B.Sc.Phy. Education, Health Education and Sports Sciences, B.Com, Computer Application, B.A. in Public Administration, B.A. History, B.A. Phy. Edu., B.Sc Industrial Chemistry, M.Sc. Physics, M.Sc. Industrial Chemistry, M.A. applied Yoga and Health, B.Com (Hons.)	10 Year 2017-18
6.	Dayanad Post Graduate College, Hisar	M.Sc. Botany	1
7.	Markanda National College, Shahbad Markanda	P.G.Diploma in Yoga	1
8.	Fateh Chand College for Women, Hisar	Diploma in Yoga	1
9.	Maharaja Aggarsen Mahavidyalaya, Jagadhari(Y/Nagar)	B.Sc. Non Medical	1
10.	Guru Nanak Girls College, Santpura, Yamuna Nagar	M.Sc Physics, M.Sc. Botany, M.Sc. Zoology, B.Com (Banking & Insurance) under Vocational Course, B.Com(Hotel Management) under vocational course, Fresh proposal for B.Sc(Hons) Physics and B.Sc. Math, Additional Seat in B.Com-I General, Additional Seat in M.Sc Mathematics, Additional Seat in B.Sc Non Medical, B.Sc Fashion Designing, B.A. with NSS	9+(3 Addl.)
11.	G.M.N. College, Ambala Cantt.	B.Com Additional Unit(Evening), P.G. Diploma in Marketing Management(Evening)	1+(1 Addl.)
12.	Gita Vidya Mandir Girls College, Sonapat	Fine Arts in B.A.	1
13.	S.D. College, Panipat	M.Sc Computer Science, M.Sc Environment Science, M.Sc Zoology, M.Sc Botany, M.Sc Banking and Finance, B.Sc (Hons) Computer Science and One Additional Unit of B.Sc. Non Medical, P.G. Diploma in Yoga and M.A. Political Science.	8+(1 Addl.)
14.	Sh. L.N. Hindu College Rohtak	M.Com (Hons)	1
15.	Hindu Kanya MahaVidyalaya , Jind	M.Sc. Chemistry, M.Sc. Physics, M.Sc. Math , B.Sc. Medical and Physical Education in B.A.)	5

CHHOTU RAM ARYA COLLEGE SONEPAT

Date 10/9/12

Received Rupees Two thousand Six hundred

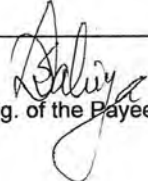
of
from the Principal C.R.A. College, Sonapat on account of Inspection
fee for B.A. (Hons.) Pol. Sc.

Rs. 2600/-

Acctt.

Principal

Sig. of the Payee



Inspection fee : 1000/-
T-A = 1100/-
P A = 500/-

2600/-





MAHARSHI DAYANAND UNIVERSITY, ROHTAK
 (A State University established under Haryana Act No. XXV of 1975)
 'A' Grade University Accredited by NAAC

Registered

No. CB-1/2017/F-232/16186
 Dated: 10-11-17

To
 The Principal
 C.R.A. College
 Distt. Sonapat

Sub: Introduction of B.A Hons. (Political Science) 1st year Course under S.F.S at C.R.A. College, Distt. Sonapat

Sir/Madam,

I am directed to inform you that on the basis of the report of the Inspection Committee dated 10.09.2017, the Vice-Chancellor has been pleased to grant of Provisional affiliation for introduction of B.A. Hons. (Political Science) 1st year Course with an intake of one unit of 60 seats at C.R.A. College, Distt. Sonapat under S.F.S. w.e.f the session 2017-18 subject to fulfillment of the conditions/deficiencies/suggestions pointed out by the Inspection Committee in its report (copy enclosed).

After fulfillment of the deficiencies/discrepancies/suggestions pointed out in the Inspection report, compliance report be sent to this office immediately, otherwise necessary action shall be taken against your College as per University rules.

Yours faithfully,

Superintendent (Colleges)
 for D.C.D.C.

D.A: as above

Endst.No. No. CB-1/F-232/2017/ _____

Dated : _____

- Copy of the above is forwarded to the following for information and necessary action:-
1. Director General Higher Education, Shiksha Sadan, Sector-5, Panchkula.
 2. Controller of Examinations, M.D. University, Rohtak.
 3. Director, Computer Centre, M.D. University, Rohtak.
 4. A.R./D.R./Incharge (R-I/R-II/Secrecy/R&S/Acad./Conduct), MDU, Rohtak.
 5. Superintendent (Fee Section), Accounts Branch, M.D.U. Rohtak.
 6. Mr. Yogesh Balana, Clerk-cum-JDEO, Colleges Branch, M.D.U. Rohtak to update the seats in SAP/Seat Matrix/University portal.



Superintendent (Colleges)
 for D.C.D.C.





To
Dr. Usha Dahiya Dept. of Pol. Sc. Nctw
06/11/19
MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

MOST URGENT

No.CB-1/2019/F-232/

Dated: _____

To

Prof. Ranbir Singh,
Deptt. of Political Science,
M.D.University, Rohtak

Sub: Inspection Committee regarding grant of extension in Provisional Affiliation for B.A (Political Science) Hons^{3rd} and Continuation in 1st and 2nd year Course at Chhotu Ram Arya College, Sonapat W.e.f. the session 2019-20

Sir,

I am directed to inform you that the Vice-Chancellor has been pleased to constitute an Inspection Committee under your Convenership alongwith Dr. Pardeep Kumar, Deptt. of Political Science M.D.U. Rohtak to consider the matter for grant of extension in Provisional Affiliation for B.A (Political Science) Hons^{3rd} and Continuation in 1st and 2nd year Course at Chhotu Ram Arya College, Sonapat on the basis of infrastructural facilities, faculty and other support systems

You are, therefore, requested to fix the date and time in consultation with the Principal of the above said College and other members of the Inspection Committee for above said purpose and get the inspection carried out at the earliest on the basis of infrastructure, faculty and other support systems available in the College. After inspecting the College, the Inspection Report with specific recommendations of the existing/proposed courses with intake, in duplicate, may kindly be sent to this office within 10 days to enable this office to take further action in the matter.

T.A./D.A. and Inspection fee to each member of each course to the Inspection Committee shall be paid by the College Concerned. The Contact nos. of the Principal of the College concerned College is 0130-2242925,0130-6542925.

Yours faithfully,

- Sd -
Superintendent (Colleges)
for D.C.D.C.

Endst.No.CB-1/2019/F-232/ 7874-75

Dated: 26-3-19.

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

- ✓ Read.
1. Dr. Pardeep Kumar, Deptt. of Political Science, M.D.U.Rohtak
 2. Principal, Chhotu Ram Arya College, Sonapat. He/She is requested to fix the time & date in consultation with the Convener Prof. Ranbir Singh, Deptt. of Political Science M.D.U. Rohtak. He/She is also requested to fulfill the enclosed proforma and hand over the same to the Convener of the Committee at the time of Inspection.

Contact No.

1. Prof. Ranbir Singh, Pol.Sci. 9466725252
2. Dr. Pardeep Kumar, Pol.Sci



Superintendent (Colleges)
for D.C.D.C.



Recd.

From

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

To

The Principal
CRA College,
Sonapat

Memo No. DHE-030022/2/2022-College-I-D-E

Dated: 15-07-2022

Subject:

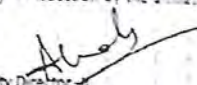
NOC for starting of New P.G. course Increase seats in M.A. Political Science on self financing scheme for the Year 2022-23 (Self Financing)

This is with reference to your letter No. TES/12/348 dated 07.07.2022 on the subject cited above.

You are hereby permitted to start the below mentioned course(s)/subject to your institute from the academic session 2022-23 on the following conditions:-

Sr. No.	Subject/Courses	Seats (as per university norms)
1.	Increase seats in M.A. Political Science	One Unit

1. No financial assistance/grant in any form at any stage shall be given by the State Government. The Institution will have to bear all the recurring and non-recurring expenditure of the classes for time to come. The building intended for educational occupancy will not be used for any hazard on occupancy.
2. The Institution shall seek affiliation from the University for the course (and send a copy to this office) and shall follow all other conditions imposed by the affiliating University/University Grants Commission and the State Government.
3. The Institution shall follow all the guidelines of the University Grants Commission/affiliating University in the matter of recruitment of staff and staff strength.
4. The Institution shall appoint qualified Teaching Staff in required number as per norms and submit report to this office. The Institute shall also submit a detailed report regarding the number of students enrolled in the class for which the NOC is issued after the commencement of the academic session.
5. In the admission of the students, there shall be reservation of seats for SC/BC/OBC, Handicapped, ex-servicemen, Sports persons, Freedom-Fighters and any other reserved category as per the State Government Policy.
6. No discrimination on the basis of Caste, Creed, Color, Sex and religion shall be made while recruiting the faculty.
7. The Government can impose any other conditions (s) at any time which shall be binding on the college Management.
8. Any contravention of the above stated conditions shall result in withdrawal of "No Objection Certificate" and legal action against the defaulting Society/Institution.
9. The college will apply to University for affiliation/inspection regarding new courses within 20 days from the issuing date of NOC.
10. NOC shall remain valid for the session 2023-24 in case of delay in inspection by the affiliating university.



Deputy Director

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

Endst. No.

Dated, Panchkula the

A copy is forwarded to Registrar, MD University, Rohtak for information and necessary action please.


Deputy Director-II

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





MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

MOST URGENT

No. CB-1/2022/ 14148
Dated: 03-08-22

To

Dr. Rajender Sharma,
Deptt. of Political Science,
M.D. University, Rohtak

Sub: Inspection Committee regarding grant of Provisional Affiliation for Increase of 60 seats in M.A (Political Science) 1st year course at Chhotu Ram Arya College, Sonapat w.e.f. the session 2022-23.

Sir,

I am directed to inform you that the Vice-Chancellor has been pleased to constitute an Inspection Committee under your Convenership alongwith Dr. Jyoti, Deptt. of Political Science and Dr. Pardeep Kumar, Deptt. of Political Science, M.D. University, Rohtak for grant of provisional affiliation for the following course at Chhotu Ram Arya College, Sonapat on the basis of available additional infrastructural facilities, faculty and other support system created by the College

1. Increase of 60 seats (one unit) in M.A. (Political Science) 1st year course under SFS w.e.f. the session 2022-23.

You are, therefore, requested to fix the date and time in consultation with the Principal of the said College and other members of the Inspection Committee for above said purpose and get the inspection carried out at the earliest on the basis of infrastructure, faculty and other support systems available in the College. After inspecting the College, the Inspection Report with specific recommendations of the courses with intake, in duplicate, along with dully filled up Inspection Performa with signature of all the committee members on all pages, be sent to this office within 10 days to enable this office to take further in this matter.

T.A./D.A. and Inspection fee to each member and each course shall be paid to the Inspection Committee by the College concerned. The Contact no. of the Principal of the College concerned College is 9468317036.

Yours faithfully,



[Signature]
3-8-22
Superintendent (Colleges)
for Dean Colleges Dev Council.

Endst.No.CB-1/2022/ 14149-51

Dated : 03-08-22

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

1. Dr. Jyoti, Deptt. of Political Science, M.D. University, Rohtak
2. Dr. Pardeep Kumar, Deptt. of Political Science, M.D. University, Rohtak
3. Principal, Chhotu Ram Arya College, Sonapat. He/She is requested to fix the time & date in consultation with the Convener of the committee Dr. Rajender Sharma, Deptt. of Political Science, M.D.U. Rohtak 8295943390. The Principal is also requested to enclose inspection proforma duly signed & stamp and hand over the same to the members of the Committee at the time of inspection.

[Signature]
3-8-22
Superintendent (Colleges)
for Dean Colleges Dev Council.



Established in 1951

CHHOTU RAM ARYA COLLEGE

(Affiliated to M.D. University, Rohtak)

SONEPAT-131001 (HARYANA)

Phone: 0130-2242925, Fax: 0130-2242925 • E-mail: crasonopat@gmail.com • Web: www.cracollegesnp.com

Ref. No. CRAJ 2550

Dated 05/08/2022

To

Head of Department,
Department of Political Science,
M.D.U, Rohtak

Sub:- Inspection Regarding Increase of Seats.

Respected Sir

It is for your information that a committee was constituted by the university under the convenership of Dr Rajender Sharma. The other members of the committee are Dr Jyoti and Dr Pardeep.

Sir in consultation with the committee member the date of inspection is 08/08/2022.

We are requesting you to spare all the professors so that inspection can be done.

Regards


Principal
C.R.A. College,
SONEPAT





To
Dr. Usha Dahya Dept. of Pol. Sci.
MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

MOST URGENT

No.CB-1/2023/

Dated: _____

17/3/23

Receipt

530
17/3/23

To

Dr. Sewa Singh Dahya,
Deptt. of Public Administration,
M.D.University, Rohtak

Sub: Inspection Committee regarding grant of Extension in Provisional Affiliation for increased of 60 seats in M.A (Political Science) 2nd year course and its Continuation 1st year course at Chhotu Ram Arya College, Sonapat w.e.f. the session 2023-24.

Sir,

I am directed to inform you that the Vice-Chancellor has been pleased to constitute an Inspection Committee under your Convenership alongwith Dr. Jyoti, Deptt. of Political Science and Dr. Mamta, Deptt. of Political Science M.D.University, Rohtak on the basis of available infrastructural facilities, faculty and other support system created by the College regarding grant of Extension/Continuation in provisional affiliation for the following course at Chhotu Ram Arya College, Sonapat:-

1. Extension in Provisional Affiliation for increased of 60 seats i.e (40 to 100) in M.A (Political Science) 2nd year and its Continuation in 1st year course w.e.f the session 2023-24.

You are, therefore, requested to fix the date and time in consultation with the Principal of the above said College and other members of the Inspection Committee for above said purpose and get the inspection carried out at the earliest on the basis of Infrastructure, faculty and other support systems available in the College. After inspecting the College, the Inspection Report with specific recommendations of the courses with intake, in duplicate, along with dully filled up Inspection Performa with signature of all the committee members on all pages, be sent to this office within 10 days to enable this office to take further in this matter.

T.A./D.A. and Inspection fee to each member and each course shall be paid to the Inspection Committee by the College concerned. The Contact no. of the Principal of the College concerned College is 8355879426.

Yours faithfully,

Encl: Copy of SOP

Superintendent (Colleges)
for D.C.D.C.

Dated : 14-3-2023

Encls.No.CB-1/2023/ 4694-96

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

1. Dr. Jyoti, Deptt. of Political Science, M.D.U, Rohtak
2. Dr. Mamta, Deptt. of Political Science, M.D.U, Rohtak

Regd. 3. Principal, Chhotu Ram Arya College, Sonapat: He/She is requested to fix the time & date in consultation with the Convener of the Committee. He/She is also requested to fulfill the enclosed proforma and hand over the same to the Convener of the Committee at the time of inspection.

Superintendent (Colleges)
for D.C.D.C.





Established in 1951

CHHOTU RAM ARYA COLLEGE



Sir Chhotu Ram



Appointment and
Service Rules
2018-2023



[Authorised English Translation]

HARYANA GOVERNMENT
EDUCATION DEPARTMENT

Notification

The 13th June, 2006

No. S.O. 57/H.A. 15/1979/S.16/2006.— In exercise of the powers conferred by sub-section(1) read with sub-section(2) of section 16 read with sections 4 and 5 of the Haryana Affiliated Colleges (Security of Service) Act, 1979 (15 of 1979), and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules regulating the recruitment, and conditions of service and conduct of the employees, appointed to the Haryana Affiliated Colleges (Security of Services), namely :—

PART-I

1. These rules may be called the Haryana Affiliated Colleges (Security of Service) Rules, 2006.

Short title.

2. In these rules, unless the context otherwise requires,—

Definitions.

(a) "Act" means the Haryana Affiliated Colleges (Security of Service) Act, 1979;

(b) "Director" means the Director of Higher Education, Haryana or Higher Education Commissioner, Haryana ;

(c) "employee" means any person who is in the whole time employment of the Haryana Affiliated Colleges;

(d) "Government" means the Haryana Government in the Administrative Department;

(e) "section" means a section of the Act; and

(f) "Service" means the Haryana Affiliated Colleges Service.

PART—II

Recruitment of Service

3. The Service shall comprise all or any of the categories of posts shown in Appendix A to these rules.

Number of posts.

4. No person shall be appointed to the service by direct recruitment who is less than 18 years of age and more than 35 years of age on the last date of submission of application to the Managing Committee. The age of superannuation will be 60 years.

Age.

5. Appointment to any post in the Service shall be made by the Managing Committee in the manner provided in rule 7. Class-IV employees shall be appointed by the Principal, in the manner provided in the said rules.

Appointing authority.



2

Qualifications 6. No person shall be appointed to any post in the Service unless he is in possession of qualifications and experience as specified by the UGC/University/State Government, as the case may be.

Method of recruitment 7. (1) Recruitment to the Service shall be made, ---
(a) in the case of Principal, by direct recruitment through a Selection Committee comprising the following: ---
(I) Chairperson of the Governing Body as Chairperson.
(II) One member of the Governing Body to be nominated by the Chairperson.
(III) Two Vice-Chancellor's nominees out of whom one should be a subject expert.
(IV) Director's Nominee.
(V) Three experts consisting of a Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body) out of a panel of experts approved by the Vice-Chancellor.

Quorum

(i) At least four members, including two experts, should constitute the quorum: But the presence of the Vice-Chancellor's nominee and the Director's nominee shall be essential.

The process of selection should involve the following: ---

- (a) Assessment of aptitude for teaching and research.
 - (b) Ability to communicate clearly and effectively.
 - (c) Ability to analyse and discuss.
 - (d) Optional: Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a classroom situation/lecturer wherever it is possible.
- (ii) If the Chairman of the Managing Committee or his nominee is unable to attend, the Vice-Chancellor's nominee shall be the Chairman of the Selection Committee.
- (iii) The recommendations of the Selection Committee shall be subject to the approval of the Vice-Chancellor and Director.
- (iv) In the meeting of Selection Committee for the selection of Lecturers, Librarians and Principals and also if any one of the nominees of the Vice-Chancellor or the Director gives a



dissenting note, the proceedings of the Selection Committee shall not be approved by the University/Director and the post shall be re-advertised.

(b) in the case of lecturer, including lecturer in Physical Education and Librarian by direct recruitment through a Selection Committee comprising the following :—

- (I) Chairperson of the Governing Body of the College or his/her nominee to be the Chairperson of the Selection Committee.
- (II) The Principal of the concerned college.
- (III) One senior teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of service as a teacher.
- (IV) Two nominees of the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
- (V) Director's nominee.
- (VI) Two subject experts not connected with the college to be nominated by the chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor.

Note.— Recommendations of Selection Committee in respect of Private Colleges to be got approved from the Vice-Chancellor and Director.

Quorum

- (i) The quorum for the meeting shall be five of which at least two shall be from out of the three subject experts.
 - (ii) If the Chairman of the Managing Committee or his nominee is unable to attend, the Vice-Chancellor's nominee shall be the Chairman of the Selection Committee.
- (c) in the case of Head Clerk/Deputy Superintendent—
- (i) by direct recruitment; or
 - (ii) by promotion from the post of stenographer/Clerk;
- (d) in case of Typewriting Instructor—
- (i) by direct recruitment; or
 - (ii) by promotion from the post of junior scale stenographer;
- (e) in the case of Steno-Typist—
- (i) by direct recruitment; or
 - (ii) by promotion from the post of Clerk;



- (f) in the case of Clerk —
- (i) by direct recruitment; or
 - (ii) by promotion from the post of Peon and other class IV employees;
- (g) in case of Lecturer Assistant —
- (i) by direct recruitment; or
 - (ii) by promotion from the Laboratory Assistant;
- (h) in the case of Laboratory Assistant—
- (i) by direct recruitment; or
 - (ii) by promotion from the post of Laboratory Attendant;
- (i) in the case of Restorer—
- (i) by direct recruitment; or
 - (ii) by promotion from the Library Attendant;
- (j) in the case of Junior Librarian—
- (i) by direct recruitment; or
 - (ii) by promotion from the post of Restorer;
- (k) in the case of Tabla Player, Gasman, Peon and other class IV employees, Laboratory Attendant, Library Attendant by direct recruitment;
- (l) in case of Laboratory Attendant/Library Attendant—
- (i) by direct recruitment; or
 - (ii) by promotion from the post of Peon.
- (2) For recruitment against the post mentioned at (c) to (l), a Selection Committee comprising the following members shall be constituted :—
- (i) Representative of the Managing Committee (Chairman) or his nominee;
 - (ii) Principal of the College;
 - (iii) One nominee of the University;
 - (iv) One nominee of the Director;
- (3) Except otherwise provided, whenever any vacancy occurs or is about to occur the Managing Committee shall determine the manner in which the vacancy is to be filled in. If the vacancy is to be filled in by direct recruitment, the Managing Committee shall advertise the vacancy at least in two leading dailies, one English and One Hindi, out of which one shall be of National Level. However, in case of non-teaching staff the vacancy can also be filled in through Employment Exchange.



(4) Appointment orders to the posts in the Service shall be issued by the Managing Committee or the Principal, as the case may be, in the form specified in Appendix B to these rules.

8. (1) The persons appointed to any post in the Service shall remain on probation for a period of two years in the first instance, if appointed by direct recruitment and one year if appointed otherwise. Probation.

(2) On the completion of the period of probation of a person the appointing authority may,—

(a) if his work or conduct has, in its opinion, been satisfactory, confirm such person from the date of completion of his probation period or if a permanent post is not available, declare that he has completed his probation satisfactorily; or

(b) if the work or conduct of a person in its opinion has not been satisfactory,—

(i) dispense with his services, if appointed by direct recruitment, or revert him to his former post if appointed otherwise or deal with him in such other manner as the terms and conditions of his previous appointment permit;

(ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation.

Provided that the total period of probation, including extension, if any, shall not exceed three years.

Provided further that if it is proposed to take action under sub-clause (i) or (ii) then the case of the official shall be referred to a committee consisting of the following members:—

- (1) President or his nominee;
- (2) Dean of Colleges of the University or his nominees;
- (3) Nominee of Government in the Managing Committee;
- (4) Principal of the College concerned;

(5) Principal of another college not under the same Managing Committee. The Managing Committee shall take a final decision in the matter in accordance with the recommendation of this committee;

(iii) if the Managing Committee does not agree with the report of the committee constituted under rule 8(2) (b) (ii) or the committee is unable to come to a decision by the majority then the matter will be referred to by the Principal to the Director whose decision shall be final. However, an employee against whom an order of termination of



services has been passed without complying with the provision of these rules, may, within a period of thirty days of the date of communication of orders make an application to the Director whose decision shall be final in the matter.

Seniority

9. (1) The seniority of the employees shall be determined by the length of continuous service on a post in the college. If there are different cadres in the service the seniority shall be determined separately for each cadre:

Provided that in the case of an employee appointed directly the order of merit determined by the Selection Committee shall not be disturbed in fixing their seniority. However, if person appointed in different subjects/categories join on the same date seniority will be determined according to their seniority in age; and the elder employee shall be senior to the younger employee:

Provided further that in the case of two employees appointed on the same date, their seniority shall be determined as follows :-

(a) an employee appointed by direct recruitment shall be senior to an employee appointed otherwise;

(b) in the case of employees who are appointed by promotion their *inter se* seniority shall not be disturbed.

(2) The seniority lists of the employees shall be prepared by the Managing Committee in the form prescribed in Appendix D to these rules and circulated to the employees. This list will be finalized after inviting objections from the employees and considering the same. In the case of any dispute regarding fixation of seniority, the matter shall be decided by the Director.

PART—III

Pay, Allowances and Service Record

Scale of pay, dearness allowance and payment of salary

10. The scale of pay and allowances of the employees shall be specified by the Government from time to time.

Leave.

11. The employees shall be governed by the leave rules as laid down by the Government from time to time.

Travelling allowances etc.

12. If an employee is deputed by the Managing Committee or Principal for the business of the college, he shall be entitled to get travelling and daily allowance in accordance with the rules as are applicable from time to time to Government employee.

Maintenance of service book.

13. (1) For every employee a service book shall be maintained in such form as is prescribed for Government employee, and personal file containing annual confidential reports and other important documents in relation thereto.



(2) The service book and the personal file shall be maintained and kept in the safe custody by the Principal who shall be responsible to produce the same before the Director or any other officer authorized by him if so required by him for inspection.

PART—IV

Conduct

14. No employee shall engage directly or indirectly in any trade or business or undertake any other employment except :— Privately trade or employment.

(i) private tuition with the permission of the Principal for not exceeding one hour a day ;

(ii) honorary work purely social or charitable nature or occasional work of a literary, artistic or scientific character subject to the condition that his official duties do not thereby suffer. He shall not undertake, or shall discontinue such work if so directed by the Principal of his college and in the case of the Principal, so directed by the Managing Committee:

Provided that no permission shall be necessary for examination work of the Universities when the total emoluments accruing therefrom do not exceed Rs. 2400 per annum and for all examination work for which additional emoluments may be accepted, the previous permission of the Principal shall be necessary.

15. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any such employee against whom any legal proceedings are instituted for the recovery of any debt due from him or for adjudging him as insolvent shall forthwith report the full facts of the legal proceedings to the Managing Committee through the Principal. Insolvency and habitual indebtedness.

16. No employee shall, except with the permission of the Principal of the college and in the case of the Principal, the Managing Committee, appear in any examination. Appearance in examination.

17. No employee shall take part in subversive activities or assist in any way, any movement which tends to promote feelings of disaffection, hatred or enmity between different classes or subject of India or disturb public peace. Participation in activities.

18. No employee shall—

(a) in any manner, whatsoever, criticize in a derogatory manner in public, the actions of the Government and the Managing Committee; Criticism of Managing Committee etc.

(b) in the process of performance of his duties except in accordance with any general or specific order of the Managing Committee communicate directly or indirectly any official document or information to any other employee or person to whom he is not authorized to communicate such documents or information.



- Taking part in election. 19. No employee shall stand for election to Parliament/State Legislature or any other local body.
- Joining association by employees. 20. (1) No employee shall join or continue to be a member of an association unless such association satisfies the following conditions, namely :—
(i) its membership is confined to a distinct class of employees and is open to all employees of that class;
(ii) it is not in any way connected with any party or organization engaged in any political activity;
(iii) it has, within a period of six months from its formation obtained the recognition of the Government or the Managing Committee.
(2) No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.
- General. 21. (1) Every employee shall—
(i) serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty;
(ii) maintain cordial relations with the pupils and their parents, the Principal of the Institution, other employees, Managing Committee, University and the Government Officers concerned.
(2) No employee shall—
(i) without sufficient grounds refuse to undergo a course of training prescribed by the University from time to time whenever required to do so; and
(ii) take part in any activity which in the opinion of the Principal is calculated to lead an indiscipline in the college.
(3) Unless otherwise expressly provided for, an employee shall, at all times, be at the disposal of the College and shall serve the College in such capacity and at such places as he may, from time to time, be directed by the Principal or the Managing Committee.
(4) No employee shall absent himself from his duty without the prior permission of the Principal or the Managing Committee.
(5) No employee shall—
(i) accept or permit any member of his family or any other person acting on his behalf to accept any gift from a student, parent or any other person with whom he has come into contact by virtue of his position in the college.



Explanation- (1). The expression 'Gift' shall include free transport, boarding, lodging or other services, or any other pecuniary advantage when provided by a person other than a near relation or a personal friend not having any dealings with him in connection with the college.

Note.—A casual meal, gift or other social hospitality of a casual nature shall not be a gift.

Explanation- (2). On occasions such as wedding anniversaries, funerals or religious function when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept a gift of a nominal value;

- (ii) practice, or incite any student to practise casteism, communalism and untouchability;
- (iii) cause or incite any other person to cause any damage to the college property; and
- (iv) encourage violence or be guilty of any conduct which involves moral turpitude.

22. An employee shall

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

Consumption of
intoxicating
drinks and
drugs.

23. (1) No employee shall indulge in any act of sexual harassment of any woman at her work place.

Prevention of
sexual
harassment of
working woman.

(2) Every employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation :— For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or by implication as :—

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) making any sexually coloured remarks;
- (d) showing any pornographic material; and
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.



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PART—V

Contributory Provident Fund

Contributory Provident Fund, Pension Scheme as notified by the State Government.

24. The employees shall be governed by contributory provident fund regulation as laid down by the University concerned from time to time. However, any change in the rate of contribution would be introduced after the approval of the Government.

Gratuity.

25. The employees shall be governed by instructions issued by Government from time to time, in respect of gratuity payable to them at the time of retirement.

Discipline, penalties and appeals.

26. In matters relating to discipline, penalties and appeals employees shall be governed by the Haryana Affiliated Colleges (Security of Service) Act, 1979, as amended from time to time as per Appendix C to these rules.

Power of relaxation.

27. When Government is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Repeal and Saving.

28. The Haryana Affiliated Colleges (Security of Service) Rules, 1980 and the Haryana Affiliated Colleges (Security of Service) Rules, 1993 are hereby repealed.

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.



APPENDIX—A

(See rule 3)

1. Principal
2. Lecturer
3. Lecturer Physical Education
4. Librarian
5. Head Clerk
6. Clerk
7. Steno Typist
8. Junior Librarian
9. Laboratory Assistant
10. Type writing Instructor
11. Tabla Player
12. Restorer
13. Laboratory Attendant
14. Library Attendant
15. Gasman
16. Peon and other class IV employees.
17. Lecture Assistant.

However, the existing post of Superintendent, Accounts Officer, Accountant, Assistant, Steno-grapher, Junior Scale Steno-grapher will be diminishing in character and these posts will stand abolished on the vacation of these posts by the present incumbent on retirement or otherwise.



APPENDIX—B

[See rule 7(4)]

No Dated the

On the recommendations of the Selection Committee Shri/Smt. is hereby appointed as in with effect from the date he/she joins duty, in the grade of Rs with usual allowances sanctioned by the Haryana Government from time to time on the following terms and conditions, namely—

Terms and Conditions :

1. (i) His/Her appointment is to a purely temporary post which is liable to be abolished at any time and carries no promise of subsequent permanent employment. No offer of permanent vacancy can be made to him/her at present.
 - (ii) He/She shall be on probation for a period of year which can be extended for such further period as the competent authority under the rules may determine.
2. In case of resignation or discharge on grounds other than abolition of the post (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.
3. No travelling allowances will be admissible for joining the post.
4. Before assuming the charge of duties, he/she will be required to produce the following certificates to the Head of Institution:
 - (i) medical certificate of fitness from M.B.B.S medical practitioner;
 - (ii) attested copies of academic and professional qualification and matriculation certificate; and
 - (iii) a certificate of good character from Gazetted Officer or Member of Legislative Assembly.
5. If he/she has not been vaccinated within the last twelve months, he/she should have it done before reporting for duty.
6. Before assuming the post he/she will have to—
 - (a) take an oath of allegiance to the Constitution of India; and
 - (b) affirm that he/she is not having more than one living spouse.



APPENDIX—C

(See rule 76)

Penalties.

1. The following penalties may, for good and sufficient reasons, be imposed upon members to whom these rules are applicable, namely :—

Minor punishments:

- (i) Warning on personal file ;
- (ii) Censure;
- (iii) Withholding of increments or promotion;
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders;

Major punishments:

- (v) Removal/Dismissal from service ;
- (vi) Reduction to a lower post or time scale or to a lower stage in a time scale;
- (vii) Withholding of annual increment of pay with cumulative effect.

Procedure for imposing major penalties of dismissal/ removal from service or reduction in rank or with- holding of annual increment of pay with cumulative effect.

2. (1) Whenever, the Managing Committee is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against an employee, it may, initially enquire into it itself or may appoint an authority to enquire into the truth thereof, and provisionally decide whether the delinquent official should be proceeded against for major punishment or minor punishment.

(2) Where it is proposed to proceed against an employee for the award of major punishment the Managing Committee shall draw up—

- (i) the substance of the imputation of misconduct or misbehaviour into definite and distinct articles of charges;
- (ii) a statement of allegations on which each charge is based including the statement of all relevant facts including any admission or confession made by the employee.
- (iii) a list of documents by which and a list of witnesses by whom the articles of charges are proposed to be substantiated.

(3) The Managing Committee shall deliver to the employee a copy of the articles of charges, the statement of allegations and a list of documents and



witnesses by which each article of charge is proposed to be substantiated and shall require the employee to submit, within such time, not being less than fifteen days, as may be specified, a written statement of his defence and to state whether he desired to be heard in person.

(4) (a) On receipt of the written statement of defence, the Managing Committee may itself inquire into such of the articles of charges as are not admitted or, if it considers it necessary to do so, appoint under sub-rule (1), an inquiry officer for the purpose, and where all the articles of charges have been admitted by the employee in his written statement of defence, the Managing Committee shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner hereinafter laid down in these rules.

(b) If no written statement of defence is submitted by the employee within the specified period, the Managing Committee may itself inquire into the articles of charge or may, if it considers necessary to do so, appoint under sub-rule (1) an inquiry officer for the purpose.

(c) Where the Managing Committee itself inquires into the articles of charges or appoints an inquiry officer for holding an inquiry into such charges, it may, by order, appoint a Presenting Officer to present, on its behalf, the case in support of the articles of charges.

(5) The Managing Committee shall, where it is not itself the inquiring authority, forward to the inquiry officer,

- (i) a copy of the articles of charges and the statement of allegation;
- (ii) a copy of the written statement of defence, if any, submitted by the employee;
- (iii) the record referred to in item (iii) of sub-para (2);
- (iv) evidence proving the delivery of the documents required to be delivered to the employee under sub-para (3); and
- (v) a copy of the order appointing the presenting officer.

(6) The employee shall appear in person before the inquiring authority on such date at such time within ten working days from the date of receipt by him, of the articles of charges and the statement of imputations of misconduct or misbehaviour as the inquiring authority may by a notice in writing specify in this behalf, or within such further time not exceeding ten days, as the inquiring authority may allow.

(7) The employee may take the assistance of any other employee to present the case on his behalf, but may not engage a legal practitioner for the purpose, unless the Presenting Officer appointed by the Managing Committee is a legal practitioner or the inquiring authority having regard to the circumstances of the case, so permits.



(8) If the employee who has not admitted any of the articles of charge in his written statement of defence, or has not submitted any written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charges, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(9) The inquiring authority shall record its findings of guilt in respect of those articles of charges to which the employee pleads guilty.

(10) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the presenting officer to produce the evidence by which he proposes to prove the article of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his defence—

(i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub para (3) ;

(ii) submit a list of witnesses to be examined on his behalf.

Note:—If the employee applies orally or in writing for the supply of the copies of the statements of witnesses mentioned in the list referred to in sub para (2), if any, the inquiring authority shall furnish him such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the Managing Committee.

(11) The inquiring authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition:

Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are in its opinion, not relevant to the case.

(12) On receipt of the requisition referred to in sub-para (11), every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority.

(13) On the date fixed for inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the Managing Committee. The witnesses shall be examined by or on behalf of the Managing Committee, and may be cross examined, by or on behalf of the employee. The presenting officer shall be entitled to re-examine the witnesses on any point on which they have been cross-examined, but not on any new matter without the leave of the inquiring authority. The inquiring authority may also put such questions to the witnesses as it thinks fit.



(14) The inquiring authority may, in its discretion, if it appears necessary before the close of the case on behalf of the Managing Committee, allow the presenting officer to produce evidence not included in the list given to the employees or may itself call for new evidence or recall and re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the date of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the employee to produce new evidence, if it is of the opinion that the production of such evidence is necessary in the interest of justice.

Note:— New evidence shall not be produced or called for or any witnesses shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(15) When the case on behalf of the Managing Committee is closed, the employee shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the presenting officer, if any appointed.

(16) The evidence on behalf of the employee shall then be produced. The employee may appear as his own witness if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority and the presenting officer, according to the provision applicable to the witnesses for the Managing Committee.

(17) The inquiring authority may, after the employee closes his case, and shall, if the employee has not examined himself ask him general question on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any such circumstances.

(18) The inquiring authority may, after the completion of the evidence hear the presenting officer, if any, appointed, and the employee and permit them to file written briefs of their respective case, if they so desire.

(19) (i) if the inquiring authority is of the opinion that the employee is unduly delaying the production of evidence or fails or omits to produce evidence on the specified date of hearing or fails to appear on the date of hearing, he may record his reasons in writing, and close the evidence on behalf of the employee and proceed with the case.

(ii) The inquiring authority may, in its discretion, for reasons to be recorded in writing, set aside its own orders under clause (i), if a



petition is filed before it by the employee within fifteen days of the passing of such order:

Provided that a copy of the petition is given to the presenting officer, if any appointed and an opportunity is given to him to be heard before passing such order.

(iii) No appeal shall lie against the order passed under clause (ii).

(20) If the employee to whom a copy of the article of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of these rules, the inquiring authority may hold the inquiry ex-parte.

(21) (i) After the conclusion of the inquiry a report shall be prepared and it shall contain:

(a) the articles of charges and the statement of the imputation of misconduct or misbehaviour;

(b) the defence of the employee in respect of each article of charges;

(c) an assessment of the evidence in respect of each article of charges;

(d) the findings of each article of charges and the reason thereof.

Explanation.— If, in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles or the charges it may record its findings on such article of charge.

(ii) The Enquiring authority, where it is not the Managing Committee, shall forward to the Managing Committee, the records of enquiry which shall include—

(a) the report prepared by it under clause (i);

(b) the written statement of defence, if any, as submitted by the employees;

(c) the oral and documentary evidence produced during the course of the inquiry;

(d) written briefs, if any, filed by the presenting officer or the employee or both, during the course of the enquiry;

(e) the orders, if any, made by the inquiring authority in regard to the inquiry.

Action on the inquiry report.— (1) The Managing Committee, if it is not itself inquiring authority, may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority, as far as may



be, shall thereupon proceed to hold further inquiry, according to the provisions of para 6.

(2) The Managing Committee, shall, if it disagrees with the findings of the inquiring authority on any articles of charge, record its reasons for each disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

(3) If the Managing Committee having regard to its finding on all or any of the articles of charges, is of the opinion that any major punishment should be imposed on the employee, it shall —

(a) furnish to the employee a copy of the report of the inquiry held by it and its findings on each article of charge or where the inquiry had been held by the inquiring authority appointed by it, a copy of the report of such authority and a statement of its findings on each article of charge, together with brief reasons for its disagreement, if any, with the findings of the inquiring authority;

(b) give the employee a notice stating the penalty proposed to be imposed on him and calling him to submit, within a period of thirty days of the receipt of such notice, such representation to the Director as he may wish to make against the proposed penalty;

(c) forward to the Director the complete record of inquiry mentioned in clause (ii) of sub-para (2) of para 2, along with its findings on each article of charge, together with brief reasons for the disagreement, if any, with the findings of the inquiring authority ;

and
(d) forward to the Director evidence of receipt of notice by the employee under clause (b).

4. The Director, on receipt of such proposal and representation, if any, may, after examining the record and giving the parties an opportunity of being heard, by an order in writing, give his approval to the imposition of the proposed punishment or reduce it or refuse to give approval, if the proposal is found to be mala fide or by way of victimisation or not warranted by the facts and circumstances of the case.

Action by
Director.

5. On receipt of the approval of the Director, the Managing Committee shall pass an order in detail.

Order by
Managing
Committee.

6. (i) Where after examination of the enquiry report, referred to in sub-para (1) of para 2, the Managing Committee is of the opinion that one of the minor penalties will meet the ends of justice, the Managing Committee shall cause to be delivered to the employee a statement of imputation or misconduct or misbehavior on the basis of which it is proposed to take action against him and the

Procedure for
imposing minor
penalty.



20-

employee shall be required to submit his reply within a period of twenty one days.

- (ii) After considering the reply, the Managing Committee may pass an order in detail inflicting any of the minor penalties.

Manner of filling appeal to Director against the imposition of minor penalty.

7. (1) An appeal against an order passed under para-6 may be preferred in the form of a memorandum signed by the appellant or his pleader and presented to the Director within thirty days of the date of the order. The memorandum shall be accompanied by a copy of the order appealed against (unless appellate authority exempts) and of the inquiry report on which it is founded.

(2) The memorandum shall set forth grounds of objection to the order appealed against without any argument or narrative, and such grounds shall be numbered consecutively.

(3) The appellant shall not, except by the leave of the Director, urge to be heard in support of any ground of objection not set forth in the memorandum of appeal, but the Director in deciding the appeal, shall not be confined to the grounds of objection set forth in the memorandum of appeal or submitted with leave of the Director.

Provided that the Director shall not base his decision on any other ground unless the party who may be affected thereby has had a sufficient opportunity of contesting the case on that ground.

(4) Where the memorandum of appeal is not drawn up in the prescribed manner, it may be rejected or returned to the appellant for the purpose of being amended within the time to be fixed by the Director or be amended then and there.

(5) The Director may, after hearing the parties, confirm, vary or reverse the order appealed from or may pass such orders as he deems fit. While passing the orders, the Director shall record his reasons.

8. An application for revision of the orders of Managing Committee passed under para 6 or the appellate order of the Director passed under para 7 shall lie to the Government within sixty days of the date of communication of the order in question to the aggrieved employee. The application for revision shall be accompanied by a copy of the order sought to be revised and shall be submitted and disposed of *mutatis mutandis* in the same manner as prescribed in para 7 above.



Appendix-D
[See rule 9 (2)]

Sr. No.	Name with designation	Date of birth	Home place of family	(a) Date of entry into Government service; (b) Date of attaining the age of the 35 years. (c) Date of retirement	Date from which promoted as such	(a) Scale of pay (b) Present pay	Source of recruitment	Whether permanent or officiating	Remarks
1	2	3	4	5	6	7	8	9	10

R.S. GUJRAL,
Financial Commissioner & Principal Secretary
to Government Haryana, Education Department

41189-L.R.-H.G.P., Chd.





MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

No.CB-3/2022/NORMS/ 1183
Dated: 10-1-2022

To
The Director,
University Computer Centre,
M.D. University, Rohtak

Sub: To upload the norms for making appointments and approval of appointments of various teaching and non-teaching staff in all Colleges / Institutions affiliated to M.D. University, Rohtak duly approved by E.C. vide Reso. No. 42 dated 31.12.2021

Sir,

Please find enclosed herewith norms for making appointments and approval of appointments of various teaching and non-teaching staff in all College/Institutions affiliated to M.D. University, Rohtak duly approved by E.C. vide Reso. No. 42 dated 31.12.2021 as per detail mentioned below:-

1. For Govt. Aided and SFS Education Colleges/ Institutions - Annexure 1-6
2. For Engg., Mgmt & Arch. Colleges/ Institutions - Annexure 7-12
3. For Law Colleges/ Institutions - Annexure 13-18
4. For Govt. Aided and SFS Degree Colleges - Annexure - 19-24

You are, therefore, requested to upload the same on the University website.

Yours faithfully,

[Signature]
10.1.2022
Superintendent (Colleges)
for DCDC

Endst. No CB-3/2022/NORMS/ _____ dated _____

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

1. Dy. Registrar (Academic), M.D. University, Rohtak as follow up action of E.C. Reso. 42 dated 31.12.2021.
2. CB-7 & CB-8 set, Colleges Branch, M.D. University, Rohtak.

Yours faithfully,

[Signature]
Superintendent (Colleges)
for DCDC



Norms for selection process for making appointments of Teaching and Non-Teaching staff in Govt. Aided and SFS Private Degree Colleges affiliated to M.D. University, Rohtak

1.	a)	<p>i. The vacant regular post(s) must be advertised in three Newspapers [one National daily - having at least two editions in different States including Haryana and NCR (Main edition) and two leading Regional dailies - one in English and other in Hindi with wide circulation within the state of Haryana and NCR] by the President (Governing Body of the College)/ Administrator/ Chairman (Board of Governors of the College) (as the case may be) giving 21 days time for submission of Application Forms.</p> <p>ii. Apart from displaying the Advertisement(s) on the Notice-Board of the College/Institute, the same must be circulated among all staff members in the concerned College/Institute.</p> <p>iii. Post(s) for Teaching and Non-Teaching staff in Govt. Aided Colleges may be advertised only if there is regular Principal or in case of Officiating Principal, the permission of the D.G.H.E. has been obtained, otherwise the advertisements shall be treated as invalid and Vice-Chancellor's Nominee(s) shall not be provided.</p> <p>iv. In case of SFS Colleges/Institutions, post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal or through duly approved faculty member working as officiating Principal, otherwise advertisements shall be treated as invalid and Vice-Chancellor's Nominee(s) shall not be provided.</p> <p>v. If a corrigendum is issued by the College/Institute concerned, it must be published in the same newspapers in which the advertisement was earlier published.</p>
	b)	Number of vacant post(s) must be published in the advertisement(s).
	c)	The advertisement(s) for the post(s) must include the website address and E-mail address of the College/Institute for reference of the applicants.
	d)	The last date for submission of applications {21 days from date of publication of the advertisement(s)} must be mentioned in the advertisement(s). Only those candidates shall be called for interview, whose application forms have been received at both the places i.e. in the O/o Dean College Development Council (DCDC), M.D. University, Rohtak and the College/Institute concerned.
	e)	A visible/readable attested hard copy of full page of newspapers in which the advertisement(s) have been published be sent to the DCDC, M.D. University, Rohtak. A softcopy through E-mail should also be sent to the Director, University Computer Centre, M.D. University, Rohtak for publishing on the University website within one week of the publication of advertisement(s) positively, with a copy of the same to DCDC, M.D. University, Rohtak.
2.	a)	<p>i) While advertising the post(s) for Govt. Aided Colleges, the reservation policy as per instructions of the State Govt. must be followed and the category must be specified along with the post advertised.</p> <p>ii) The advertisement(s) and Application Form must be uploaded on the website of the College/Institute.</p> <p>iii) The Application Form may also be collected from the office of the College/Institute during office hours or may be downloaded from the website of the College/Institute concerned. The cost of application in case of downloaded form shall be paid by means of Demand</p>

	<p>Draft(D.D) or through RTGS/NEFT in the designated bank account of amount equivalent to the cost of Application Form & shall be in favour of the Principal/Director or President, Governing Body/Chairman, Board of Governors (if the post of Principal/Director is advertised) of the concerned College/ Institution.</p> <p>iv) A column pertaining to Mobile Number and E-mail of the applicant must be included in the Application Form. For each post, two sets of Application Form and supporting documents be prepared. A copy of the Application Form complete in all respects alongwith all supporting documents including educational qualifications, recent passport size photograph, properly catalogued/flagged should be submitted in the office of the Principal/Director of the concerned College/Institute and the other copy be sent to the DCDC, M. D. University, Rohtak by Registered Post or by hand.</p> <p>v) In case of any variation detected in the Application Form, the copy submitted to the DCDC, M. D. University, Rohtak will be considered as final.</p> <p>vi) The nomenclature of the Post applied for must be clearly mentioned in the Application Form.</p>
	<p>b) i) The candidates must fulfil educational qualifications, experience etc. as per norms of UGC / State Govt./ M.D. University, Rohtak.</p> <p>ii) The eligibility of the candidate will be determined on the last date of submission of Application Form.</p>
3.	<p>a) i) In accordance with E.C. Reso. No. 17 dated 23.6.2006 for making regular appointment for teaching & non-teaching posts, the selection process i.e. including providing of Vice-Chancellor's Nominee(s)/Panel of Subject Experts/University Nominee, conduct of interview and submission of proceedings of the Selection Committee must be completed within 6 months in Govt. Aided Pvt. Colleges failing which fresh advertisement will be required.</p> <p>ii) In case of Govt. Aided Colleges/Institutes running S.F.S. Program(s)/SFS Colleges, the validity of application forms will be twelve months in accordance with the E.C. Reso. No. 49 dated 11.03.2017, therefore, the College/Institute shall complete the process for making appointments of teaching and non-teaching staff within twelve months from the last date of submission of application forms, failing which fresh advertisement will be required.</p>
	<p>b) The minimum & upper age applicable for recruitment shall be as under:-</p> <p>i) Minimum age for entry in the service of College/Institute - Not below the age of 18 years.</p> <p>ii) Maximum age for appointment of Assistant Professor in SFS Degree Colleges shall be the same as in case of Govt. Aided Pvt. College as per DGHE guidelines received from time to time.</p> <p>iii) The age of retirement for Associate Professor/Professor in S.F.S. Degree College(s)/Institute(s) shall be 70 years.</p> <p>iv) The age of retirement for Principal in S.F.S. Degree College(s)/ Institute(s) shall be 65 years.</p> <p>v) There shall be no maximum age for entry in S.F.S. College(s)/ Institute(s) for the post of Associate Professor/Professor/ Principal subject to provision in point No. iii & iv above.</p>

	vi) In S.F.S. Degree Colleges, rules regarding age relaxation shall be applicable as applicable in case of Govt. Aided Private Colleges of Haryana State.
4.	<p>The request for appointment of University/ Vice-Chancellor's Nominee(s) and Panel of Subject Experts, the following documents must be accompanied by:-</p> <ul style="list-style-type: none"> i) Photocopy of the advertisements duly attested by the Principal/Director of the College/Institute. ii) Sanction letter and permission letter to fill up of the Post(s) from the Director General Higher Education, Haryana in case of Govt. Aided Colleges. iii) Complete synopsis with Date of Birth, percentage of marks from Matric onwards, category, experience etc. of all the eligible applicants who have applied upto the last date, duly authenticated by the Principal. iv) In case of Govt. Aided Colleges, no synopsis be sent to the University, if less than three Applications of eligible candidates against any particular post are received as the requirement of minimum three eligible candidates is mandatory for recruitment against a single post. If after the interview, the number of eligible candidates having appeared for interview is found to be less than 03 (three) against a single post, and higher in same proportion for multiple posts, no selection panel shall be prepared and the interview shall stand cancelled. v) Resolution of the Governing Body for making appointments (mandatory for Govt. Aided Colleges).
5.	The date of interview should be fixed in consultation with the University/Vice-Chancellor's Nominee(s) and Subject Experts. All eligible candidates /applicants, whose applications are received in the College/Institute concerned as well as in the University be informed within prescribed period, at least 10 days before the date of interview by Registered Post as well as E-Mail of the candidate(s).
6.	In case of SFS Colleges/Govt. Aided Colleges running SFS Program(s)/Course(s), the condition of minimum three candidates against one particular post of SFS Program/Course is relaxed and interview may be conducted even in case of single eligible candidate appearing in the interview.
7.	The qualifications and the selection criteria for the appointment of Assistant Professor and Principal in SFS Colleges shall be the same as prescribed for recruitment of Assistant Professor and Principal for concerned UGC program and Principal in Govt. Aided Colleges respectively.
8.	For the work related to screening and interview for a given post, the remuneration for each member of the selection committee for a single sitting would be Rs. 3000/- only and in case the duration extends beyond five hours, remuneration would be paid @ Rs 5000/- per day.
9.	<ul style="list-style-type: none"> i) The Vice-Chancellor's Nominee-I shall submit the proceedings of the Selection Committee to the DCDC, M. D. University, Rohtak immediately after the interview along with CD of videography covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents: <ul style="list-style-type: none"> a) Application forms of the candidates handed over to V.C.'s Nominee-I before the interview. b) Consolidated Synopsis-cum-academic merit list of all the candidates appeared before the committee.

	<ul style="list-style-type: none"> c) Score sheet indicating performance of all candidates by each member of Selection Committee. d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee. <p>ii) The Principal/Director shall also submit the following documents immediately after the interview to the D.C.D.C., M.D.University, Rohtak.</p> <ul style="list-style-type: none"> a) Proceedings of the Selection Committee meeting. b) Consolidated Synopsis-cum-merit list of all the candidates. c) Score sheet indicating performance of all candidates by each member of Selection Committee. d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee. e) In case of Govt. Aided Colleges, selection criteria for Non-Teaching staff duly signed by each member of the Selection Committee. f) In case of SFS Pvt. Colleges, selection criteria for Non-Teaching Staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the committee. g) Attendance sheet of the candidates in original. h) Visible/Readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the panel (selected and waiting list). i) Attested readable/visible copy of the advertisements.
10.	<p>In case of Govt. Aided Pvt. Colleges, the panel drawn by the Selection Committee shall remain valid for a period of six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor, M.D.University, Rohtak and the D.G.H.E., Haryana whichever is later.</p> <p>In case of Govt. Aided Colleges/Institutes running S.F.S. Program(s)/ Course(s), S. F. S. Colleges /Institutes, the panel drawn by the Selection Committee will also remain valid for six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor.</p>
11.	<p>In case of Govt. Aided Pvt. Colleges, appointment letter should not be issued to the selected candidate(s), unless the proceedings of the Selection Committee are approved both by the University & the D.G.H.E., Haryana.</p> <p>In case of Govt. Aided Colleges/Institutes running S.F.S. Program(s)/ Course(s), S.F.S. Colleges/Institutes, appointment letter should not be issued to the selected candidates, unless the proceedings of the Selection Committee are approved by the Vice-Chancellor.</p>
12.	<p>The appointment letter for the posts other than Peons and Class-IV categories shall be issued only by the President (Governing Body of the College)/ Administrator/ (as the case may be) and for the post(s) of Peon and Class-IV categories, the appointment letters may be issued by the Principal of the concerned College/ Institute and joining reports must be arranged/ submitted accordingly.</p>
13.	<p>The Pay Scale, Nature of the post as per MDU/UGC/DGHE norms and</p>

	<p>Probation Period should be clearly mentioned in the appointment letter.</p>
14.	<p>The cases for approval of individual appointment submitted to the A.R.(Colleges), M.D.University, Rohtak must be accompanied by the following documents:</p> <ol style="list-style-type: none"> i. Proforma of Teacher's Return/Non-Teaching Staff Return (as the case may be) duly filled in by the concerned Teaching/Non-Teaching staff complete in all respects and countersigned by the Principal of the concerned College/Institute and in case of appointment of a Principal, the Proforma should be duly countersigned by the President, Governing Body/ Administrator. ii. A copy of the appointment letter and joining report of concerned employee duly attested by the Principal of the college/ institute or duly attested by the President, Governing Body/ Administrator in case of appointment of Principal. iii. A copy of the approval letter of proceedings of the Selection Committee issued by the University for the said post(s) duly attested by the Principal or duly attested by the President, Governing Body/Administrator in case of appointment of Principal. iv. One set of attested copies of detailed marks cards of all the examinations from Matric onwards passed by the concerned employee duly attested by the Principal of the college/ institute or duly attested by the President, Governing Body/ Administrator (in case of appointment of Principal). v. Verification report in original is mandatory for all the supporting certificates included in the Synopsis-cum-Merit List and College Teacher Return/ Non-Teaching Staff Return (as the case may be) from the concerned authorities. vi. In case of Teaching & Non-Teaching staff in Govt. Colleges, the visible/readable attested photocopies of the original verification report submitted by the Principal of a Govt./Govt. Aided Colleges(In case the original verification reports have been retained at some other institution) provided where the Principal concerned gives undertaking on letter head that the original verification reports pertaining to Xerox copies have been retained by the College. vii. If the name of the said approved teacher does not figure in the teacher's return of the next academic session, the approval shall deemed to be withdrawn. viii. The application fee for a teacher for approval of appointment shall be Rs. 5000/-, and shall also be applicable to the cases submitted by Govt. Colleges. ix. 2nd/next time approval of the teacher shall also be charged (i.e. Rs. 5000/-). x. Approval of any other University or M.D. University shall not be a basis of eligibility forever. <p>The fees for approval of a non-teaching staff other than Class-IV (Group-D) shall be Rs. 2000/-. Clause (vii) & (x) as above shall be applicable to non-teaching staff. Amount similar as above shall also be chargeable for cases submitted by Govt. Colleges for approval of appointment with a fee of Rs. 2000/-.</p>
15.	<p>In case of verification of documents of any candidate from overseas, the College/Institute shall ensure that all the documents sent to</p>

	<p>institute (overseas) are verified through Institutional accredited email clearly indicating the name of the competent authority with complete details and the place of the state/ province with zip code.</p>
16.	<p>The approval of appointment for a said teacher/ non-teaching employee shall be for a particular college/ institute in which he/she has joined, change of college/ institute OR cadre shall warrant a fresh approval of appointment through procedure laid down by the University for the purpose, except in case of Govt. College.</p>



Norms for selection process for making appointment(s) of teaching and non-teaching staff in Govt. Aided and SFS Private Education Colleges/Institutes affiliated to M.D.University, Rohtak

1.	a)	<p>i. The vacant regular post(s) must be advertised in three Newspapers [one National daily - having at least two editions in different States including Haryana and NCR (Main edition) and two leading Regional dailies- one in English and other in Hindi with wide circulation within the state of Haryana and NCR] by the President (Governing Body of the College)/Administrator/ Chairman (Board of Governors of the College) (as the case may be) by giving 21 days time for submission of Application Forms.</p> <p>ii. Apart from displaying the Advertisement(s) on the Notice-Board of the College/Institute, the same must be circulated among all staff members in the concerned College/Institute.</p> <p>iii. The Post(s) for appointment in Teaching and Non-Teaching staff in Govt. Aided Colleges may be advertised only if there is regular Principal or in case of officiating Principal, the permission of the D.G.H.E. has been obtained otherwise, the advertisements shall be treated as invalid and Vice-Chancellor's Nominee shall not be provided.</p> <p>iv. In case of SFS Colleges/Institutions, post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal or through duly approved faculty member working as officiating Principal, otherwise advertisements shall be treated as invalid and Vice-Chancellor's Nominee shall not be provided.</p> <p>v. If a corrigendum is issued by the College/Institutes, it must be published in the same newspapers in which the advertisement was earlier published.</p>
	b)	Number of vacant post(s) must be published in the advertisement(s).
	c)	The advertisement(s) for the post(s) must include the website address and E-mail address of the College/Institute for reference of the applicants.
	d)	The last date for submission of applications {21 days from date of publication of the advertisement(s)} must be mentioned in the advertisement(s). Only those candidates shall be called for interview, whose applications forms have been received at both the places i.e. in the O/o Dean College Development Council, M.D. University, Rohtak and the College/Institute concerned.
	e)	A visible/readable attested hard copy of full page of newspapers in which the advertisement(s) has/have been published be sent to the DCDC, M.D. University, Rohtak and softcopy through E-mail to the Director, University Computer Centre, M.D. University, Rohtak for publishing on the University website) within one week of the publication of the advertisement(s) positively with a copy of same to the DCDC, M.D.University, Rohtak.
2.	a)	<p>i) While advertising the post(s) for Govt. Aided Colleges, the reservation policy as per instructions of the State Govt. must be followed and the category must be specified along with the post advertised.</p> <p>ii) The advertisement(s) and Application Form may also be uploaded on the website of the College/Institute.</p> <p>iii) The Application Form may also be collected from the office of the College/Institute during office hours or may be downloaded from the website of the College/Institute concerned. The cost of application is</p>

		<p>case of downloaded form shall be paid by means of Demand Draft(D.D)/or through RTGS/NEFT in the designated bank account of amount equivalent to the cost of Application Form & shall in favour of the Principal/Director or President, Governing Body (if the post of Principal/Director is advertised) of the concerned College/Institution.</p> <p>iv) A column of pertaining to Mobile Number and E-mail of the applicant(s) must be included in the Application Form.</p> <p>v) For each post, two sets of Application Form and supporting documents be prepared. A copy of the Application Form complete in all respects alongwith all supporting documents including educational qualifications, recent passport size photograph, properly catalogued/ flagged should be submitted in the office of the Principal/Director of the concerned College/Institute and the other copy be sent to the Dean, Colleges Development Council, M.D. University, Rohtak by Registered Post or by hand.</p> <p>vi) In case of any variation detected in the Application Form, the copy submitted to the DCDC, M.D. University, Rohtak will be considered as final.</p> <p>vii) The nomenclature of the Post applied for must be clearly mentioned in the Application Form.</p>
	b)	<p>i) The candidates must fulfil educational qualifications, experience etc. as per norms of UGC/ State Govt./ M.D. University, Rohtak.</p> <p>ii) The eligibility of the candidate will be determined on the last date of submission of Application Form.</p>
3.	a)	<p>i) In accordance with E.C. Reso. No. 17 dated 23.6.2006 for making regular appointment for teaching & non-teaching posts, the selection process i.e. including providing of Vice-Chancellor's Nominee(s)/Panel of Subject Experts/University Nominee, conduct of interview and submission of proceedings of the Selection Committee must be completed within 6 months in Govt. Aided Pvt. Colleges failing which fresh advertisement will be required.</p> <p>ii) In case of Govt. Aided Colleges/Institutes running S.F.S. Program(s)/SFS Colleges, the validity of application forms will be twelve months in accordance with the E.C. Reso. No. 49 dated 11.03.2017, therefore, the College/Institute shall complete the process for making appointments of teaching and non-teaching staff within twelve months from the last date of submission of application forms, failing which fresh advertisement will be required.</p>
	b)	<p>The minimum & upper age applicable for recruitment shall be as under:-</p> <p>i) Minimum age for entry in the service of College/Institute - Not below the age of 18 years.</p> <p>ii) Maximum age for appointment of Assistant Professor in SFS Education Colleges shall be the same as in case of Govt. Aided Pvt. College as per DGHE guidelines received from time to time.</p> <p>iii) The age of retirement for Principal in S.F.S. Education College(s)/ Institute(s) shall be 65 years. The age of retirement for Associate Professor/ Professor in S.F.S. Education College(s)/ Institute(s) shall be 70 years.</p> <p>iv) There shall be no maximum age for entry for the post of Associate Professor/ Professor/ Principal subject to provision in point No. iii) above</p>

	vi) In S.F.S. Education Colleges, rules regarding age relaxation shall be applicable as applicable in case of Govt. Aided Private Colleges of Haryana State.
4.	<p>The request for appointment of University/ Vice-Chancellor's Nominee(s) and Panel of Subject Experts, must be accompanied by:-</p> <ol style="list-style-type: none"> i) Photocopy of the advertisement(s) duly attested by the Principal/Director of the College/Institute. ii) Sanction letter and permission letter to fill up of the Post(s) from the Director General Higher Education, Haryana in case of Govt. Aided Colleges. iii) Complete synopsis with Date of Birth, percentage of marks from Matric onwards, category, experience etc. of all the eligible applicants who have applied upto the last date, duly authenticated by the Principal/Director. iv) In case of Govt. Aided Colleges, no synopsis be sent to the University, if less than three Applications of eligible candidates against any particular post are received as the requirement of minimum three eligible candidates is mandatory for recruitment against a single post. If after the interview, the number of eligible candidates having appeared for interview is found to be less than 03 (three) against a single post, and higher in same proportion for multiple posts, no selection panel shall be prepared and the interview shall stand cancelled. v) Resolution of the Governing Body for making appointments (mandatory for Govt. Aided Colleges).
5.	The date of interview should be fixed in consultation with the University/ Vice-Chancellor's Nominee(s) and Subject Experts. All eligible candidates /applicants, whose applications are received in the College/ Institute concerned as well as in the University be informed within prescribed period, at least 10 days before the date of interview by Registered Post as well as E-Mail of the candidate(s).
6.	In case of SFS Colleges/Govt. Aided Colleges running SFS Program(s)/ Course(s), the condition of minimum three candidates against one particular post of SFS Program/Course is relaxed and interview may be conducted even in case of single eligible candidate appearing in the interview.
7.	The qualifications and the selection criteria for the appointment of Assistant Professor and Principal in SFS Colleges shall be the same as prescribed for recruitment of Assistant Professor and Principal for concerned UGC/NCTE Program(s) and Principal in Govt. Aided Colleges respectively.
8.	For the work related to screening and interview for a given post, the remuneration for each member of the Selection Committee for a single sitting would be Rs. 3000/- only and in case the duration extends beyond five hours, remuneration would be paid @ Rs 5000/- per day.
9.	<ol style="list-style-type: none"> i) The Vice-Chancellor's Nominee-I shall submit the proceedings of the Selection Committee to the DCDC, MARIYAD University, Rohtak immediately after the interview along with CD of videography covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents:- <ol style="list-style-type: none"> a) Application forms of the candidates handed over to V.C.'s Nominee-I before the interview. b) Consolidated Synopsis-cum-academic merit list of all the candidates

	<p>appeared before the committee.</p> <p>c) Score sheet indicating performance of all candidates by each member of Selection Committee.</p> <p>d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection committee.</p> <p>ii) The Principal/Director shall also submit the following documents immediately after the interview to the DCDC, M.D.University, Rohtak.</p> <p>a) Proceedings of the Selection Committee meeting.</p> <p>b) Consolidated Synopsis-cum-merit list of all the candidates.</p> <p>c) Score sheet indicating performance of all candidates by each member of Selection Committee.</p> <p>d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee.</p> <p>e) In case of Govt. Aided Colleges, selection criteria for Non-Teaching staff duly signed by each member of the Selection Committee.</p> <p>f) In case of SFS Pvt. Colleges, selection criteria for Non-Teaching Staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the committee.</p> <p>f) Attendance sheet of the candidates in original.</p> <p>g) Visible/Readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the panel (selected and waiting list).</p> <p>h) Attested readable/visible copy of the advertisements.</p>
	<p>In case of Govt. Aided Pvt. Colleges, the panel drawn by the Selection Committee shall remain valid for a period of six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor, M.D. University, Rohtak and by the D.G.H.E., Haryana whichever is later.</p> <p>In case of Govt. Aided Colleges/ Institutes running S.F.S. Program(s)/ Course(s), SFS Colleges/institutes, the panel drawn by the Selection Committee will also remain valid for six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor.</p>
11.	<p>In case of Govt. Aided Pvt. Colleges, appointment letter should not be issued to the selected candidate(s), unless the proceedings of the Selection Committee are approved both by the Vice-Chancellor, M.D.University, Rohtak & the D.G.H.E., Haryana.</p> <p>In case of Govt. Aided Colleges/ Institutes running S.F.S. Program(s)/ Course(s), S.F.S. Colleges/Institutes, appointment letter should not be issued to the selected candidates, unless the proceedings of the Selection Committee are approved by the Vice-Chancellor.</p>
12.	<p>The appointment letter for the posts other than Peons and Class-IV categories shall be issued only by the President (Governing Body of the College)/ Administrator/Chairman (Board of Governors of the College/institute) (as the case may be) and for the post(s) of Peon and Class-IV categories, the appointment letters may be issued by the Principal of the concerned College/ Institute and joining reports must be arranged/ submitted accordingly.</p>
13.	<p>The Pay Scale, Nature of the post as per MDU/State Govt./UGC/NCTE norms</p>

	and Probation Period should be clearly mentioned in the appointment letter.
14.	<p>The cases for approval of individual appointment submitted to the Asstt. Registrar, M.D.University, Rohtak must be accompanied by the following documents:</p> <ol style="list-style-type: none"> i. Proforma of Teacher's Return/ Non-Teaching Staff Return (as the case may be) duly filled in by the concerned Teaching/ Non-Teaching staff complete in all respects and countersigned by the Principal/Director and in case of appointment of a Principal/Director, the proforma should be duly countersigned by the President, Governing Body/ Chairman, Board of Governors/Administrator. ii. A copy of the appointment letter and joining report of concerned employee duly attested by the Principal of the college/ institute or duly attested by the President, Governing Body/ Chairman, Board of Governors/ Administrator (in case of appointment of Principal). iii. A copy of the approval letter of proceedings of the Selection Committee issued by the University for the said post(s) duly attested by the Principal or duly attested by the President, Governing Body/ Chairman, Board of Governors/Administrator (in case of appointment of Principal). iv. One set of attested copies of detailed marks cards of all the examinations from Matric onwards passed by the concerned employee duly attested by the Principal/Director of the college/ institute or duly attested by the President, Governing Body/ Chairman, Board of Governors/Administrator (in case of appointment of Principal). v. Verification report in original is mandatory for all the supporting certificates included in the Synopsis-cum-Merit List and College Teacher Return/ Non-Teaching Staff Return (as the case may be) from the concerned authorities. vi. In case of Teaching & Non-Teaching staff in Govt. Colleges, the visible/readable attested photocopies of the original verification report submitted by the Principal of a Govt./Govt. Aided Colleges. In case the original verification reports have been retained at some other institution) provided where the Principal concerned gives undertaking on letter head that the original verification reports pertaining to Xerox copies have been retained by the College. vii. If the name of said approved teacher does not figure in the Teacher's Return of the next academic session, the approval shall deemed to be withdrawn. viii. The application fee for a teacher for approval of appointment shall be Rs. 5000/-, and shall be applicable to the cases submitted by Govt. Colleges. ix. 2nd time/ next time approval of the teacher shall also be charged (Rs. 5000/-). x. Approval of other University or M.D.University shall not the basis of eligibility forever. xi. The fees of approval of a non-teaching staff other than Class-IV (Group-D) shall be Rs. 2000/-. Clause vii & x as above shall be applicable to non-teaching staff. Amount similar as above shall also be chargeable for cases submitted by Govt. Colleges for approval of appointment with a fee of Rs. 2000/-.
15.	In case of verification of documents of any candidate from overseas, the College/Institute shall ensure that all the documents sent by a concerned

	<p>institute (overseas) are verified through Institutional accredited email, clearly indicating the name of the competent authority with complete details and the place of the state/province with zip code.</p>
16.	<p>The approval of appointment for a said teacher/ non-teaching employee shall be for a particular college/ institute in which he/she has joined, change of college/ institute OR cadre shall warrant a fresh approval of appointment through procedure laid down by the University for the purpose, except in case of Govt. College/Institute.</p>



Norms for selection process for making appointments of Teaching & Non-Teaching staff in S.F.S. Engineering, Management & Architecture Colleges/ Institutes affiliated to M.D. University, Rohtak

1.	a)	<p>i. The vacant regular post(s) must be advertised in three Newspapers [one National daily - having at least two editions in different States including Haryana and NCR (Main edition) and two leading Regional dailies - one in English and other in Hindi with wide circulation within the state of Haryana and NCR] by the President (Governing Body of the College)/Administrator/ Chairman (Board of Governors of the College) (as the case may be) giving 21 days time for submission of Application Forms.</p> <p>ii. Apart from displaying the Advertisement(s) on the Notice-Board of the College/Institute, the same must be circulated among all staff members in the concerned College/Institute.</p> <p>iii. The post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal/Director or through duly approved faculty member working as officiating Principal/Director, otherwise advertisements shall be treated as invalid and Vice-Chancellor's Nominee(s) shall not be provided.</p> <p>iv. If a corrigendum is issued by the College/Institute concerned, it must be published in the same newspapers in which the advertisement was earlier published.</p>
	b)	Number of vacant post(s) must be published in the advertisement(s).
	c)	The advertisement(s) for the post(s) must include the website address and E-mail address of the College/Institute for reference of the applicants.
	d)	The last date for submission of applications {21 days from date of publication of the advertisement(s)} must be mentioned in the advertisement(s). Only those candidates shall be called for interview, whose application forms have been received at both the places i.e. in the O/o Dean College Development Council (DCDC), M.D. University, Rohtak and the College/Institute concerned.
	e)	A visible/readable attested hard copy of full page of newspapers in which the advertisement(s) have been published be sent to the DCDC, M.D. University, Rohtak. A softcopy through E-mail should also be sent to the Director, University Computer Centre, M.D. University, Rohtak for publishing on the University website within one week of the publication of advertisement(s) positively, with a copy of the same to DCDC, M.D. University, Rohtak.
2.	a)	<p>i) The advertisement(s) and Application Form must be uploaded on the website of the College/Institute.</p> <p>ii) The Application Form may also be collected from the office of the College/Institute during office hours or may be downloaded from the website of the College/Institute concerned. The cost of application in case of downloaded form shall be paid by means of Demand Draft(D.D) or through RTGS/NEFT in the designated bank account of amount equivalent to the cost of Application Form & shall be in favour of the Principal/Director or President, Governing Body/Chairman, Board of Governors (if the post of Principal/Director is advertised) of the concerned College/ Institution.</p> <p>iii) A column pertaining to Mobile Number and E-mail of the applicant must be included in the Application Form.</p> <p>iv) For each post, two sets of Application Form and supporting documents</p>


		<p>be prepared. A copy of the Application Form complete in all respects alongwith all supporting documents including educational qualifications, recent passport size photograph, properly catalogued/flagged should be submitted in the office of the Principal/Director of the concerned College/Institute and the other copy be sent to the DCDC, M.D. University, Rohtak by Registered Post or by hand.</p> <p>v) In case of any variation detected in the Application Form, the copy submitted to the DCDC, M. D. University, Rohtak will be considered as final.</p> <p>vi) The nomenclature of the Post applied for must be clearly mentioned in the Application Form.</p>
	b)	<p>i) The candidates must fulfil educational qualifications, experience etc. as per norms of UGC/ AICTE/ State Govt./ M.D. University, Rohtak.</p> <p>ii) The eligibility of the candidate will be determined on the last date of submission of Application Form.</p>
3.	a)	In accordance with the E.C. Reso. No. 49 dated 11.03.2017, the validity of application forms will be twelve months therefore, the College/ Institute shall complete the process for making appointments of teaching and non-teaching staff within twelve months from the last date of submission of application forms, failing which fresh advertisement will be required.
	b)	<p>The minimum & upper age applicable for recruitment shall be as under:-</p> <p>i) Minimum age for entry in the service of College/Institute - Not below the age of 18 years.</p> <p>ii) Maximum age for entry in the service of College/Institute for teaching (Assistant Professor) & Non-Teaching staff - 50 years as resolved vide E.C. Reso. No. 30 dated 12.10.2012 for Education and Engineering Colleges/Institutes for Teaching post(s).</p> <p>iii) The age of retirement for Director/Principal shall be 65 years. The age of retirement for Associate Professor/Professor shall be 70 years.</p> <p>iv) There shall be no maximum age for the post of Associate Professor/Professor/Director/Principal subject to provisions in point No.iii) above.</p>
4.	i)	In Professional Colleges/Institutes (Engineering, Management, Architecture, Law etc.), the appointments of teaching staff may be made by the Selection Committee(s) constituted by the concerned College/Institute as per qualifications laid down by the State Govt./adopted by the Affiliating University concerned as per Interim State Policy/Guidelines in pursuance to judgment dated 31.10.2002 in TMA PAI Foundation case by Hon'ble Supreme Court and Interim Policy Regulations of AICTE notified vide notification No. F.37-3/Legal (v)/ 2003 conveyed by Department of Technical Education, Haryana vide letter No. 770-773/Engg. Dated 21.04.2003 by associating at least three outside experts in the concerned course of study, at the level of Professor. In exceptional cases, where Professor in the concerned course of study are not available, senior Associate Professors with more than 5 years experience may be taken as experts.
	ii)	Vide point No.3 of the advisory issued by Council of Architecture (COA) ref No C.A/5/Academic/2021/Circular dated 15.03.2021

	<p>regarding selection process for faculty of Architecture <i>"the institution shall send its request to the Council for appointing a Nominee on the Selection Committee/Interview Board at least 15 days in advance of the date of interview"</i>.</p> <p>iii) Further, vide point No.6 of advisory by Council of Architecture (COA) ref. No.CA/5/Academic/2021/Circular dated 15.03.2021, <i>"the Selection Committee apart from the Nominee of Council of Architecture shall consist of essentially managements or their representative, head of the institution, at least two subject experts and other mandatory members as per affiliating University. The composition of the committee shall be such that the majority members of the interview panel are Architects"</i>.</p>
5.	<p>* However, the college/institution may make appointments through a panel provided by University. In such case, the request for appointment of University/Vice-Chancellor's Nominee(s) and Panel of Subject Experts, must be accompanied by:-</p> <ol style="list-style-type: none"> Photocopy of the advertisements duly attested by the Principal/Director of the College/Institute. Complete synopsis with Date of Birth, percentage of marks from Matric onwards, category, experience etc. of all the eligible applicants who have applied upto the last date, duly authenticated by the Principal/Director.
6.	<p>* For the provision in point no. 5 above, the date of interview shall be fixed in consultation with the University/Vice-Chancellor's Nominee(s) and Subject Experts. All eligible candidates/applicants, whose applications are received in the College/Institute concerned as well as in the University be informed within prescribed period, at least 10 days before the date of interview by Registered Post as well as E-Mail of the candidate(s).</p>
7.	<p>In case of SFS Colleges/Institutes as well as Govt. Aided Pvt. Colleges running SFS Program(s)/Course(s), the interview may be conducted even in case of single eligible applicant appearing in the interview.</p>
8.	<p>The qualifications and the selection criteria for the appointment of Assistant Professor/Associate Professor/Professor in Humanities/Social Science/Commerce/Sciences shall be as per UGC Norms.</p>
9.	<p>For work related to screening and interview for a given post, the remuneration for each member of the Selection Committee for a single sitting would be Rs. 3000/- only and in case the duration extends beyond five hours, remuneration would be paid @ Rs 5000/- per day.</p>
10.	<ol style="list-style-type: none"> The Vice-Chancellor's Nominee-I shall submit the proceedings of the Selection Committee to the DCDC, M. D. University, Rohtak immediately after the interview along with CD of videography covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents:- <ol style="list-style-type: none"> Application forms of the candidates handed over to Vice Chancellor Nominee-I before the interview. Consolidated Synopsis-cum-academic merit list of all the candidates appeared before the Committee. Score sheet indicating performance of all candidates by each member of Selection Committee. Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee.

immediately after the interview to the DCDC, M.D. University, Rohtak:-

- a) Proceedings of the Selection Committee meeting.
 - b) Consolidated Synopsis-cum-academic merit list of all the candidates.
 - c) Score sheet indicating performance of all candidates by each member of Selection Committee.
 - d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee.
 - e) Selection Criteria for Teaching staff duly signed by each member of the Selection Committee.
 - f) Selection Criteria for Non-Teaching staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the Selection Committee.
 - g) Attendance sheet of the candidates in original.
 - h) Visible/readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the panel (selected and waiting list).
 - i) Attested readable/visible copy of the advertisements.
- iii) In case of selections made by Professional Colleges/Institutes as per Interim State Policy/Guidelines in pursuance to judgment dated 31.10.2002 in TMA PAI Foundation case by Hon'ble Supreme Court and Interim Policy Regulations of AICTE notified vide notification No. F.37-3/Legal (v)/2003 conveyed by Department of Technical Education, Haryana vide letter No. 770-773/Engg. Dated 21.04.2003, the proceedings of the Selection Committee must be sent by the Director/Principal of the concerned College/Institute to the DCDC, M.D. University, Rohtak alongwith all relevant documents and CD covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents:-
- a) Proceedings of the Selection Committee meeting.
 - b) Consolidated Synopsis-cum-academic merit list of all the candidates.
 - c) Score sheet indicating performance of all candidates by each member of Selection Committee.
 - d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee.
 - e) Selection Criteria for Teaching staff duly signed by each member of the Selection Committee.
 - f) Selection Criteria for Non-Teaching staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the Selection Committee.
 - g) Attendance sheet of the candidates in original.
 - h) Visible/readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the panel (selected and waiting list).
 - i) Attested readable/visible copy of the advertisements.

11.	The panel drawn by the Selection Committee will remain valid for six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor.
12.	The appointment letter should not be issued to the selected candidates, unless the proceedings of the Selection Committee are approved by the Vice-Chancellor.
13.	The appointment letter for the posts other than Peons and Class-IV categories shall be issued only by the President (Governing Body of the College)/ Administrator/ Chairman (Board of Governors of the College/Institute) (as the case may be) and for the post(s) of Peon and Class-IV categories, the appointment letters may be issued by the Principal/ Director of the concerned College/ Institute and joining reports must be arranged/ submitted accordingly.
14.	The Pay Scale as per MDU/AICTE/UGC norms, Nature of the post and Probation Period should be clearly mentioned in the appointment letter.
15.	<p>The case(s) for approval of individual appointment submitted to the A.R./D.R. (Colleges), M.D. University, Rohtak must be accompanied by the following documents:</p> <ol style="list-style-type: none"> i. Proforma of Teacher's Return/Non-Teaching Staff Return (as the case may be) duly filled in by the concerned Teaching/Non-Teaching staff complete in all respects and countersigned by the Principal/ Director of the concerned College/Institute and in case of appointment of a Principal/Director, the proforma should be duly countersigned by the President, Governing Body/Administrator/ Chairman, Board of Governors. ii. A copy of the appointment letter and joining report of concerned employee duly attested by the Principal/Director of the concerned College/Institute or duly attested by the President, Governing Body/ Administrator/ Chairman, Board of Governors, in case of appointment of Principal/Director. iii. A copy of the approval letter of proceedings of the Selection Committee issued by the University for the concerned post(s) duly attested by the Principal/Director or duly attested by the President, Governing Body/Administrator/Chairman, Board of Governors, in case of appointment of Principal/Director. iv. One set of attested copies of detailed marks cards of all the examinations from Matric onwards passed by the concerned employee duly attested by the Principal/Director of the College/ Institute or duly attested by the President, Governing Body/ Administrator/Chairman, Board of Governors, in case of appointment of Principal/Director. v. Verification report in original is mandatory for each of the supporting certificates included in the Synopsis-cum-Merit List and College Teacher Return/Non-Teaching Staff Return (as the case may be) from the concerned authorities. vi. In case of Teaching & Non-Teaching staff in Govt. Colleges, the visible/readable attested photocopies of the original verification report submitted by the Principal of a Govt./Govt. Aided Colleges (In case the original verification reports have been retained at some other institution) provided where the Principal concerned gives undertaking on letter head that the original verification reports pertaining to Xerox copies have been retained by the College. vii. If the name of the said approved teacher does not figure in the Teacher's Return of the next academic session, the approval shall be deemed to be

	<p>withdrawn.</p> <p>viii. The application fee for a teacher for approval of appointment shall be Rs. 5000/-, and shall be applicable to the cases submitted by Govt. Colleges.</p> <p>ix. 2nd /next time approval of the teacher shall also be charged (i.e. Rs. 5000/-).</p> <p>x. Approval of other University or M.D. University shall not be a basis of eligibility forever.</p> <p>The fees for approval of a non-teaching staff other than Class-IV (Group-D) shall be Rs. 2000/-, Clause (vii) & (ix) as above shall be applicable to non-teaching staff. Amount similar as above amount shall also be chargeable for cases submitted by Govt. Colleges for approval of appointment with a fee of Rs. 2000/-.</p>
<p>16.</p> 	<p>In case of verification of documents of any candidate from overseas, the College/Institute shall ensure that all the documents sent by a concerned institute (overseas) are verified through Institutional accredited email clearly indicating the name of the competent authority with complete details and the place of the state/ province with zip code.</p> <p>The approval of appointment for a said teacher/ non-teaching employee shall be for a particular College/Institute in which he/she has joined, change of College/Institute or cadre shall warrant a fresh approval of appointment through procedure laid down by the University for the purpose, except in case of Govt. College(s).</p>
<p>17.</p>	

Norms for selection process for making appointments of Teaching & Non-Teaching staff in S.F.S. Law Colleges/ Institutes affiliated to M.D. University, Rohtak

1.	a)	<p>i. The vacant regular post(s) must be advertised in three Newspapers [one National daily - with at least two editions in different States including Haryana and NCR (Main edition) and two leading Regional dailies - one in English and other in Hindi with wide circulation within the state of Haryana and NCR] by the President (Governing Body of the College)/ Administrator/ Chairman (Board of Governors of the College) (as the case may be) giving 21 days time for submission of Application Forms.</p> <p>ii. Apart from displaying the Advertisement(s) on the Notice-Board of the College/Institute, the same must be circulated among all staff members in the concerned College/Institute.</p> <p>iii. The post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal or through duly approved faculty member working as officiating Principal, otherwise advertisements shall be treated as invalid and Vice-Chancellor's Nominee shall not be provided.</p> <p>iv. If a corrigendum is issued by the College/Institute concerned, it must be published in the same newspapers in which the advertisement was earlier published.</p>
	b)	Number of vacant post(s) must be published in the advertisement(s).
	c)	The advertisement(s) for the post(s) must include the website address and E-mail address of the College/Institute for reference of the applicants.
	d)	The last date for submission of applications {21 days from date of publication of the advertisement(s)} must be mentioned in the advertisement(s). Only those candidates shall be called for interview, whose application forms have been received at both the places i.e. in the O/o Dean College Development Council (DCDC), M.D. University, Rohtak and the College/Institute concerned.
	e)	A visible/readable attested hard copy of full page of newspapers in which the advertisement(s) have been published be sent to the DCDC, M.D. University, Rohtak. A softcopy through E-mail should also be sent to the Director, University Computer Centre, M.D. University, Rohtak for publishing on the University website within one week of the publication of advertisement(s) positively, with a copy of the same to DCDC, M.D. University, Rohtak.
2.	a)	<p>i) The advertisement(s) and Application Form must be uploaded on the website of the College/Institute.</p> <p>ii) The Application Form may also be collected from the office of the College/Institute during office hours or may be downloaded from the website of the College/Institute concerned. The cost of application in case of downloaded form shall be paid by means of Demand Draft(D.D) or through RTGS/NEFT in the designated bank account of amount equivalent to the cost of Application Form & shall be in favour of the Principal/Director or President, Governing Body/Chairman, Board of Governors (if the post of Principal/Director is advertised) of the concerned College/ Institution.</p> <p>iii) A column pertaining to Mobile Number and E-mail of the applicant must be included in the Application Form.</p> <p>iv) For each post, two sets of Application Form and supporting documents</p>

		<p>be prepared. A copy of the Application Form complete in all respects alongwith all supporting documents including educational qualifications, recent passport size photograph, properly catalogued/flagged should be submitted in the office of the Principal/Director of the concerned College/Institute and the other copy be sent to the DCDC, M. D. University, Rohtak by Registered Post or by hand.</p> <p>v) In case of any variation detected in the Application Form, the copy submitted to the DCDC, M. D. University, Rohtak will be considered as final.</p> <p>vi) The nomenclature of the Post applied for must be clearly mentioned in the Application Form.</p>
	b)	<p>i) The candidate must fulfil educational qualifications, experience etc. as per norms of UGC/ AICTE/ State Govt./ M.D. University, Rohtak.</p> <p>ii) The eligibility of the candidate will be determined on the last date of submission of Application Form.</p>
3.	a)	In accordance with the E.C. Reso. No. 49 dated 11.03.2017, the validity of application forms will be twelve months, therefore, the College/ Institute shall complete the process for making appointments of teaching and non-teaching staff within twelve months from the last date of submission of application forms, failing which fresh advertisement will be required.
	b)	<p>The minimum & upper age applicable for recruitment shall be as under:-</p> <p>i) Minimum age for entry in the service of College/Institute - Not below the age of 18 years.</p> <p>ii) Maximum age for entry in the service of College/Institute for teaching (Assistant Professor) & Non teaching staff - 50 years as resolved vide E.C. Reso. No. 30 dated 12.10.2012 for Education and Engineering Colleges/Institutes for Teaching post(s).</p> <p>iii) The age of retirement for Principal shall be 65 years. The age of retirement for Associate Professor/Professor shall be 70 years.</p> <p>iv) There shall be no maximum age for the post of Associate Professor/Professor/Principal subject to provision in point No. iii) & above.</p>
4.		In Professional Colleges/Institutes (Engineering, Management, Architecture, Law, etc.), the appointments of teaching staff may be made by the Selection Committee(s) constituted by the concerned College/Institute as per qualifications laid down by the State Govt./adopted by the Affiliating University concerned as per Interim State Policy/Guidelines in pursuance to judgment dated 31.10.2002 in TMA PAI Foundation case by Hon'ble Supreme Court and Interim Policy Regulations of AICTE notified vide notification No. F.37-3/Legal (v)/2003 conveyed by Department of Technical Education, Haryana vide letter No. 770-773/Engg. Dated 21.04.2003 by associating at least three outside experts in the concerned course of study at the level of Professor. In exceptional cases, where Professor in the concerned course of study are not available, senior Associate Professors with more than 5 years experience may be taken as experts.
5.		<p>* The request for appointment of University Vice-Chancellor's nominee and Panel of Subject Experts must be accompanied by:</p> <p>i) Photocopy of the advertisement(s) duly attested by the Principal/Director of the College/ Institute</p>

	ii) Complete synopsis with Date of Birth, percentage of marks from Matric onwards, category, experience etc. of all the eligible applicants who have applied upto the last date, duly authenticated by the Principal/Director.
6.	* The date of interview shall be fixed in consultation with the University/Vice-Chancellor's Nominee(s) and Subject Experts. All eligible candidates /applicants, whose applications are received in the College/ Institute concerned as well as in the University be informed within prescribed period, at least 10 days before the date of interview by Registered Post as well as E-Mail of the candidate(s).
7.	In case of SFS Colleges/Institutes as well as Govt. Aided Pvt. Colleges running SFS Program(s)/Course(s), the interview may be conducted even in case of single eligible applicant appearing in the interview.
8.	The qualifications and the selection criteria for the appointment of Assistant Professor/Associate Professor/ Professor/Principal shall be as per UGC norms.
9.	For work related to screening and interview for a given post, the remuneration for each member of the Selection Committee for a single sitting would be Rs. 3000/- only and in case the duration extends beyond five hours, remuneration would be paid @ Rs 5000/- per day.
10.	<p>i) The Vice-Chancellor's Nominee-I shall submit the proceedings of the Selection Committee to the DCDC, M. D. University, Rohtak immediately after the interview along with CD of videography covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents:-</p> <ol style="list-style-type: none"> Application forms of the candidates handed over to Vice-Chancellor's Nominee-I before the interview. Consolidated Synopsis-cum-academic merit list of all the candidates appeared before the Committee. Score sheet indicating performance of all candidates by each member of the Selection Committee. Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee. <p>ii) The Principal shall also submit the following documents immediately after the interview to the DCDC, M.D. University, Rohtak.</p> <ol style="list-style-type: none"> Proceedings of the Selection Committee meeting. Consolidated Synopsis-cum-merit list of all the candidates. Score sheet indicating performance of all candidates by each member of the Selection Committee. Based upon b) & (c), consolidated overall merit list including the interview marks average by the Selection Committee. Selection Criteria for Teaching staff duly signed by each member of the Selection Committee. Selection Criteria for Non-Teaching staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the Selection Committee. Attendance sheet of the candidates in original. Visible/readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the usual

	<p>(selected and waiting list).</p> <p>i) Attested readable/visible copy of the advertisement.</p> <p>iii) In case of selections made by Professional Colleges/Institutes as per Interim State Policy/Guidelines in pursuance to judgment dated 31.10.2002 in TMA PAI Foundation case by Hon'ble Supreme Court and Interim Policy Regulations of AICTE notified vide notification No. F.37-3/Legal (v)/2003 conveyed by Department of Technical Education, Haryana vide letter No. 770-773/Engg. Dated 21.04.2003, the proceeding of the Selection Committee must be sent by the Principal of the concerned College/Institute to the DCDC, M.D. University, Rohtak alongwith all relevant documents and CD covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents:-</p> <p>a) Proceedings of the Selection Committee meeting.</p> <p>b) Consolidated Synopsis-cum-academic of all the candidates.</p> <p>c) Score sheet indicating performance of all candidates by each member of Selection Committee.</p> <p>d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee.</p> <p>e) Selection Criteria for Teaching staff duly signed by each member of the Selection Committee.</p> <p>f) Selection Criteria for Non-Teaching staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the Selection Committee.</p> <p>g) Attendance sheet of the candidates in original.</p> <p>h) Visible/readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the panel (selected and waiting list).</p> <p>i) Attested readable/visible copy of the advertisement.</p>
11.	The panel drawn by the Selection Committee will remain valid for six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor.
12.	The appointment letter should not be issued to the selected candidates, unless the proceedings of the Selection Committee are approved by the Vice-Chancellor.
13.	The appointment letter for the posts other than Peons and Class-IV categories shall be issued only by the President (Governing Body of the College)/ Administrator/ Chairman (Board of Governors of the College/Institute) (as the case may be) and for the post(s) of Peon and Class-IV categories, the appointment letters may be issued by the Principal of the concerned College/ Institute and joining reports must be arranged/ submitted accordingly.
14.	The Pay Scale as per MDU/UGC/BCI norms, Nature of the post and Probation Period should be clearly mentioned in the appointment letter.
15.	<p>The cases for approval of individual appointment submitted to the A.R./D.R. (Colleges), M.D. University, Rohtak must be accompanied by the following documents:</p> <p>i. Proforma of Teacher's Return/Non-Teaching Staff Return (as the case may be) duly filled in by the concerned Teaching/Non-Teaching staff</p>

	<p>concerned College/Institute and in case of appointment of Principal, the proforma should be duly countersigned by the President, Governing Body/ Administrator/ Chairman, Board of Governors.</p> <p>ii. A copy of the appointment letter and joining report of concerned employee duly attested by the Principal of the concerned College/ Institute or duly attested by the President, Governing Body/Administrator/Chairman, Board of Governors in case of appointment of Principal/Director.</p> <p>iii. A copy of the approval letter of proceedings of the Selection Committee issued by the University for the said post(s) duly attested by the Principal or duly attested by the President, Governing Body/Administrator/ Chairman, Board of Governors in case of appointment of Principal/Director.</p> <p>iv. One set of attested copies of detailed marks cards of all the examinations from Matric onwards passed by the concerned employee duly attested by the Principal/ Director of the college/ institute or duly attested by the President, Governing Body/ Administrator/ Chairman, Board of Governors in case of appointment of Principal/Director.</p> <p>v. Verification report in original is mandatory for each of the supporting certificates included in the Synopsis-cum-Merit List and College Teacher Return/ Non-Teaching Staff Return (as the case may be) from the concerned authorities.</p> <p>vi. In case of Teaching & Non-Teaching staff in Govt. Colleges, the visible/readable attested photocopies of the original verification report submitted by the Principal of a Govt./Govt. Aided Colleges(*In case the original verification reports have been retained at some other institution) provided where the Principal concerned gives undertaking on letter head that the original verification reports pertaining to Xerox copies have been retained by the College.</p> <p>vii. The approval for a said teacher shall be for a College in which he/she has joined, change of College or cadre shall warrant a fresh approval except the teachers appointed in Govt. Colleges.</p> <p>viii. If the name of the said approved teacher does not figure in the Teacher's Return of next academic session, the approval shall be deemed to be withdrawn.</p> <p>ix. The application fee for a teacher for approval of appointment shall be Rs. 5000/-, and shall be applicable to the cases submitted by Govt. Colleges.</p> <p>x. 2nd/next time approval of the teacher shall also be charged (i.e. Rs. 5000/-).</p> <p>xi. Approval of other University or M.D. University shall not be a basis of eligibility forever.</p> <p>The fees for approval of a non-teaching staff other than Class-IV (Group-D) shall be Rs. 2000/-. Clause (vii) & (x) as above shall be applicable to non-teaching staff. Amount similar as above shall also be chargeable for cases submitted by Govt. Colleges for approval of appointment with a fee of Rs. 2000/-.</p>
16.	<p>In case of verification of documents of any candidate from overseas, the College/Institute shall ensure that all the documents sent by a concerned institute (overseas) are verified through Institutional accredited email, name of the competent authority with complete details and place of the state/ province with zip code.</p>

17.

The approval of appointment for a said teacher/ non-teaching employee shall be for a particular college/ institute in which he/she has joined, change of college/ institute OR cadre shall warrant a fresh approval of appointment through procedure laid down by the University for the purpose, except in case of Govt. College.



SHRUTI SHARMA
AIR-1 (UPSC-2021)

FOUNDATION COURSE
OFFLINE BATCHES

RANCHI (From Test Class)	11th June	DELHI (From Home)	17th June
DELHI (From Home)	17th June	BENGALURU (From Home)	20th June
BENGALURU (Chandra Layout)	20th June	JAIPUR (From Home)	24th June
PATNA (From Home)	11th July	BHOPAL (From Home)	22nd July
INDORE (From Home)	25th July	MUMBAI (From Home)	1st AUGUST

8826002521 / 8826612521

MATHEMATICS
HEARTIEST CONGRATULATIONS TO
OUR SUCCESSFUL STUDENTS IN CSE-2021

AIR 9 **AIR 11**

PREETAM KUMAR **SHUBHANKAR P.PATAK**

DILIP K. KAINIKKARA AIR-21	UTSAV ANAND AIR-26	KARTIKEYA MAISWAL AIR-35	RAVI KUMAR AIR-56
ARPIT SANGAL AIR-53	SURBHI SINGLA AIR-75	DEEPAH KUMARI AIR-93	KUMAR SHIVASHISH AIR-171

VISHAL

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SITUATION VACANT **GENERAL**

C.R.A. COLLEGE Sonapat
(Affiliated to M.D. University, Sonapat)

Includes applications for the following post:
Assistant Professors on regular basis in Self-Financing Courses as per the details given below:

Head-2, Political Science-3, Geography-3, Mathematics-2, Commerce-2, Physical Education-2, Computer Science-2

Eligible Nominations, Qualifications & Other conditions for the post as per M.D. University, Sonapat & Ministry of Education, Govt. of Karnataka. Apply on application form available from the college office, Sonapat 1000 am to 2:00 pm by evening D.D. of Rs. 150/- in favour of Principal, C.R.A. College, Sonapat D.D. of amount mentioned for stamp to be attached and the application form filled by post can be deposited with the said amount. The application accompanied with all supporting documents should reach within 21 days of the publication of this advertisement i.e. up to 21st June 2022 addressed to the General Secretary, The Ram Education Society, The Ram School, West Ram Nagar, Sonapat-576001. A copy of application must be submitted to the Dist. Co-Ordination Council, M.D. University, Sonapat, Sonapat Slough Dalip, President, The Ram Education Society Sonapat.

PUBLIC NOTICE

This is for notice of the general public that a Political Party is proposed to be registered by the name of 'VYAKTI VIKAS PARTY', F-24, UCHERAPUR, MANDANVILLE, DELHI-110052. This party has submitted application to the Election Commission of India, New Delhi for its registration as Political Party under Section 29A of the Representation of People Act, 1951. Names/Addresses of the co-opted members of the party are as follows: **NETRA PAL** President (Chandni Chowk, Delhi-110001), **Rishi N. N. Singh** (Gali No. 1, Anand Park, Shastri Nagar, Delhi-110031), **General Secretary/Secretary: BRADEEP KUMAR**, P.O. House

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INSPIRING INNOVATION
www.visionias.in

CONTENT DEVELOPER

GS

PERSONAL

CHANGE OF NAME

ENTERPRISE CONNECT

Unveiling of new vision statement of EIL.

The Energy landscape in India and across the Globe is changing at a swift pace and organizations across the globe are re-strategizing their business operations focused towards Sustainability, Climate Change and Energy Transition. EIL, since its inception have always aligned its corporate and business strategies with Energy Ecosystem and aims to attain leadership position across the Energy Sector. To strengthen our resolve and commitments towards futuristic goals, we at EIL, would now be driven by our New Vision Statement: "To be a Global Leader offering Total Energy Solutions for a Sustainable Future". This new vision would steer us towards growth and transition pathway, thus, equipping EIL into a "Total Energy Consulting Organization" with leadership position across all the pillars and constituents of "Energy Sector". The Vision Statement would also motivate and drive us to strengthen our resolve and our aspirations to be "Global Leader" providing complete range of solutions to its stakeholders across the energy Sector with focus on minimizing overall carbon footprints in processes and designs. We believe that this powerful vision statement, coupled with strong fundamentals, technical prowess and high skill sets that we possess, will further enhance and motivate all of us at EIL, to provide our niche and value added services across the Energy Landscape.

5th on-site Covid 19 Booster Dose Vaccination Camp held at Central Warehousing Corporation, Corporate Office

CWC has organised 5th on-site Covid 19 Booster Dose Vaccination Camp for CWC, DIPP, CRWC Staff and their family members at Corporate Office, New Delhi on 21.05.2022. This Camp was with the support of M/s Havya Gandhi Cancer Hospital, ensuring Covid Appropriate Behaviours and other guidelines. Though this Covid-19 Vaccination Camp, total 129 persons got vaccinated out of which 02 Administered their Second dose. And total 126 persons Administered Booster dose onsite Covid Vaccination camp.

Union Minister of Heavy Industries lays foundation stone of toilet complexes at Varanasi and Chandauli; lauds BHEL's commitment towards Swachh Bharat Abhiyan

Dr. Mahendra Nath Pandey, Hon'ble Union Minister of Heavy Industries has laid the foundation stone of toilet complexes at Varanasi and Chandauli. The locations are being built with the support of

at Varanasi and Chandauli. The locations are being built with the support of

SOUTH POINT COLLEGE OF LAW
 (Affiliated to M.D. University, Rohak)
 Bagru, Salangan, Gohana Road, Sonapat
 Pin: 0130-2216804, Web: www.spc.edu.in, E: southpointl@gnl.com

Invites application for the following post on Regular Basis in Self Financing courses as per details given below:-

TEACHING STAFF:
 Principal-01, Professor in law-2, Associate professor in law-4, Assistant professor in law-12, Assistant Prof. Eco-1, Sociology-1

NON-TEACHING STAFF:
 Registrar-1, Administrative officer-1, Librarian-1, Superintendent-2, Head Clerk-2, TPO-1, ATPO-1, Computer Programmer-2, Technical Asst-2, Junior Librarian-2, Account officer-2, Computer Operator-4, IT Executive-2, Maintenance Staff-2, Office Assistant-2, Accountant-2, Typist-2, Clerk-4, Stenographer-1, Steno-Typist-1, Library Assistant-2, Store keeper-1, Lab Assistant-2, Library Attendant-2, Lab Technician-2, Pison-4, Security Staff/Chowkidar-3, Mail-4, Helper-2, Support Staff-2, Safai/Karamchalis

Salary Qualifications, Pay Scales & Experience as per UGC/State Govt. Ind & MDU, Rohak Apply on prescribed form available from the college office during office hours or can be downloaded from college website. The application filled with all supporting documents should reach within 21 days i.e. up to 21st June 2022 addressed to the Principal, South Point College of Law, Sonapat. A copy of application must be submitted to Dean College Development Council DCCC, M.D. University, Rohak.
 President, Governing Body

SOUTH POINT DEGREE COLLEGE
 (Affiliated to M.D. University, Rohak)
 Bagru, Salangan, Gohana Road, Sonapat
 Pin: 0130-2216804, Web: www.spc.edu.in, E: southpointd@gnl.com

Invites application for the following post on Regular Basis in Self Financing courses as per details given below:-

TEACHING STAFF:
 Principal-1, Professor in Comm-2, Eco-2, Maths-2, Chem-2, Physics-2, Hindi-2, History-2, Pol. Sc.-2, English-2, Computer-2, Botany-2, Zoology-2, Associate Prof. in Comm-2, Eco-2, Maths-2, Chem-2, Physics-2, Hindi-2, History-2, Pol. Sc.-2, English-2, Computer-2, Botany-2, Zoology-2, Assistant Prof. Eco-3, Maths-4, Chem-4, Physics-4, Hindi-4, History-4, Pol. Sc.-4, English-4, Computer-3, Botany-3, Zoology-3, Yoga-3, Physical Education-2

NON-TEACHING STAFF:
 Registrar-1, Administrative Officer-1, Librarian-1, Superintendent-2, Head Clerk-2, TPO-1, ATPO-1, Computer Programmer-3, Technical Asst-3, Junior Librarian, Account officer-2, Computer Operator-4, IT Executive-2, Maintenance Staff-3, Office Assistant-3, Accountant-2, Typist-3, Clerk-4, Stenographer-1, Steno-Typist-1, Library Assistant-2, Store keeper-1, Lab Assistant-2, Library Attendant-2, Lab technician-6, Pison-6, Security Staff/Chowkidar-4, Mail-4, Helper-3, Support Staff-3, Safai/Karamchalis

Salary Qualifications, Pay Scales & Experience as per UGC/State Govt. Ind & MDU, Rohak. Apply on prescribed form available from the college office during office hours or can be downloaded from college website. The application completed with all supporting documents should reach within 21 days i.e. up to 21st June 2022 addressed to the Principal, South Point Degree College, Sonapat. A copy of application must be submitted to Dean College Development Council DCCC, M.D. University, Rohak.
 President, Governing Body

C.R.A. COLLEGE, Sonapat
 (Affiliated to M.D. University, Rohak)
 Bagru, Salangan, Gohana Road, Sonapat
 Pin: 0130-2229225, 0130-2245929, Web: www.cracollegesonapat.org, Email: hr: crasvp@gnl.com

Invites applications for the following post Assistant Professors on regular basis in Self Financing Courses as per the details given below:-

Hindi-2, Political Science-4, Geography-3, Mathematics-2, Physics-3, Chemistry-4, Commerce-2, Physical Education-2, Computer Science-2

Salary Negotiable, Qualifications & Other conditions for the post as per M.D. University, Rohak / Haryana Govt. / U.C.G. rules. Apply on prescribed form available from the college office, from 9:00 am. to 2:00 pm. by sending D.D. of Rs. 550/- in favour of Principal, C.R.A. College, Sonapat. D.D. of above mentioned fee should be attached with the application form / sent by post or can be downloaded from the college website to be deposited with the said amount. The application completed with all supporting documents should reach within 21 days of the publication of this advertisement i.e. up to 21st June 2022 addressed to the General Secretary, The Ram Education Society, The Ram Hotel School, Vyas Ram Nagar, Sonapat-131001, A copy of application must be submitted to the Dean College Development Council, M.D. University, Rohak.
 Sunder Singh Dahiya, President
 The Ram Education Society, Sonapat

HARYANA REAL ESTATE REGULATORY AUTHORITY, ROHAKHULA
 MINI SECRETARIAT, NEW OFFICE BLOCK, 2ND FLOOR,
 SECTOR-11, PANCHKULA

PUBLIC NOTICE
 COMPLAINT NO. 1245/2021
 MADHUSUDAN RAO BANDARU
 VERSUS
 ASIAN DEVELOPER LTD. AND SAERA AUTO INDIA PVT. LTD.

Notice to the respondents namely (i) Asian Developer Ltd having Registered Office at B-88, 2nd Floor, Sector-2, Noida, Uttar Pradesh -201301; & (ii) and Saera Auto India Pvt. Ltd. having Registered Office at Saera Towers, Plot No. 1, Sector-11, Dwarka, New Delhi-110075.

Whithin the above mentioned complainant has instituted the

Principal

YES BANK

Registered & Corporate
 YES BANK Limited, YE
 Mumbai 400055, India
 Website: www.yesbank

Invitation of Counter Bids for Asian Hotels (West) Ltd

YES BANK Limited ("YBL" or the "Bank") ARCS/ Banks/ NBFCs/ FIs ("Interested Parties") acceptable to the Bank for assignment Limited ("AHWL" or "Borrower Company")

The Proposed Sale shall be on "as is where is" basis conducted under Swiss Challenge Merit process and have the right to match the highest Bid received by the Bank, subject to final approval by the Bank.

Eligible Interested Parties are requested to submit Expression of Interest (EOI) duly signed by the Bidder, along with the Reserve Price document and Bid document.

The Interested Parties may contact the terms and conditions and any other details of the process at:

a) Garima Kothari (Mob: +91 9310002100)
 b) Ankit Jain (Mob: +91 7042944100)

Last date for submission of Bids is June 1, 2022. Bids mentioned above shall not be accepted if they are not accompanied by the required Conditional and contingent Bids shall be accepted only if they are accompanied by the required Conditional and contingent Bids. The Bank is not an offer document and the Bank Process and/or the Proposed Sale at any time. The decision of the Bank in this regard is final and binding.

For detailed terms and conditions of the Proposed Sale, please visit the YES BANK Limited (a. http://www.yesbank.com) website.



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

No.: CB-V(a)/CRA/2023/ 93/0
Dated: 5-6-2023

To
The Principal,
C.R.A. College,
Sonepat

Sub: Regarding approval of Proceedings
Sir/Madam,

I have been directed to inform you that the Vice-Chancellor has been pleased to approve the proceedings of the Selection Committee meeting held on 17.02.2023 in r/o the following candidates for the post of Assistant Professor for Hindi (02) under SFS at C.R.A. College, Sonepat in order of merit –

Sr. No.	Name of the candidate	Father's name	Order of merit	Remarks
1.	Geeta Devi	Sh. Ram Kumar	50.21	Nil
2.	Sushila	Sh. Ranvir Singh	48.24	
Waiting List				
1.	Kavita Kumari	Sh. Ram Chander	31.32	Not approved due age bar
2.	Neelam Kumari	Sh. Sukhpal Singh	22.53	

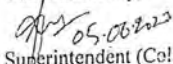
It is intimated that the selection proceedings in respect of Ms. Neelam Kumar D/o Sh. Sukhpal Singh who was kept in waiting at 2nd position in waiting are not approved due to age bar as the candidate has already attained the age above 42 years.

Accordingly, it is to inform you that appointment letter in r/o selected candidates may be issued and send the following documents for approval of appointment to this office:-

- Teacher's Return in respect of selected candidate.
- Appointment approval fee of Rs. 5000/- as per the latest norms issued by the University vide letter No. CB-3 / 2022/Norms/1116-1153 dated 08.01.2022.
- Attested copies of appointment letter.
- Attested copies of joining report.
- Attested copies of all the certificates matric onwards including experience certificates.
- Verification reports in original of all the qualifications from Board/Universities concerned.
- Obtain an affidavit from above said candidates that they are not serving in any other College or has submitted her/his resignation from previous post.

The case for approval of appointment of above said candidate will be considered after receipt of all the above mentioned documents, complete in all respects.

Yours faithfully,


Superintendent (Colleges)
for D.C.D.C.

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TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/1032-1034

Date 19.07.20

To

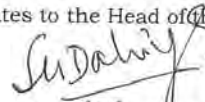
Ms. Kavita Kumari
D/O Sh. Ramchander
H.No.-444, Sec- 23, Sonapat -131001

Subject: Appointment to the post of Assistant Professor of Hindi in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 17.02.2023 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/9310 dated 05.06.2023, you are hereby appointed as Assistant Professor of **Hindi** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs. 15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

Terms and Conditions:-

1. Your appointment is to a purely on temporary basis which is liable to be abolished at any time and carries no subsequent permanent employment against the same.
2. In case of resignation or discharge on grounds other than abolition of the post and closing of course (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.
3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-


President
Tika Ram Education Society (Regd.)
SONEPAT

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

Institutions:-
* Chhotu Ram Arya College
* Tika Ram College of Education
* Tika Ram P. G. Girls College
* C.R.Z. Sr. Sec. School
* Tika Ram Girls Sr. Sec. School
* Tika Ram Model School (CBSE)

Ref. No. T.E.S/23/1032-1034

PAGE-2

Date 19.07.2023

- (i) Medical Certificate of fitness from Registered Medical practitioner.
 - (ii) Attested copies of Academic and Professional qualification and matriculation certificates; and
 - (iii) A Certificate of good character from the Gazetted Officer or Member of Legislative Assembly.
5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.
6. Before assuming the post you will have to-
- (a) Take an oath of allegiance to the Constitution of India; and
 - (b) Affirm that you are not having more than one living spouse.
7. Your seniority will be fixed in accordance with the rules and regulations on the subject, after approval of management committee.
8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.
- In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.

Surinder Singh Dahiya
President
Tika Ram Education Society (Regd.)
Sonapat SONEPAT

Copy to:
1. Office Record T.R.E.S.
2. Principal C.R.A. College, Sonapat for office record.

Surinder Singh Dahiya
President
Tika Ram Education Society (Regd.)
Sonapat SONEPAT

Received

Kaush

22/7/23



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

No.: CB-V(a)/CRA/2023/ 94187
Dated: 29-9-2023

To
The Principal,
C.R.A. College,
Sonapat

Sub: Regarding approval of Proceedings
Sir/Madam,

This is in continuation to this office letter bearing No. CB-V(a)/CRA/2023/9310 dated 05.06.2023 vide which it was intimated that the selection proceedings for the post of Assistant Professor in Hindi have not been approved in respect of Ms. Neelam Kumari D/o Sh. Sukhpal Singh due to age bar. Further, the request of Ms. Neelam Kumari for considering her experience for granting relaxation in age, the matter has been considered by the Vice-Chancellor and the Vice-Chancellor has been pleased to approve the proceedings of the Selection Committee meeting held on 17.02.2023 in r/o the following candidate for the post of Assistant Professor for Hindi (02) under SFS at C.R.A. College, Sonapat:-

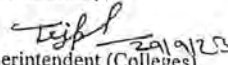
Sr. No.	Name of the candidate	Father's name	Order of merit	Remarks
1.	Neelam Kumari	Sh. Sukhpal Singh	22.53	Waiting list at Sr. No. 2

Accordingly, it is to inform you that in case the appointment letter in r/o selected candidate Ms. Neelam Kumari, is issued, the following documents for approval of appointment may be submitted to this office:-

- Teacher's Return in respect of selected candidate.
- Appointment approval fee of Rs. 5000/- as per the latest norms issued by the University vide letter No. CB-3 / 2022/Norms/1116-1153 dated 08.01.2022.
- Attested copies of appointment letter.
- Attested copies of joining report.
- Attested copies of all the certificates matric onwards including experience certificates.
- Verification reports in original of all the qualifications from Board/Universities concerned.
- Obtain an affidavit from above said candidates that they are not serving in any other College or has submitted her/his resignation from previous post.

The case for approval of appointment of above said candidate will be considered after receipt of all the above mentioned documents, complete in all respects.

Yours faithfully,


Superintendent (Colleges)
for D.C.D.C.

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TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/1238-1240

Date 18.11.2023

To

Ms. Neelam Kumar /
D/O Sh. Sukhpal Singh
Mayur Vihar, Gali No.-6,
Sonepat -131001

Subject: Appointment to the post of Assistant Professor of Hindi in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 17.02.2023 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/24188 dated 29.09.2023, you are hereby appointed as Assistant Professor of **Hindi** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

Terms and Conditions:-

1. Your appointment is to a purely on temporary basis which is liable to be abolished at any time and carries no subsequent permanent employment against the same.
2. In case of resignation or discharge on grounds other than abolition of the post and closing of course (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.
3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref No. TES/23/1238-1240

PAGE-2

Date 18-11-2023

- Medical Certificate of fitness from Registered Medical practitioner.
- Attested copies of Academic and Professional qualification and matriculation certificates; and
- A Certificate of good character from the Gazetted Officer or Member of Legislative Assembly.

5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.

6. Before assuming the post you will have to-

- Take an oath of allegiance to the Constitution of India; and
- Affirm that you are not having more than one living spouse.

7. Your seniority will be fixed in accordance with the rules and regulations on the subject, after approval of management committee.

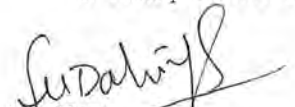
8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.

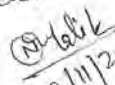
In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society(Regd.)
Sonapat

Copy to:

- Office Record T.R.E.S.
- Principal C.R.A. College, Sonapat for office record.


President
Tika Ram Education Society(Regd.)
Sonapat

Received

22/11/2023
9:00 AM



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

No.: CB-V(a)/CRA/2023/ 91463
Dated: 22-8-2023

To
The Principal,
C.R.A. College,
Sonepat

Sub: Regarding approval of Proceedings

Sir,

I have been directed to inform you that the Vice-Chancellor has been pleased to approve the proceedings of the Selection Committee meeting held on 25.01.2023 in r/o the following candidates for the post of Assistant Professor for Political Science (03) under SFS at C.R.A. College, Sonepat in order of merit –

Assistant Professor in Political Science (S.F.S.) (03) –

Sr. No.	Name of the candidate	Father's name	Order of merit
1.	Dr. Poonam Devi	Sh. Bhup Singh	39.75
2.	Ms. Kirti	Sh. Yudhvir Singh	32.32
3.	Dr. Mukesh Kumari	Sh. Raghbir Singh	31.52
Waiting List			
1.	Mr. Naveen Kumar	Sh. Shiv Charan	27.924

Accordingly, it is to inform you that appointment letter in r/o selected candidates may be issued and send the following documents for approval of appointment to this office:-

- Teacher's Return in respect of selected candidate.
- Appointment approval fee of Rs. 5000/- as per the latest norms issued by the University vide letter No. CB-3 / 2022/Norms/1116-1153 dated 08.01.2022.
- Attested copies of appointment letter.
- Attested copies of joining report.
- Attested copies of all the certificates matric onwards including experience certificates.
- Verification reports in original of all the qualifications from Board/Universities concerned.
- Obtain an affidavit from above said candidates that they are not serving in any other College or has submitted her/his resignation from previous post.

The case for approval of appointment of above said candidates will be considered after receipt of all the above mentioned documents, complete in all respects.

Yours faithfully,

Superintendent (Colleges) 22/8/23
for D.C.D.C.



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/1244-1246

Date 25.11.2023

To

Ms. Poonam Devi
D/o Sh. Bhup Singh
Om Nagar, Gali No.-1,
Near Indian School,
Gohana Bypass, Sonapat-131001

Subject: Appointment to the post of Assistant Professor of Political Science in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 25.01.2023 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/21467 dated 22.08.2023, you are hereby appointed as Assistant Professor of **Political Science** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

Terms and Conditions:-

1. Your appointment is to a purely on temporary basis which is liable to be abolished at any time and carries no subsequent permanent employment against the same.
2. In case of resignation or discharge on grounds other than abolition of the post and closing of course (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.
3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-


President
Tika Ram Education Society (Regd.)

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. St. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/1244-1246

PAGE-2

Date 25.11.202

- Medical Certificate of fitness from Registered Medical practitioner.
- Attested copies of Academic and Professional qualification and matriculation certificates; and
- A Certificate of good character from the Gazetted Officer or Member of Legislative Assembly.

5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.

6. Before assuming the post you will have to-

(a) Take an oath of allegiance to the Constitution of India; and

(b) Affirm that you are not having more than one living spouse.

7. Your seniority will be fixed in accordance with the rules and regulations on the subject, after approval of management committee.

8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.

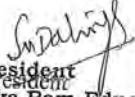
In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society (Regd.)
Sonapat

Received


Copy to:

1. Office Record T.R.E.S.
2. Principal C.R.A. College, Sonapat for office record.


President
Tika Ram Education Society (Regd.)
Sonapat



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

Institutions:-
• Chhotu Ram Arya College
• Tika Ram College of Education
• Tika Ram P. G. Girls College
• C.R.Z. Sr. Sec. School
• Tika Ram Girls Sr. Sec. School
• Tika Ram Model School (CBSE)

Ref. No. T.E.S/23/1247-1249

Date 25.11.2023

To

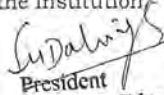
Ms. Kirti
D/o Sh. Yudhvir Singh
H. No.- 1087, Gali No.-5
Mayur Vihar, Sonapat-131001

Subject: Appointment to the post of Assistant Professor of Political Science in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 25.01.2023 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/21467 dated 22.08.2023, you are hereby appointed as Assistant Professor of **Political Science** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

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3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-


President
Tika Ram Education Society (Regd.)

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School

E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/1247-1249

Date 25.11.2023

PAGE-2

- Medical Certificate of fitness from Registered Medical practitioner.
- Attested copies of Academic and Professional qualification and matriculation certificates; and
- A Certificate of good character from the Gazetted Officer or Member of Legislative Assembly.

5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.

6. Before assuming the post you will have to-

- Take an oath of allegiance to the Constitution of India; and
- Affirm that you are not having more than one living spouse.

7. Your seniority will be fixed in accordance with the rules and regulations on the subject, after approval of management committee.

8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.

In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.

President
Tika Ram Education Society (Regd.)
Sonapat

Received
Jain

Copy to:

- Office Record T.R.E.S.
- Principal C.R.A. College, Sonapat for office record.

President
Tika Ram Education Society (Regd.)
Sonapat



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TIES/23/1256-1252

Date 25.11.2023

To

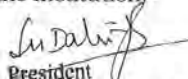
Ms. Mukesh Kumari
D/o Sh. Raghbir Singh
H. No.- 1219, VPO- Khewra
Sonapat-131021

Subject: Appointment to the post of Assistant Professor of Political Science in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 25.01.2023 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/21467 dated 22.08.2023, you are hereby appointed as Assistant Professor of **Political Science** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

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3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-


President
Tika Ram Education Society (Regd.)

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

Institutions:-
* Chhoti Ram Arya College
* Tika Ram College of Education
* Tika Ram P. G. Girls College
* C.R.Z. Sr. Sec. School
* Tika Ram Girls Sr. Sec. School
* Tika Ram Model School (CBSE)

Ref. No. TES/23/1256-1252

Date 25.11.2023


PAGE-2

- (i) Medical Certificate of fitness from Registered Medical practitioner.
 - (ii) Attested copies of Academic and Professional qualification and matriculation certificates; and
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8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.
- In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society (Regd.)
Sonapat

Received
Mukul

- Copy to:
1. Office Record T.R.E.S.
 2. Principal C.R.A. College, Sonapat for office record.


President
Tika Ram Education Society (Regd.)
Sonapat



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

Registered

No.: CB-V(a)/CRA/2023/ 2972

Dated: 22-2-2023

To

The Principal,
Chhotu Ram Arya College,
Sonapat

Sub: Regarding approval of Proceedings

Sir/Madam,

I am directed to inform you that the Vice-Chancellor has been pleased to approve the proceedings of the Selection Committee meeting held on 12.10.2022 for the post of Assistant Professor for Geography (03) under SFS at Chhotu Ram Arya College, Sonapat in order of merit which is as under:

Assistant Professor in Geography (03):-

Sr. No.	Name of the candidate	Father's name	Order of merit
1.	Reetu	Joginder Singh	38.67
2.	Pardeep Rathee	Bhim Singh Rathee	37.69
3.	Nisha	Randhir Singh	26.3
Waiting List			
4.	Nishant Nashier	Dayanand Nashier	25.34
5.	Neeraj Kumar	Jaipal Singh	22.65
6.	Neelam Devi	Jagdish	21.45
7.	Jyoti Rani	Balwan	19.97
8.	Poonam	Amir Singh	17.48
9.	Kalpana	Bhopal Singh Dahiya	9.39

Accordingly, it is to inform you that appointment letter in r/o selected candidates may be issued and send the following documents for approval of appointment to this office:-

- Teacher's Return in respect of selected candidate.
- Appointment approval fee of Rs. 5000/- as per the latest norms issued by the University vide letter No. CB-3/2022/Norms/1116-1153 dated 08.01.2022.
- Attested copies of appointment letter.
- Attested copies of joining report.
- Attested copies of all the certificates matric onwards including experience certificates.
- Verification reports in original of all the qualifications from Board/Universities concerned.
- Obtain an affidavit from above said candidates that they are not serving in any other College or has submitted her/his resignation from previous post.

Approval of appointment of above said candidates will be conveyed after receipt of all the above mentioned documents, complete in all respects.

Yours faithfully,

22.02.2023
Superintendent (Colleges)
for D.C.D.C.



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. IES/23/976-978

Date 16.07.2022

To

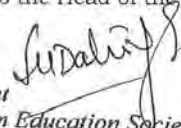
Ms. Reetu
D/o Sh. Joginder Singh
Gali No-1, Adarsh Nagar
Sonapat- 131001

Subject: Appointment to the post of Assistant Professor of Geography in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 12.10.2022 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/2972 dated 22.02.2023, you are hereby appointed as Assistant Professor of Geography in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

Terms and Conditions:-

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3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-


President
Tika Ram Education Society (Regd.)

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

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- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/976-978

Date 16.07.2023

PAGE-2

- (1) Medical Certificate of fitness from Registered Medical practitioner.
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- (iii) A Certificate of good character from the Gazetted Officer or Member of Legislative Assembly.

5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.

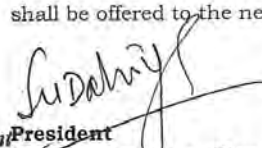
6. Before assuming the post you will have to-

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In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society (Regd.)
Sonapat

- Copy to:
1. Office Record T.R.E.S.
 2. Principal C.R.A. College, Sonapat for office record.


President
Tika Ram Education Society (Regd.)
Sonapat

Received by
Date
22/7/23



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

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- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/979-981

Date 16.07.2023

To

Ms. Nisha
D/o Sh. Randhir Singh
H.No. 681B/29, Dev Nagar
Sonapat- 131001

Subject: Appointment to the post of Assistant Professor of Geography in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 12.10.2022 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/2972 dated 22.02.2023, you are hereby appointed as Assistant Professor of **Geography** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

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3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-

Su Dalwaj
President
Tika Ram Education Society (Regd.)

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/979-981

PAGE-2

Date 16.07.2023

- Medical Certificate of fitness from Registered Medical practitioner.
- Attested copies of Academic and Professional qualification and matriculation certificates; and
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5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.

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8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.

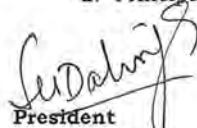
In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society (Regd.)
SONEPAT

Received
Nisha
22/07/2023

Copy to:

- Office Record T.R.E.S.
- Principal C.R.A. College, Sonapat for office record.


President
Tika Ram Education Society (Regd.)
SONEPAT



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

Registered

No.: CB-V(a)/CRA/2023/ 2971

Dated: 22-2-2023

To

The Principal,
✓ Chhotu Ram Arya College,
Sonepat

Sub: Regarding approval of Proceedings

Sir/Madam,

I am directed to inform you that the Vice-Chancellor has been pleased to approve the proceedings of the Selection Committee meeting held on 29.11.2022 for the post of Assistant Professor for Mathematics (02) under SFS at Chhotu Ram Arya College, Sonepat in order of merit which is as under:

Assistant Professor in Mathematics (02):-

Sr. No.	Name of the candidate	Father's name	Order of merit
1.	Parmila Kumari	Sh. Dharam Parkash	34.55
2.	Rinku	Sh. Rajesh Kumar	33.12
3.	Mimansha	Sh. Mukesh Singh	28.7
4.	Sonia Rani	Sh. Ram Chander Pannu	23.39

Accordingly, it is to inform you that appointment letter in r/o selected candidates may be issued and send the following documents for approval of appointment to this office:-

- Teacher's Return in respect of selected candidate.
- Appointment approval fee of Rs. 5000/- as per the latest norms issued by the University vide letter No. CB-3/2022/Norms/1116-1153 dated 08.01.2022.
- Attested copies of appointment letter.
- Attested copies of joining report.
- Attested copies of all the certificates matric onwards including experience certificates.
- Verification reports in original of all the qualifications from Board/Universities concerned.
- Obtain an affidavit from above said candidates that they are not serving in any other College or has submitted her/his resignation from previous post.

Approval of appointment of above said candidates will be conveyed after receipt of all the above mentioned documents, complete in all respects.

Yours faithfully,

22.02.2023
Superintendent (Colleges)
for D.C.D.C.



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/952-954
To

Date 14-7-2023

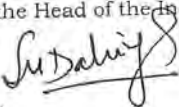
Ms. Parmila Kumari
D/o Sh. Dharam Parkash
H. No. 751, Sector-23
Sonepat-131001

Subject: Appointment to the post of Assistant Professor of Mathematics in CRA College, Sonepat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 29.11.2022 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/2971 dated 22.02.2023, you are hereby appointed as Assistant Professor of **Mathematics** in C.R.A. College, Sonepat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

Terms and Conditions:-

1. Your appointment is to a purely on temporary basis which is liable to be abolished at any time and carries no subsequent permanent employment against the same.
2. In case of resignation or discharge on grounds other than abolition of the post and closing of course (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.
3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-


President
Tika Ram Education Society (Regd.)
SONEPAT

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

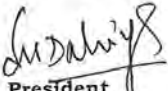
Institutions:-
* Chhotu Ram Arya College
* Tika Ram College of Education
* Tika Ram P. G. Girls College
* C.R.Z. Sr. Sec. School
* Tika Ram Girls Sr. Sec. School
* Tika Ram Model School (CBSE)

Ref. No. TES/23/452-954

PAGE-2

Date 14-7-2023

- (1) Medical Certificate of fitness from Registered Medical practitioner.
 - (ii) Attested copies of Academic and Professional qualification and matriculation certificates; and
 - (iii) A Certificate of good character from the Gazetted Officer or Member of Legislative Assembly.
5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.
6. Before assuming the post you will have to-
- (a) Take an oath of allegiance to the Constitution of India; and
 - (b) Affirm that you are not having more than one living spouse.
7. Your seniority will be fixed in accordance with the rules and regulations on the subject, after approval of management committee.
8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.
- In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society (Regd.)
SONEPAT

- Copy to:
- ✓ Office Record T.R.E.S.
 2. Principal C.R.A. College, Sonapat for office record.


President
Tika Ram Education Society (Regd.)
SONEPAT

Received
Pamuli
22/07/2023



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/1003-1005

Date 17.07.2023

To

Ms. Rinku
D/o Sh. Rajesh Kumar
VPO- Khanpur Kalan, Tehsil- Gohana
Sonapat-131305

Subject: Appointment to the post of Assistant Professor of Mathematics in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 29.11.2022 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/2971 dated 22.02.2023, you are hereby appointed as Assistant Professor of **Mathematics** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

Terms and Conditions:-

1. Your appointment is to a purely on temporary basis which is liable to be abolished at any time and carries no subsequent permanent employment against the same.
2. In case of resignation or discharge on grounds other than abolition of the post and closing of course (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.
3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-

Surinder Singh Dahiya
President
Tika Ram Education Society (Regd.)

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

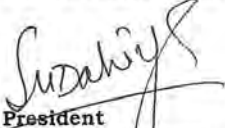
Institutions:-
• Chhotu Ram Arya College
• Tika Ram College of Education
• Tika Ram P. G. Girls College
• C.R.Z. Sr. Sec. School
• Tika Ram Girls Sr. Sec. School
• Tika Ram Model School (CBSE)

Ref. No. TES/23/1003-1005

PAGE-2

Date 17.07.2023

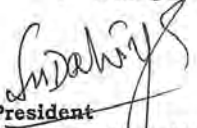
- (i) Medical Certificate of fitness from Registered Medical practitioner.
 - (ii) Attested copies of Academic and Professional qualification and matriculation certificates; and
 - (iii) A Certificate of good character from the Gazetted Officer or Member of Legislative Assembly.
5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.
6. Before assuming the post you will have to-
- (a) Take an oath of allegiance to the Constitution of India; and
 - (b) Affirm that you are not having more than one living spouse.
7. Your seniority will be fixed in accordance with the rules and regulations on the subject, after approval of management committee.
8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.
- In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society (Regd.)
SONEPAT

Received
@ Pinky
22/07/2023

Copy to:

1. Office Record T.R.E.S.
2. Principal C.R.A. College, Sonapat for office record.


President
Tika Ram Education Society (Regd.)
Tika Ram Education Society (Regd.)
SONEPAT



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

No.: CB-V(a)/CRA/2023/ 10430

Dated: 7-6-2023

To

The Principal,
C.R.A. College,
Sonapat

Sub: Regarding approval of Proceedings

Sir/Madam,

I have been directed to inform you that the Vice-Chancellor has been pleased to approve the proceedings of the Selection Committee meeting held on 21.02.2023 in r/o the following candidates for the post of Assistant Professor for Physics (03) under SFS at C.R.A. College, Sonapat in order of merit –

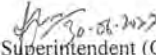
Sr. No.	Name of the candidate	Father's name	Marks
1	Nidhi	Sh. Jaipal	32.37
2	Jyoti	Sh. Azad Singh	27.22
3	Amarjeet	Sh. Chhaju Ram	26.1

Accordingly, it is to inform you that appointment letter in r/o selected candidates may be issued and send the following documents for approval of appointment to this office:-

- Teacher's Return in respect of selected candidate.
- Appointment approval fee of Rs. 5000/- as per the latest norms issued by the University vide letter No. CB -3 / 2022/Norms/1116-1153 dated 08.01.2022.
- Attested copies of appointment letter.
- Attested copies of joining report.
- Attested copies of all the certificates matric onwards including experience certificates.
- Verification reports in original of all the qualifications from Board/Universities concerned.
- Obtain an affidavit from above said candidates that they are not serving in any other College or has submitted her/his resignation from previous post.

The case for approval of appointment of above said candidates will be considered after receipt of all the above mentioned documents, complete in all respects.

Yours faithfully,


Superintendent (Colleges)
for D.C.D.C.



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School

E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/467-969

Date 16.07.2023

To

Ms. Nidhi
D/o Sh. Jaipal Singh
H.No. 2161, Sector-23
Sonapat- 131001

Subject: Appointment to the post of Assistant Professor of Physics in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 21.02.2023 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/10430 dated 30.06.2023, you are hereby appointed as Assistant Professor of **Physics** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

Terms and Conditions:-

1. Your appointment is to a purely on temporary basis which is liable to be abolished at any time and carries no subsequent permanent employment against the same.
2. In case of resignation or discharge on grounds other than abolition of the post and closing of course (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.
3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-

President
Tika Ram Education Society (Regd.)

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

Institutions:-
* Chhotu Ram Arya College
* Tika Ram College of Education
* Tika Ram P. G. Girls College
* C.R.Z. Sr. Sec. School
* Tika Ram Girls Sr. Sec. School
* Tika Ram Model School (CBSE)

Ref. No. TES/23/967-969

PAGE-2

Date 16.07.2023

- (i) Medical Certificate of fitness from Registered Medical practitioner.
- (ii) Attested copies of Academic and Professional qualification and matriculation certificates; and
- (iii) A Certificate of good character from the Gazetted Officer or Member of Legislative Assembly.

5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.

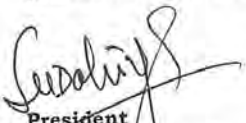
6. Before assuming the post you will have to-

- (a) Take an oath of allegiance to the Constitution of India; and
- (b) Affirm that you are not having more than one living spouse.

7. Your seniority will be fixed in accordance with the rules and regulations on the subject, after approval of management committee.

8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.

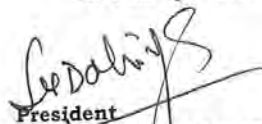
In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society (Regd.)
SONEPAT

Received
Giddu
22/07/23

Copy to:

1. Office Record T.R.E.S.
2. Principal C.R.A. College, Sonapat for office record.


President
Tika Ram Education Society (Regd.)
SONEPAT



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/870-972

Date 16.07.2023

To

Sh. Amarjeet
S/o Sh. Chhaju Ram
VPO. Bichpari, Sonapat

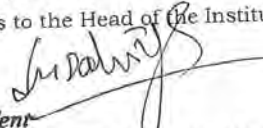
Subject: Appointment to the post of Assistant Professor of Physics in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 21.02.2023 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/10430 dated 30.06.2023, you are hereby appointed as Assistant Professor of **Physics** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

Terms and Conditions:-

1. Your appointment is to a purely on temporary basis which is liable to be abolished at any time and carries no subsequent permanent employment against the same.
2. In case of resignation or discharge on grounds other than abolition of the post and closing of course (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.
3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-

Contd. P/2


President
Tika Ram Education Society (Regd.)



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

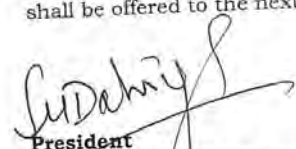
Institutions:-
* Chhotu Ram Arya College
* Tika Ram College of Education
* Tika Ram P. G. Girls College
* C.R.Z. Sr. Sec. School
* Tika Ram Girls Sr. Sec. School
* Tika Ram Model School (CBSE)

Ref. No. TES/23/970-972

PAGE-2

Date 16.07.2023

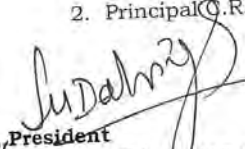
- (i) Medical Certificate of fitness from Registered Medical practitioner.
 - (ii) Attested copies of Academic and Professional qualification and matriculation certificates; and
 - (iii) A Certificate of good character from the Gazetted Officer or Member of Legislative Assembly.
5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.
6. Before assuming the post you will have to-
- (a) Take an oath of allegiance to the Constitution of India; and
 - (b) Affirm that you are not having more than one living spouse.
7. Your seniority will be fixed in accordance with the rules and regulations on the subject, after approval of management committee.
8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.
- In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society (Regd.)
SONEPAT

Received
Amarjit
22/07/23

Copy to:

1. Office Record T.R.E.S.
2. Principal G.R.A. College, Sonapat for office record.


President
Tika Ram Education Society (Regd.)
SONEPAT



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

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- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/997-999

o/c

Date 17-07-2023

To

Sh. Devanand
S/o Sh. Krishan Kumar
VPO- Mandaura, Tehsil- Kharkhoda
Sonapat-131103

Subject: Appointment to the post of Assistant Professor of Chemistry in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 21.11.2022 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/2939 dated 21.02.2023, you are hereby appointed as Assistant Professor of **Chemistry** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

Terms and Conditions:-

1. Your appointment is to a purely on temporary basis which is liable to be abolished at any time and carries no subsequent permanent employment against the same.
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3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-

President
(Signature)
Tika Ram Education Society

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

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- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/997-999

Date 17-07-202

PAGE-2

- (1) Medical Certificate of fitness from Registered Medical practitioner.
- (ii) Attested copies of Academic and Professional qualification and matriculation certificates; and
- (iii) A Certificate of good character from the Gazetted Officer or Member of Legislative Assembly.

5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.

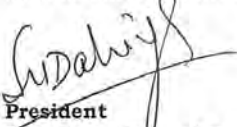
6. Before assuming the post you will have to-

- (a) Take an oath of allegiance to the Constitution of India; and
- (b) Affirm that you are not having more than one living spouse.

7. Your seniority will be fixed in accordance with the rules and regulations on the subject, after approval of management committee.

8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.

In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society (Regd.)
Sonapat

Copy to:

1. Office Record T.R.E.S.
2. Principal C.R.A. College, Sonapat for office record.


President
Tika Ram Education Society (Regd.)
Sonapat



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

Registered

No.: CB-V(a)/CRA/2023/ 2966
Dated: 22-9-2023

To

The Principal,
Chhotu Ram Arya College,
Sonapat

Sub: Regarding approval of Proceedings

Sir/Madam,

I am directed to inform you that the Vice-Chancellor has been pleased to approve the proceedings of the Selection Committee meeting held on 30.01.2023 for the post of Assistant Professor for Commerce (02) under SFS at Chhotu Ram Arya College, Sonapat in order of merit which is as under:

Assistant Professor in Commerce (02):-

Sr. No.	Name of the candidate	Father's name	Order of merit
1.	Seema Rani	Sh. Baljit Singh	45.12
2.	Satish Kumar	Sh. Raj Parkash	37.91
Waiting List			
3.	Anju	Sh. Satpal Singh	34.25
4.	Meenakshi	Sh. Dalbir Singh	29.64

Accordingly, it is to inform you that appointment letter in r/o selected candidates may be issued and send the following documents for approval of appointment to this office:-

- Teacher's Return in respect of selected candidate.
- Appointment approval fee of Rs. 5000/- as per the latest norms issued by the University vide letter No. CB-3/2022/Norms/1116-1153 dated 08.01.2022.
- Attested copies of appointment letter.
- Attested copies of joining report.
- Attested copies of all the certificates matric onwards including experience certificates.
- Verification reports in original of all the qualifications from Board/Universities concerned.
- Obtain an affidavit from above said candidates that they are not serving in any other College or has submitted her/his resignation from previous post.

Approval of appointment of above said candidates will be conveyed after receipt of all the above mentioned documents, complete in all respects.

Yours faithfully,

Superintendent (Colleges)
for D.C.D.C.



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

- * Chhotu Ram Arya College
- * Tika Ram College of Education
- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. IES/23/929-931

Date 11-07-2023

To

Ms. Seema Rani
D/o Sh. Baljit Singh
H.No. MA-337, Sector-26,
Mapsko City, Sonapat- 131001

Subject: Appointment to the post of Assistant Professor of Commerce in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 30.01.2023 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/2966 dated 22.02.2023, you are hereby appointed as Assistant Professor of **Commerce** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

Terms and Conditions:-

1. Your appointment is to a purely on temporary basis which is liable to be abolished at any time and carries no subsequent permanent employment against the same.
2. In case of resignation or discharge on grounds other than abolition of the post and closing of course (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.
3. No Travelling Allowances will be admissible for joining the post.
4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-

Sudhanshu
President
Tika Ram Education Society (Regd.)

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

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Mob. No.: 9416260438

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Ref. No. IES/23/929-931

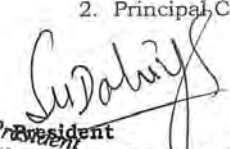
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Date 11-07-2023

- (1) Medical Certificate of fitness from Registered Medical practitioner.
 - (ii) Attested copies of Academic and Professional qualification and matriculation certificates; and
 - (iii) A certificate of good character from the Gazetted Officer or Member of Legislative Assembly.
5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.
6. Before assuming the post you will have to-
- (a) Take an oath of allegiance to the Constitution of India; and
 - (b) Affirm that you are not having more than one living spouse.
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8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.
- In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society (Regd.)
Sonapat
SONEPAT

- Copy to:
1. Office Record T.R.E.S.
 2. Principal, C.R.A. College, Sonapat for office record.


President
Tika Ram Education Society (Regd.)
Sonapat
SONEPAT

Received
Seng
22/07/2023



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

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- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/1029-1031

Date 19-07-2023

To

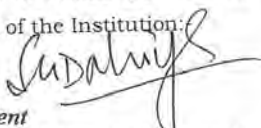
Ms. Anju
D/o Sh. Satpal Singh
VPO. Barwasni, Sonapat- 131001

Subject: Appointment to the post of Assistant Professor of Commerce in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 30.01.2023 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/2966 dated 22.02.2023, you are hereby appointed as Assistant Professor of **Commerce** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

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4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:


President
Tika Ram Education Society (Regd.)
SONEPAT

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

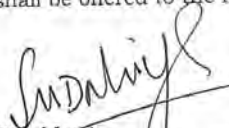
Institutions:-
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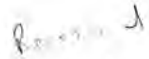
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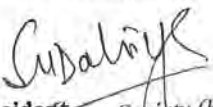
Date 19-07-2023

- (1) Medical Certificate of fitness from Registered Medical practitioner.
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5. If you have not been vaccinated within the last twelve months, you should have it done before reporting for duty.
6. Before assuming the post you will have to-
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 - (b) Affirm that you are not having more than one living spouse.
7. Your seniority will be fixed in accordance with the rules and regulations on the subject, after approval of management committee.
8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty immediately but not later than 10 days.
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President
Tika Ram Education Society (Regd.)
SONEPAT


22/7/2023

- Copy to:
1. Office Record T.R.E.S.
 2. Principal C.R.A. College, Sonapat for office record.


President
Tika Ram Education Society (Regd.)
SONEPAT



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

Registered

No.: CB-V(a)/CRA/2023/ 2970

Dated: 22-2-2023

To

The Principal,
Chhotu Ram Arya College,
Sonepat

Sub: Regarding approval of Proceedings

Sir/Madam,

I am directed to inform you that the Vice-Chancellor has been pleased to approve the proceedings of the Selection Committee meeting held on 16.12.2020 for the post of Assistant Professor for Computer Science (02) under SFS at Chhotu Ram Arya College, Sonepat in order of merit which is as under:

Assistant Professor in Computer Science (02):-

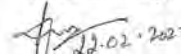
Sr. No.	Name of the candidate	Father's name	Order of merit
1.	Tamanna	Sh. Umed Singh	27.87
2.	Ajmer Singh	Sh. Ranbir Singh	25.33
Waiting List			
3.	Ritu Dahiya	Sh. Rajender Singh	24.44
4.	Ajay Kumar Sharma	Sh. Kartar Krishan Sharma	12.71

Accordingly, it is to inform you that appointment letter in r/o selected candidates may be issued and send the following documents for approval of appointment to this office:-

- Teacher's Return in respect of selected candidate.
- Appointment approval fee of Rs. 5000/- as per the latest norms issued by the University vide letter No. CB-3/2022/Norms/1116-1153 dated 08.01.2022.
- Attested copies of appointment letter.
- Attested copies of joining report.
- Attested copies of all the certificates matric onwards including experience certificates.
- Verification reports in original of all the qualifications from Board/Universities concerned.
- Obtain an affidavit from above said candidates that they are not serving in any other College or has submitted her/his resignation from previous post.

Approval of appointment of above said candidates will be conveyed after receipt of all the above mentioned documents, complete in all respects.

Yours faithfully,


22.02.2023
Superintendent (Colleges)
for D.C.D.C.



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducaionsociety@gmail.com

Regn. No. HR/08/2016/01752

Contact No.: 0130-2201089

Mob. No.: 9416260438

Institutions:-

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- * Tika Ram P. G. Girls College
- * C.R.Z. Sr. Sec. School
- * Tika Ram Girls Sr. Sec. School
- * Tika Ram Model School (CBSE)

Ref. No. TES/23/985-987

Date 16.07.2023

To

Ms. Tamanna
D/o Sh. Umed Singh
C-5, Atlas Road, Prem Nagar
Sonapat-131305

Subject: Appointment to the post of Assistant Professor of Computer Science in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 16.12.2022 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/2970 dated 22.02.2023, you are hereby appointed as Assistant Professor of **Computer Science** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

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4. Before assuming the charge of duties, you will be required to produce the following certificates to the Head of the Institution:-

President
Tika Ram Education Society

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya

Vice-President
Ram Chander Shastri

Gen. Secretary
Bhupender Singh Dahiya

Treasurer
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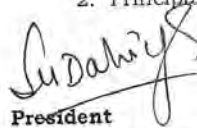
Date 16.07.2023


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President
Tika Ram Education Society (Regd.)
SONEPAT

Copy to:

- ✓ 1. Office Record T.R.E.S.
2. Principal C.R.A. College Sonapat for office record.


President
Tika Ram Education Society (Regd.)
SONEPAT


Received
22/July/2023



T To Sh. Rajbir Singh D/S New 16/02/23
TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
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* C.R.Z. Sr. Sec. School
* Tika Ram Girls Sr. Sec. School
* Tika Ram Model School (CBSE)

Ref. No. TES/23/817-818

Date 27-04-2023

To

Sh. Ajmer Singh
S/o Sh. Ranbir Singh
VPO- Dhurana, Tehsil- Gohana
Sonapat-131306

Subject: Appointment to the post of Assistant Professor of Computer Science in CRA College, Sonapat under Self Financing Scheme.

On the recommendation of the selection Committee in the meeting held on 16.12.2022 and its approval by M.D. University, Rohtak vide letter No. CB-V(a)/CRA/2023/2970 dated 22.02.2023, you are hereby appointed as Assistant Professor of **Computer Science** in C.R.A. College, Sonapat under Self Financing Scheme with effect from the date you join duty, in the Grade of Rs.15600-39100+6000 (AGP). The DA and other usual allowances will be paid as decided by the Management Committee (to increase or decrease) from time to time depending upon circumstances of the course offered in the institution for which appointment is made, namely:-

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President
Tika Ram Education Society (Regd.)

Contd. P/2



TIKA RAM EDUCATION SOCIETY (REGD.), SONEPAT

President
Surinder Singh Dahiya
Vice-President
Ram Chander Shastri
Gen. Secretary
Bhupender Singh Dahiya
Treasurer
Rajneet Malik

Office: Tika Ram Model School
E-mail: treducationsociety@gmail.com
Regn. No. HR/08/2016/01752
Contact No.: 0130-2201089
Mob. No.: 9416260438

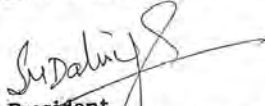
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Ref. No. TES/23/817-818

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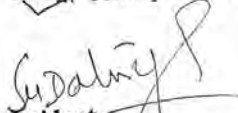
Date 17-4-2023

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6. Before assuming the post you will have to-
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7. Your seniority will be fixed in accordance with the rules and regulations on the subject, after approval of management committee.
8. You will be required to produce the original educational and date of birth certificate. If the above terms and conditions are acceptable to you, you should join your duty-immediately but not later than 10 days.
- In case of failure to do so, your candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.


President
Tika Ram Education Society (Regd.)
Sonapat

Copy to:

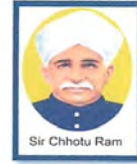
1. Office Record T.R.E.S.
2. Principal C.R.A. College Sonapat for office record.


President
Tika Ram Education Society (Regd.)
Sonapat



Established in 1951

CHHOTU RAM ARYA COLLEGE



Sir Chhotu Ram



Rules and
Regulations for
Promotion





MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

Through E-mail

No. CB-V(a)/2023/CAS/ 23203-23226

Dated: 15-07-2023

To,

All the Principals of Govt. Aided Private Colleges,
Affiliated to M.D. University, Rohtak

Sub: Revised Chapter-7 of University Calendar Vol-III regarding promotion of
teachers under CAS

Sir/Madam,

I have been directed to inform you that the necessary corrections/incorporations in
Chapter-7 of University Calendar Vol.-III have been made on the basis of State Govt.
Notification dated 11.11.2022 by the University.

Accordingly, the eligible teachers and equivalent cadres for Stage-II/III/IV/V
whose promotion is due w.e.f. 11.11.2022 may submit their cases as per revised chapter-7
of University Calendar Vol-III.

Further, the Principals are requested to circulate the information among the
teachers and ensure the strict adherence of revised Chapter-7 of University Calendar Vol.-
III before forwarding the case to the University for promotion into stage-II/III/IV/V under
CAS (Career Advancement Scheme).

DA- as above

Yours faithfully,

Deepak Kumar
Supdt.(Colleges) 15/7/23
For DCDC



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Chapter-7
Revised Qualifications and Criteria for Appointment and Promotion of Teachers and
Equivalent Cadres in the University and Govt. Aided Colleges

(As per decision of the Academic Council's Reso. No. 70 dated 15.07.2023)

1.1 Qualifications for Assistant Professor (University and Colleges)

- i) The National Eligibility Test (NET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the State. *Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation 2016 and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- ii) The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.
- iii) A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Backward Classes 'A' & 'B'(Non-creamy Layer) of Haryana/Differently-abled (a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- iv) A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19



degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which atleast one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET / SLET / SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B. The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: *The Academic score as specified in Appendix II (Table 3A) for Universities shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview. Selection of Assistant Professors in Government Colleges shall be made by HPSC and in Govt Aided Private Colleges, as per criteria determined by the State Govt. from time to time based on UGC regulations.*

**II. Associate Professor:
Eligibility:**

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/Industry with a minimum of seven publications in the peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019 and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

**III. Professor:
Eligibility (A or B):**

A.

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant



CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme prior to July 11,2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:

- a) Ph.D. degree has been awarded to the candidate in a regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/ funded / sponsored by the UGC / AICTE / ICSSR or any other similar agency.

Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (AcademicAffair) of the University concerned.

Note 2: The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).

II. AssociateProfessor:

Eligibility:

- i) Good academic record, with a doctoral degree.
- ii) Performing ability of a high professional standard.
- iii) Eight year's experience of teaching in a University or College and / or of research in a University / national level institution, equal to that of Assistant Professor in a University / College.
- iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

III. Professor:

Eligibility (A or B):

A.

- i) An eminent scholar having a doctoral degree
- ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and/ or research at the University/National level institutions
- iii) Minimum of 6 research publications in the peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019,
- iv) Has a total research score of 120, as per Appendix II, Table2.

OR

B.

A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,



Eligibility:

- i) A good academic record, having a Ph.D. degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.
- ii) Eight years experience of teaching in a University / College and / or research in a University/national-level institutions equal to that of Assistant Professor in a University/College.
- iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

III. Professor:

Eligibility (A or B):

- A.** An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019, and a total research score of 120, as per Appendix II, Table2.

OR

- B.** A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:
- i) Master's degree, in the relevant subject;
 - ii) Ten years of outstanding performing achievements in the field of specialisation;
 - iii) Made significant contribution in the field of specialisation
 - iv) Guided research;
 - v) Participated in National / International Seminars / Conferences / Workshops and / or recipient of National / International Awards / Fellowships;
 - vi) Ability to explain with logical reasoning the subject concerned;
 - vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

2.4 Yoga Discipline

I. Assistant Professor :

Eligibility (A or B):

- A.** Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University,

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.

OR

- B.** A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.



- i) Essential : Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.
- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer- reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.

IV. Principal / Director /Dean:

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.O.Th./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

Note:

- (i) The senior-most Professor in the institution shall be designated as the Principal / Director /Dean.
- (ii) Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.

2.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENT FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS

I. Assistant Professor:

Bachelor's Degree in Physiotherapy (B.P.T./B. Th./B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

II. Associate Professor:

- (i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor.
- (ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognised by the U.G.C, and published work of high standard in peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.

III. Professor:

Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience.

Desirable:

- (i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C, and
- (ii) Published work of high standard in peer -reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.

IV. Principal / Director /Dean:

Essential: Master's Degree in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

Note:

- (i) Senior-most Professor shall be designated as the Principal / Director / Dean.
- (ii) Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.



III. University Librarian

- (i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- (ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- (iii) Evidence of innovative library services, including the integration of ICT in alibrary.
- (iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

2.8 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTOR/PROFESSOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)

I. Assistant Director of Physical Education and Sports in University or Assistant Professor of Physical Education and Sports in College Eligibility (A or B):

A.

- (i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- (ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be: *Provided that*, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-
 - a) The Ph.D. degree of the candidate has been awarded in regular mode;
 - b) The Ph.D. thesis has been evaluated by at least two external examiners;
 - c) Open Ph.D. viva voce of the candidate has been conducted;
 - d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
 - e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D.work.

Note:



accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 metres

Note:

As a proof of experience, the candidates are required to submit Form No. 16 for the claim period in addition to the Experience Certificate

3.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:

3.1 Selection Committee Composition

- 1) For the University, the Selection Committee will be as prescribed in Statute-22
- 2) For Assistant Professor in Govt. Aided Private Colleges:
In case of Govt-Aided Private colleges, the existing system for selection shall continue as per their service rules under Haryana Affiliated Colleges (Security of Service) Act 1979 and rules framed thereunder by the Haryana Government from time to time.
- 3) For College Principal:
All posts of College Principals in Govt-Aided Colleges shall be filled through direct recruitment according to the existing system for selection as per their service rules under Haryana Affiliated Colleges (Security of Service) Act 1979 and rules framed thereunder by the Haryana Government from time to time.
- 4) Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians, Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.
The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors /equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:



academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/ BC/ Minority/ Women/ Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

- (III) The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates. *Provided* that the publications submitted by the candidate shall have been published during the qualifying period. *Provided further* that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.
- (IV) In the case of selection of faculty members who are from outside the academic field and are considered under Clause 2.1 (III.B), 2.2 (III.B), 2.3 (III.B) and 2.4 (III.B) of these Regulations, the university's statutory bodies shall lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.
- (V) In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.
- (VI) The Internal Quality Assurance Cell (IQAC) shall be established as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
- A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:
- i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at



the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

- II. The Selection Committee specifications as contained in Clauses 3.1 to 3.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Annexure B (Pages 47-60).
- IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma as per Annexure-A (Pages 43-46) & Annexure-B (Pages 47-60). He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
 - i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
 - ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Annexure-A (Pages 43-46) & Annexure-B (Pages 47-60) at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
 - iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after six months. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be six months from the date of rejection.

4.4 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS /ASSOCIATE PROFESSORS/ PROFESSORS

- A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 4.3 of these Regulations.
- B. Career Advancement Scheme (CAS) for Colleges teachers
 - I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)



Level12/Selection-Grade.

- 2) A Ph.D. degree in subject relevant /allied/relevant discipline shall be mandatory with effect from 5 years from the date of issue of this notification by the State Government.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Annexure-B, Table 6, and
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1. Associate Professors who have completed three years of service in Academic Level13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed upto 02.07.2023 and UGC CARE List journals w.e.f. 03.07.2023 out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Annexure-B, Table 7.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Annexure-B, Table 6.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.
- iii) Incumbent Associate Professors who have completed three years as Associate Professor on 1st January 2016 and having Ph.D. degree as on that date, shall be re-designated as Professor w.e.f. 1st January 2016 and placed at the appropriate Academic Pay Level if they fulfil all the above mentioned eligibility conditions. If they do not fulfil the above conditions of Research Publications and Research Score as on that date, they are to fulfil these conditions within three years from the date of issue of this notification by the State Government. They shall be promoted to the post of Professor w.e.f. 1st January 2016 but only after the fulfilment of these conditions.
- iv) Incumbent Associate Professors who have not completed three years as Associate Professor on 1st January 2016, shall be re-designated as Professor and placed at the appropriate Academic Pay Level after the completion of 3 years service as Associate Professor and Ph.D. degree if they fulfil all above mentioned eligibility conditions. If they do not fulfil the



two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- iv) Published three research papers in the peer-reviewed journals upto 02.07.2023 and UGC CARE List w.e.f. 03.07.2023 during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Annexure - B, Table 6)
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13 A)

Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection grade.
- 2) A Ph.D. Degree in the subject concerned/allied/relevant discipline shall be mandatory with effect from 3 years from the date of issue of this notification by the State Government.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer-reviewed upto 02.07.2023 and UGC CARE List w.e.f. 03.07.2023 out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D.candidate i.e. the said Assistant Professor is guiding doctoral candidates as clarified by the UGC vide Public Notice dated 23.12.2022.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Annexure-B, Table-6, and has a research score of at least 70 as per Annexure-B, Table-7.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.



Eligibility:

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil. or a Ph.D. degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration;and
- (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Annexure-B, Table 8.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Annexure-B, Table 8, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)

Eligibility:

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years:
(i) Training/ Seminar/ Workshop/ Course on automation and digitalisation, (ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Annexure-B, Table 8, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years:
(i) Training/ Seminar/ Workshop/ Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration), (iv) Taken/ developed one MOOCs course in the relevant subject (with



- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil. or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and
- iii) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Annexure-B, Table 9; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ Assistant Professor of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / Assistant Professor of Physical Education and Sports (Selection Grade/Academic Level 12)

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years:
 - (i) Completed one course/programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Annexure-B, Table 9, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ Assistant Professor of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ Associate Professor of Physical Education and Sports (Academic Level 13A)

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years:
 - (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning- Evaluation Technology Programmes/Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single



the eligibility).

5. *The notional benefit of this promotion shall be given to those eligible candidates who have attained eligibility between 01-01-2016 to 11-11-2022 from the date of attaining eligibility and thereafter actual benefit w.e.f 11-11-2022.*
6. *The notional benefit of this promotion shall be given to those eligible candidates who have attained eligibility prior to 01-01-2016 w.e.f. 01-01-2016 and thereafter actual benefit w.e.f. 11-11-2022.*

4.5 Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LL.M degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

5.0 Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, etc including Govt. Aided Private Colleges of Haryana should be counted for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments and the candidate has applied for direct recruitment through proper channel only.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate



Categorisation	Number of weeks : 6-days a week pattern	
	University	College
Teaching and Learning Process	30 weeks (180 days)	30 weeks (180 days)
Admissions, Examinations, and preparation for Examination	12	10
Vacations	8	10
Public Holidays (to increase and adjust teaching days accordingly)	2	2
Total	52	52

10.0 Workload

- 10.1 The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It shall be necessary for the teacher to be available for at least Five and half hours daily in the University/College as per existing regulations. However, in the academic interest of the institution and students, Principal or Head of the institution/University may retain the teachers beyond the minimum stay hours and it shall be obligatory on the part of the teachers to comply with any such orders. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

For Universities:

- Assistant Professor - 16 hours perweek
Associate Professor/Professor - 14 hours perweek

For Colleges

Direct teaching hours shall be as per existing rules irrespective of the post as Assistant Professor or Associate Professor or Professor and as prescribed by the State Government from time to time.

- 10.2 A relaxation of two hours per week in the workload may, however, be given to Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work.

11.0 Service Agreement and Fixing of Seniority

- 11.1 At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.
- 11.2 The self-appraisal methodology, as per clause 4.0 and its sub-clauses 4.1 to 4.4 and all sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

- 11.3 Inter-se seniority between the direct recruited and teachers promoted under



Pay Matrix **Appendix I**
Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
	6,000	7,000	8,000	9,000	10,000	0
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay(Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalization Entry Pay (Rs.) ¹	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,500		
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					



Table 2

(Appendix II Contd.)

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences	Faculty of Languages/Humanities/Arts/Social Sciences/Library/Education/Physical Education/Commerce/Management & other related disciplines
1.	<p>For Direct Recruitment: Research Papers in Peer-reviewed / UGC Journals upto 13.06.2019 and UGC CARE Listed Journals w.e.f. 14.06.2019</p> <p>For Career Advancement Scheme: Research Papers in Peer-reviewed / UGC Journals upto 02.07.2023 and UGC CARE Listed Journals w.e.f. 03.07.2023</p>	8	10
2.	<p>Publications (other than Research papers)</p> <p>(a) Books authored which are published by ;</p> <p>International publishers</p> <p>National Publishers</p> <p>Chapter in Edited Book</p> <p>Editor of Book by International Publisher</p> <p>Editor of Book by National Publisher</p> <p>(b) Translation works in Indian and Foreign Languages by qualified faculties</p> <p>Chapter or Research paper</p> <p>Book</p>	<p>12</p> <p>10</p> <p>05</p> <p>10</p> <p>08</p>	<p>12</p> <p>10</p> <p>05</p> <p>10</p> <p>08</p>
3.	<p>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</p> <p>(a) Development of Innovative pedagogy</p> <p>(b) Design of new curricula and courses</p>	<p>05</p> <p>02 per curricula/course</p>	<p>05</p> <p>02 per curricula/course</p>



	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers (Peer-Reviewed upto 02.07.2023 and UGC CARE List w.e.f. 03.07.2023) would be as follows :

- i) Paper in refereed journals without impactfactor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor > 10 - 30 Points

(Impact factor to be determined as per Thomson Reuters list)

- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Supervisor/Co-supervisor Corresponding author and 30% of total value of publication for each of the joint authors.
- (c) For Publications other than Research Paper, 70% of total value of Publication for each author in case of two authors and 30% of total value of publication in case of more than 2 authors. However, first/corresponding author will get 70% marks irrespective of total number of authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Document and 6: Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from atleast three categories out of six categories.



authors. For example, if the total score for a publication is 02(say), then the first/principal author/corresponding author would get 1.4 marks each and the other authors would get 0.6 marks each. However, the marks for research paper(s) published will be considered only if the candidate will submit authentic proof for the same up to the last day of the receipt of the applications.

B. Criteria for further shortlisting:

The candidates, shortlisted on the basis of marks as per 1(A) and for whom further shortlisting is to be done, shall appear in a test for assessing their domain knowledge and Research Aptitude. The test shall comprise 100 Multiple Choice Questions of one mark each ($\frac{1}{4}$ marks shall be deducted for each wrong answer) and shall be of 90 minutes duration.

For n (n=1,2,3,...) posts, top 12+3n candidates based upon the performance in test will be shortlisted for appearing before the Selection Committee. In case of tie of score with the lowest qualified candidates, all such candidates having same score shall also be included in the second list of short listed candidates.

2. Selection of shortlisted candidates for UTDs/ MDU-CPAS/Centre for Distance and Online Education (CDOE):

The shortlisted candidates shall appear before the selection committee having composition as per Statute – 22 of M. D. University Act.

The selections shall be based on the performance in the interview by assessing the following:

Sr. No.	Component	Weightage
(i)	Subject Knowledge & Research Aptitude	50%
(ii)	Presentation, Communication Skills & ICT Knowledge	30%
(iii)	Overall Personality	20%

Note: If the committee does not find any candidate suitable for the post(s), it may declare 'none of the candidates found suitable'.



Table 4

(Appendix II Contd.)

Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, interalia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website 	<p>90% and above – Good</p> <p>Below 90% but 80% and above – Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/workshop +1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/workshop or 1 State level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar/workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then</p> <p>OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>



Table 5

(Appendix II Contd.)

Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory- Neither good nor satisfactory.
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. OR District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extra curricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.



MAHARSHI DAYANAND UNIVERSITY ROHTAK
Application Form for Promotion of Teachers under Career
Advancement Scheme
(Assessment Period _____)

Important Note - The candidate is required to fill in this form along with
 Annual Performance Assessment Reports as applicable (Annexure-B)

Paste a latest
 Passport size
 photograph

1. For Promotion /upgradation to _____
 Department _____
2. Name of the Candidate (in Capital Letters) _____
3. Father's Name _____ Mother's Name _____
4. Gender _____ Marital Status _____ Nationality _____
5. Are you a Person with Disability (Yes/No)

6. Category (Gen/SC/DSC/BC-A/BC-B/ESM/etc.)

7. Date and Place of Birth

8. Date of Joining in the University _____
9. Present Designation _____
10. Date of Placement in Stage -II _____ Stage-III _____
 Associate Professor _____ Professor _____
11. Grading and Academic / Research Score (for promotion upto level of Professor) **[Not applicable for promotion to Senior Professor]**
 i) Grading as per Table 6 (Annexure-B) _____

Sr.	Year	Academic Year	Grading			Period & kind of Leave, if any	Period spent on paid leave
			Activity at Sr. No. 1	Activity at Sr. No. 2	Overall Grading		
1	I Year						
2	II Year						
3	III Year						
4	IV Year						
5	V Year						
6	VI Year						

For promotion from Assistant Professor (Academic Level 10)/ Assistant Professor (AL 11) / Assistant Professor (AL 12) / Associate Professor to Assistant Professor (AL 11) / Assistant Professor (AL 12) / Associate Professor / Professor, 'Satisfactory' or 'Good' grade in at least 'n' of the last 'n' years of the assessment period is required for consideration of promotion.



18.

Language(s) known	Read (Y/N)	Write (Y/N)	Speak (Y/N)

19. Present Basic Pay _____ in the Academic Level _____

20. Orientation / Refresher or any other course / workshop to be considered for promotion

Name of the Course	Period		Organiser
	From	To	

21. Detail of Development of MOOCs / e-content in 4 quadrants

22. Publications :

Publications		Total (Attach the list of publication with details)	During the period under consideration for promotion (Attach 8 copies of first page of the publications with details)	Major Publications as per requirement (Attach 8 copies of the reprints)
Papers in Journals	(i) Web of Science / SCOPUS			
	(ii) UGC Care Listed			
	(iii) Other peer reviewed journals upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023			
Books	Authored			



**Annual Performance Assessment Report for Promotion under
Career Advancement Scheme (CAS)**

Table 6

Name:
Subject

Designation:
Academic Session/Period:

Sr. No.	Name of the Activity	Activities Actually undertaken	Verification as per record by HOD/ Director/ Incharge	Grading	Page No.
1.	<p>Teaching: (Classes taught include sessions on tutorials, lab and other teaching-related activities)</p> <p>Grading Criteria</p> <ul style="list-style-type: none"> • 80% & above=Good • Below 80% & but 70% & above=Satisfactory • Less than 70%=Not satisfactory 	<p>[Number of classes taught/total classes assigned) x 100 %]</p> <p>=</p>			
2.	<p>Involvement in the students related activities and research activities:</p> <p>a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden or any other Administrative responsibility assigned by the Vice-Chancellor / Executive Council for a period of not less than 6 months in assessment year under consideration</p> <p>b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation.</p> <p>c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS, YRC and other community services/outreach activities.</p> <p>d) Organising seminars/ conferences/ workshops, other academic activities.</p> <p>e) Evidence of actively involved in guiding Ph.D. students of MDU</p>				



Assessment of Academic/Research Score
Table 7

(Assessment Period _____)

Name:

Designation:

Subject:

Faculty:

Sr.No.	Academic/Research Activity	Academic Research score as prescribed	Total (in Number)	Self-Appraisal Score	Verified Score	Page No.
1	Research papers in Peer-reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023 (Annexure-1)	Paper in refereed journals without impact factor				
		Paper with impact factor less than 1				
		Paper with impact factor between 1 and 2				
		Paper with impact factor between 2 and 5				
		Paper with impact factor between 5 and 10				
		Paper with impact factor >10				
2	Publications (other than Research papers) (Annexure-2)					
	(a) Books authored which are published by;					
	International Publishers	12/book				
	National Publishers	10/book				
	Chapters in an Edited Book	05/chapter				
	Editor of a book by International Publisher	10/book				
	Editor of a book by National Publisher	08/book				
	(b) Translation works in Indian and Foreign Languages by qualified faculty possessing Diploma / Certificate in Translation					
	Chapters or Research papers	03/chapter or paper				
	Book	08/book				
3	Creation of ICT-mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula (Annexure-3)					
	(a) Development of Innovative Pedagogy	05				
	(b) Design of new curricula and courses	02 (per course)				



5.	(a) Patent (Annexure-5) (Only those patents for which MDU is the applicant)					
	International	10				
	National	07				
	*(b) Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central or State Government)					
	International	10				
	National	07				
	State	04				
	(c) Awards/Fellowship					
	International	07				
	National	05				
6	*Invited lectures/Resource Person/paper presentation in Seminars/ Conferences/full paper in Conference proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference proceedings will be counted only once) (Annexure-6)					
	International (Abroad)	07				
	International (within country)	05				
	National	03				
	State/University	02				



* Score to be filled by the Candidate / Teacher in following manner:

Summary of Academic/ Research Score

Category	Particulars	Academic/ Research Score	Remarks
1.	Research papers Web of Science / SCOPUS / UGC listed / Peer- reviewed Journals		
2.	Publications (other than Research papers) a) Books authored b) Translation works		
3.	Creation of ICT-mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula a) Development of innovative pedagogy . b) Design of new Curricula and Courses c) MOOCs d) e-content		
4.	(a) Research guidance (b) Research Project(s) completed (c) Research Project(s) ongoing (d) Consultancy		
5.	(a) Patent (b) Policy Document (c) Awards/Fellowship		
6.	*Invited lectures/Resource Person/paper presentation in Seminars/ Conferences/full paper in Conference proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference proceedings will be counted only once)		
7.	Total Research Score		

*Combined score of 5(b) and 6 shall have upper capping of 30% of total research score



ANNEXURE-2

2. Publications (other than research papers)

(a) Books authored which are published by National Publisher

Sr. No.	Title of the Book	Name and category of Publisher	Edited Book/Chapter	Authors	Score	Page No. for relevant proof / detail

(b) Translation work in Indian and Foreign languages by qualified faculty

Sr. No.	Title of the Book/Chapter/ Research paper	Publisher	Authors	Score	Page No. for relevant proof / detail

ANNEXURE-3

3. Creation of ICT-mediated Teaching Learning Pedagogy and Content and development of new and innovative courses and curricula

Sr.No.	Particulars	Authors	Score	Page No. for relevant proof / detail

ANNEXURE-4

4. (a) Research Guidance

Sr. No.	Programme	Name of University	Number of students supervised		Score	Page No. for relevant proof / detail
			Thesis submitted	Degree Awarded		

(b) Research Projects Completed

Sr. No.	Title	Name of funding agency with the amount	No. of Investigators	Score	Page No. for relevant proof / detail



Assessment Criteria and Methodology for Librarians
Table 8

S.No.	Activity	Activities Actually undertaken	Verification as per record by HOD / Director / Incharge	Grading	Page No.
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, interalia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website <p>Grading Criteria: 90% and above – Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>				
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p> <p>Grading Criteria: Good – 1 National level seminar/ workshop +1 State/institution levelworkshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar /workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>				
3.	<p>If library has a computerized database then</p> <p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling in above two categories</p> <p align="center">OR</p> <p>If Library does not have a computerised database then</p> <p>Good – 100% Catagolue database made up to date</p>				



Assessment Criteria and Methodology for Assistant Director / Deputy Director of Physical Education and Sports (for those who are not involved in teaching Physical Education and Sports)

Table 9

S. No.	Activity	Activities Actually undertaken	Verification as per record by HOD/Director / Incharge	Grading	Page No.
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. Grading Criteria: 90 and above – Good Above 80 but below 90 – Satisfactory Less than 80 – Not Satisfactory				
2.	Organizing intra college competition Grading Criteria: Good – Intra College competition in more than 5 disciplines Satisfactory – Intra college competition in 3-5 disciplines. Unsatisfactory – Neither good nor satisfactory				
3.	Institution participating in external competitions Grading Criteria : Good – National level competition in at least one discipline plus State / District level competition in at least 3 disciplines Satisfactory – State level competition in at least one discipline plus district level competition in at least 3 disciplines OR District level competition in at least 5 disciplines. Unsatisfactory – Neither good nor satisfactory				
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities. Grading Criteria: Good / Satisfactory / Not-Satisfactory to be assessed by the Promotion Committee				



MAHARISHI DAYANAND UNIVERSITY ROHTAK

PROFORMA FOR ANNUAL SELF APPRAISAL REPORT FOR THE ACADEMIC YEAR _____

1. General Information

- a) Name : _____
- b) Designation : _____
- c) Department: _____
- d) Faculty: _____
- e) Mobile No. _____
- f) Email ID _____
- g) Residential Address _____

2. Teaching

a) Class Taught

Sr.	Name of Class	Workload assigned in the Year (Both Semesters)				Workload taken in the Year				Percentage of workload undertaken	Steps taken for the deficit teaching workload, if any due to leave etc.
		L	T	P	Total	L	T	P	Total		
1											
2											
3											
4											
5											
										Average % -	

*Lecture (L), Tutorial (T), Practical (P)

b) Details of examination related duties / responsibilities / assignment in MDU, Rohtak-

- i. Evaluation of answer script _____
- ii. Internal Evaluation _____
- iii. Paper Setting _____
- iv. Assessment of Assignments _____
- v. Conduct of Examinations _____
- vi. Evaluation of dissertations/project reports/summer training reports etc. _____



vi. Research Projects

Sr. No.	Title	Funding Agency	Month of Commencement	Whether completed during the year	If not completed, expected date of completion

vii. Consultancy: _____

viii. Patents:

Sr. No.	Name of Patent	Details of registration	Level

ix. Policy Document

Sr. No.	Name of Policy Document	Name of Agency to whom submitted	Level

x. Details of Seminars, Conferences and Symposia organized

xi. Membership of Professional/Academic bodies, editor-ship of journals etc.

5. Creation of ICT - mediated Teaching Learning Pedagogy, Content Development of Innovative courses and curricula

Sr. No.	Particulars	Author(s)

6. MOOCs / e-contents development _____

7. a) Awards / Fellowship _____

b) Other Achievements _____

8. Invited Lectures/Resource Person/Paper presentation in Seminars / Conferences / full papers in Conference Proceedings

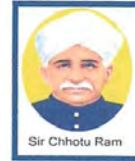
Sr. No.	Title of the Paper/lecture	Organized by (with dates)	Level





Established in 1951

CHHOTU RAM ARYA COLLEGE



Sir Chhotu Ram



Selection Criteria
of Higher Education
Department, Haryana



(TO BE SUBSTITUTE BEARING SAME NO. AND DATE)

From

Principal Secretary Govt. of Haryana,
Higher Education Department,
Haryana, Chandigarh.

To

✓ All The Principals,
Govt. Aided Private Colleges in State of
Haryana

Memo No. KW 8/36-2009 C-IV(3)

Dated, Panchkula the 14.03.2017

Subject: Revised criteria for filling up of vacant sanctioned posts of
Assistant Professors and Principals in Govt. Aided Private
Colleges of Haryana.

=====
Kindly refer to the subject cited above.

The revised criteria for the selection of Assistant Professors and
Principals in the Govt. Aided Private Colleges of Haryana has been approved by
the State Govt. The copy of the revised Criteria is enclosed herewith for further
necessary action.

Rajendra Singh
Superintendent C-IV
O/o Principal Secretary to Govt. Haryana,
Higher Education Department,
Haryana.

Endsr. No. Even

Dated, Panchkula

A copy is forwarded to the followings for information and necessary action:-

1. Registrar, Kurukshetra University, Kurukshetra.
2. Registrar, Maharishi Dayanand University, Rohtak.
3. Registrar, Ch. Devi Lal University, Sirsa.
4. Registrar, Ch. Ranbir Singh University, Jind.

Sd/-
Superintendent C-IV
O/o Principal Secretary to Govt. Haryana,
Higher Education Department,
Haryana.



Criteria for the selection of Assistant Professor in the Govt. Aided Private Colleges in the State of Haryana.

Criteria Distribution	Marks Distribution
(A) Academic Record	50 marks
(B) Assessment of Domain Knowledge & Teaching Experience	37.5 marks
(C) Interview Performance	12.5 marks
	Total = 100 marks

(A) Academic Record

i Matriculation (Max 5 Marks)

75% and above (0.25 marks for each percent of marks)

ii 10+2 (Max 5 Marks)

75% and above (0.25 marks for each percent of marks)

iii Bachelor Degree (Max 5 Marks)

61% and above up to 90% (0.17 marks for each percent of marks)

iv Graduation with Honours 60% and above (Max 5 marks)

v Master Degree (Max 15 Marks)

56% and above (0.40 marks for each percent of marks)

vi NET/JRF+Ph.D./D.Phil 10 Marks

vii Merits (Max 05 marks)

Gold Medal at PG Level Stood 1 st in the State/Central University (5 Marks)	Gold Medal at UG Level Stood 1 st in the State/Central University (5 Marks)	Topper in Board Examination at 10+2 Level (State board/CSE/CDSB) (5 Marks)
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(B) Assessment of Domain Knowledge & Teaching Experience (37.5 Marks).

i Publications (Maximum 8 Marks)

a) Subject Books (ISSN/ISBN)	03 Marks for each book
b) Research paper in refereed international journal (ISSN/ISBN) with impact factor	03 marks for each publication (as per impact factor)
c) Research paper in referred national journal (ISSN/ISBN) with impact factor	02 marks for each publication (as per impact factor)



II Research Performance (Max 07 Marks)

	Research paper presented in:	Marks
a)	International Seminar	03 marks for each paper Max. of 2 papers
b)	National Seminar	01 marks for each paper Max. of 7 papers

III Co-curricular Activities (Max 7.5 Marks)

a)	Debates/Declamation/Quiz/Poster/Recitation/Literary/Fine Arts/Culture etc.	01 marks for each state level position 02 marks for each national level position
b)	N.C.C. (C. Certificate) N.C.C. (B. Certificate)	02 marks 01 marks
c)	NSS Certificate National Level	01 marks

IV Sports (Max 05 Marks)

a)	Position at International Level	5 Marks
b)	Position at National Level	1 st Position-4marks, 2 nd Position-3 marks, 3 rd Position-2 marks
c)	Graded Position at Inter-University Level	1 st Position-3marks, 2 nd Position-2 marks, 3 rd Position-1 marks

Certificate of gradation from Sports Department of State Govt. is required in support of above mentioned claims.

V Teaching Experience (Max 10 Marks)

01 Marks for each academic year, (0.5 marks for each semester)

C Interview (12.5 Marks)

- | | | |
|-------|--|--------------------|
| (i) | Subject knowledge including presentation of 4 to 5 minutes duration on a given topic & concept clarity | 4 marks |
| (ii) | Communication skills & ICT knowledge | 3.5 marks +2 marks |
| (iii) | Overall Personality | 3 marks |

Notes:

- UGC/State Government Rules/Instructions and relevant service rules will be followed in the recruitment process.
- Weightage for only one highest certificate of value will be considered for determining the overall merit. Sports certificates must be of a discipline and tournament recognized by the Sports Department, Department of Haryana and Association of Indian Universities.
- Teaching experience may be considered only of those candidates who have taught the concerned subject (Arts/Sc./Com./B.Ed.) after acquiring the eligibility qualifications.
- For Assistant Professors appointed in B.Ed. colleges, equal weightage is to be given to percentage in M.A./M.Sc./M.Com and M.Ed.
- For SC candidates appearing in SC specific interview, the eligibility would be 50%. However, weightage shall be given on acquiring marks as per the above criteria.



**Criteria for the selection of Principals in the Govt. Aided Private Colleges
in the State of Haryana.**

Criteria Distribution	Marks Distribution
(A) Academic Background	(20 marks)
(B) Assessment of Teaching Experience and managerial skills	(35 marks)
(C) Research Performance based on API Score & Quality of Publication	(32.5 marks)
(D) Interview Performance.	(12.5 marks)
	Total = 100 marks

Sr. No.	(A) Academic Record	Maximum 20 marks
I.	Essential eligibility qualification 55% marks at P.G. level with Ph.D. (For SC candidates 50% marks at P.G. level with Ph.D.)	0 mark
II.	55%	0 marks
III.	56% and above	0.3 marks for each percentage maximum 10 marks shall be awarded.
(A)	Good Academic Record	Maximum Marks 10
I.	The candidate with consistent good academic record i.e. throughout 75% and above marks in all examination i.e. 10th, prep. Or+2, B.A.	10 Marks
II.	75% and above marks in two of the lower examination i.e. B.A., prep. Or+2, Matric	06 Marks
III.	75% and above marks in one of the lower examination i.e. B.A., prep. Or+2, Matric	03 marks
(B)	Assessment of Teaching Experience and managerial skills	Maximum 35 marks*
I.	15 years experience being essential qualification	0 mark
II.	Above 15 years experience	01 marks for each year to the maximum of 10 marks.
III.	NCC(ANO)	01 marks for each academic session to the maximum of 2 marks
IV.	NSS (Programme Officer)	01 marks for each academic session to the maximum of 2 marks.
V.	Controller of Exams	01 marks for each academic session to the maximum of 2 marks.
VI.	Hostel Warden/Supdt.	01 marks for each academic session to the maximum of 2 marks.
VII.	Bursar	01 marks for each academic session to the maximum of 2 marks.
VIII.	Incharge Time Table	01 marks for each academic session to the maximum of 2 marks.
IX.	Incharge Women Cell	01 marks for each academic session to the maximum of 2 marks.
X.	Incharge SC/ST Committee	01 marks for each academic session to the maximum of 2 marks.
XI.	Incharge Placement Cell/W.Y.L. Committee	01 marks for each academic session to the maximum of 2 marks.
XII.	Editor in Chief College Magazine/Convenor prospectus committee	01 marks for each academic session to the maximum of 2 marks.
XIII.	Incharge culture affairs	01 marks for each academic session to the maximum of 2 marks.
XIV.	Incharge Sports/Games	01 marks for each academic session to the maximum of 2 marks.
XV.	Member Advisory Council	01 marks for each academic session to the maximum of 2 marks.
XVI.	Incharge Discipline Committee	01 marks for each academic session to the maximum of 2 marks.
XVII.	Convenor NAAC/JGG/IQAC	01 marks for each academic session to the maximum of 2 marks.



XVIII.	Staff representative to local Governing Body/VC Nominee on college governing body.	01 marks for each academic session to the maximum of 2 marks.
XIX.	Convenor purchase and disposal committee.	01 marks for each academic session to the maximum of 2 marks.
XX.	Convenor construction committee	01 marks for each academic session to the maximum of 2 marks.
XXI.	Coordinator/Organising Secy. of International/ National/State level Seminar / Conferences/Functions/Events	01 marks for each academic session to the maximum of 2 marks.
XXII.	Member/office bearer of various statutory bodies of the universities.	01 marks for each term maximum of 2 marks.
XXIII.	University works incharge	01 marks for each academic session to the maximum of 2 marks.
(C)	Research Performance	Maximum 32.5 Marks
I.	Consolidated API points from Category 3 upto 400 points, no marks will be given. Points more than 400 will be assigned 1 marks for each 10 API points upto a maximum of 32.5 marks. The API Score table for the Principal will be as per UGC norms.	
	(d) interview	12.5 Marks**
I.	Knowledge of service and Financial Rules, ICT Tools	4 Marks
II.	Decision Making, Leadership & Communication skills	4.5 Marks
III.	Overall personality	04 Marks
	Total	100 Marks

* Only one benefit will be allowed in one academic session in respect of B. The in-charge/convenor will be given mark/marks allotted to the concerned committee. The member of the committees, wherever member has not been mentioned in the above list of committees, will also be allowed 0.25 marks for each membership upto a maximum of 1 marks in total for each academic session. It is further clarified that if a person repeats to be the convenor/member of a specific committee for a number of years, the maximum years for each committee should be considered upto 2 years only.

** Performance in interviews shall also be assessed in terms of knowledge of service and Financial Rules, Decision making, Leadership, Communication skills & using ICT tools in teaching etc. apart from the Academic achievements and overall personality. Each member of the selection committee will assess the candidates and will assign marks individually in all the three categories mentioned at D above. Out of marks allotted to each category and average of marks awarded by all the members of the selection committee will be added to the credit of candidates for selection.

Notes:

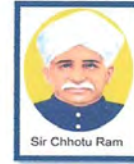
- i) UGC instructions and relevant service rules will be followed in the recruitment process.
- ii) Teaching experience may be considered only of those candidates who have taught the concerned subject (Arts/Sc./Com/B.Ed.) after acquiring the eligibility qualifications.
- iii) For Principals to be appointed in B.Ed. colleges, equal weightage is to be given to percentage in M.A./M.Sc./M.Com and M.Ed.
- iv) For SC candidates the weightage of marks shall be given at par on acquiring marks as per the above criteria.





Established in 1951

CHHOTU RAM ARYA COLLEGE

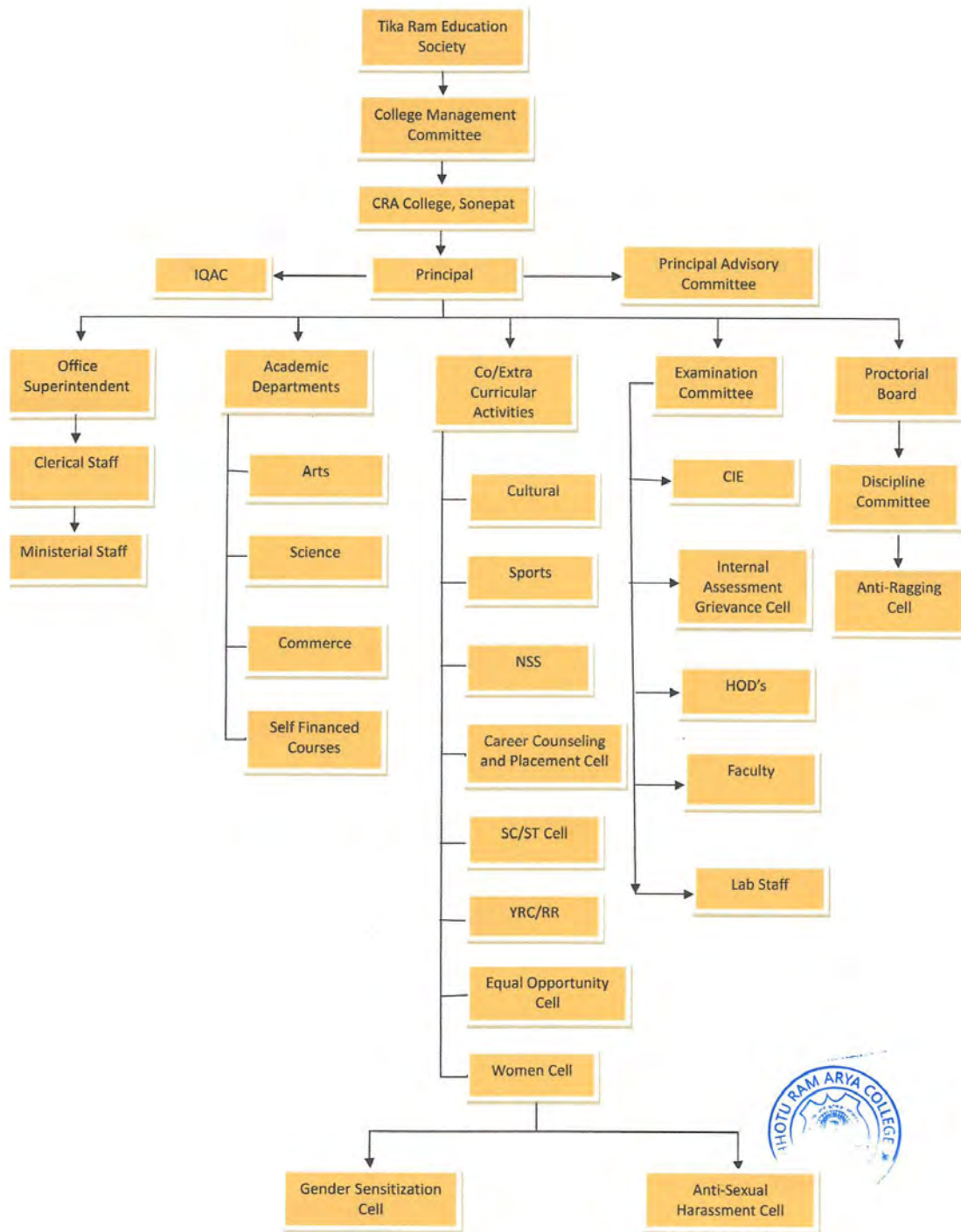


Sir Chhotu Ram



Institute
Organogram







Established in 1951

CHHOTU RAM ARYA COLLEGE



Sir Chhotu Ram



Administrative Setup
and Various
Committees



Excluding Purchase Committee

CHHOTU RAM ARYA COLLEGE, SONEPAT

Annual Duty List 2023-24

Order No CRA/2023/

Dated:

The Following committees have been constituted to assist the Principal in the day to day functioning and administration of the College. These duties come into force with immediate effect. **Ex-Convenor/ Teachers in-charge, if any, are requested to hand over their charge to the new incumbent/s within a week** and report to the undersigned and also get the counter signatures of the undersigned.

The Conveners/ Teachers in-charges of the committees should note down the names of the members and associated with them. They are also advised to invite fresh quotations for the items of work to be undertaken by them throughout the year immediately (if applicable).

Special Note:

1. Under any circumstance, Regular classes should not suffer during the performance of the following duties.
2. No. on the spot quotation will be managed unless it is pertinent in view of the situation, with prior permission of the Principal. In case of emergency situation, on the spot quotations shall be called under the supervision of the Principal.
3. All quotations formalities should be completed as early as possible.
4. Follow the Gazette Notification in letter and spirit. (See the attachment)
5. Financial Power of Principal is upto Rs. 5000/- per item per day.

Illustration: Suppose there is repair work in the College and the committee has hired the labour on daily wages for 10 days @ Rs. 5000/- per day, in that case the Principal has to seek the permission of the Governing Body, because the total cost of repair exceeds the permissible limit irrespective of days.

6. All recurring expenses like Electricity bill, Water and Sewage Bill, Internet Bill, Website maintenance Bill, Telephone Bill, Professional fees etc. above Rs. 5000/- need not sent to the Governing Body for approval.
7. For advance money, prior permission of the Principal in necessary with an undertaking to submit the adjustment of advance within 30 days of its disbursement.



1. College Council/ Advisory Body/ College Development Board & Reception Committee

Chairman Dr. Narender Singh, Principal

Members

1. Dr. J.S. Phor
2. Dr. Naresh Rathee
3. Dr. Rajroop Chahal (Bursar)

Special Invitee Dr. Satish Malik, University representative
on Governing Body

2. Chief Proctor: Dr. J.S. Phor

3. Senior Tutor: Dr. J.S. Phor, Convener & Science Classes (UG & PG)
Dr. Naresh Rathee, Arts (UG & PG Classes)
Dr. Rajroop Chahal, Commerce (UG & PG Classes)

4. Building fund Committee/ All types of Construction work, PWD, B&R/ Electricity & Civil repair work

1. Dr. J.S. Phor
2. Dr. Rajiv Kumar
3. Mr. Satish Rathee

5. College Bursar Dr. Rajroop Chahal

6. N.S.S. Programme Officer/ Outreach/ Women Cell

1. Dr. Usha Dahiya Unit-I
(Assisted by Mr. Jaidev, Assistant Lecturer)

2. Dr. Abhimanyu Unit-II
(Assisted by Dr. Mukesh Kumar, LA)

7. Staff Secretary

1. Dr. Rajiv Kumar

8. Social Affair Committee

1. Dr. Usha Dahiya, Convener
2. Dr. Abhimanyu

9. All types of Dilapidation/ Renovation/ Minor repair work out of building fund/ College Development Fund etc.

1. Dr. J.S. Phor
2. Dr. Rajiv Kumar
3. Mr. Satish Rathee



10. Smart Classes

1. Dr. J.S. Phor, Convener
2. Dr. Rajiv Kumar
3. Mr. Ajmer Singh, Lect. Computer Science
4. Mr. Ravinder Singh Dahiya, LA (Language Lab)

11. Committee for NAAC

1. Dr. Naresh Rathee, Coordinator
2. Dr. Rajroop Chahal
3. Mr. Pradeep
4. Dr. Aarish

12. U.G.C. Affairs/ Statistics Data Cell/ PARYAS/ New Policy of Education (NPE 2020) Committee/ Higher Education Council/ AISHE/ RUSA/ SWAYAM

1. Dr. Naresh Rathee, Coordinator
2. Dr. J.S. Phor
3. Dr. Rajroop Chahal

13. Collection of Degrees and Gown Committee for Convocation

1. Dr. Naresh Rathee, Convener
2. Mr. Manoj Kumar, Clerk
3. Mr. Rajesh (Singhwa), Clerk
4. Mr. Naveen Rathee, Clerk

14. Women Studies & Development Cell & Girls Common Room

1. Dr. Usha Dahiya, Convener
2. Dr. Vijay Kiran
3. Ms. Kirti

15. Research Committee

1. Dr. Anu Rathee, Convener
2. Dr. Vijay Kiran
3. Dr. Seema Dhochak, Lecturer in Commerce
4. Dr. Nidhi, Lecturer in Physics

16. Internal Assessment Committee/ RR/ CR and other university related matters and Name Struck etc.

Registrar	Dr. J.S. Phor
Deputy Registrar I	Dr. Naresh Rathee
Deputy Registrar II	Dr. Rajroop Chahal
Data Entry Clerk	Smt. Santosh

17. College and University Result Tabulation and Verification Committee/ Student Data

1. Dr. Rajiv Kumar – UG
2. Dr. Ritu Dahiya – PG
3. Mr. Manoj Kumar – Clerk (UG)
4. Mr. Rajesh (Singhwa) – Clerk (PG)



- 18. Checking of Income Tax Statement & Form-16 for TDS/ Filling of TDS Return/ NPS/ PF**
1. Dr. Rajroop Chahal
 2. Mr. Rajesh, Clerk
- 19. College Time Table/ Work Load Committee**
1. Dr. J.S. Phor
 2. Dr. Anu Rathee
 3. Dr. Rajroop Chahal
- 20. Photography Committee**
1. Dr. Urmila Hooda, Convener
 2. Mr. Vikram Tushir
- 21. Committee for Human Rights Issues and Protection of Women from sexual harassment at work place**
1. Dr. Anu Rathee, Advisor
 2. Dr. Usha Dahiya
 3. Dr. Vijay Kiran
- 22. Conduct of stage (Excluding subject societies, N.S.S., N.C.C.) and organization of seminar/ Conference/ workshop/ exhibition with the help of other staff members**
1. Dr. Anu Rathee, Convener
 2. Dr. Urmila Hooda
 3. Dr. Seema Dhochak
- 23. Cycle stand and Parking of vehicles Committee**
1. Dr. J.S. Phor, Convener
 2. Mr. Sanjay Tyagi, Clerk
 3. Mr. Pardeep Kumar, Clerk
 4. Mr. Khem Singh, Chowkidar
- 24. Preparation and Printing of Annual Report/ Brief Information Brochure/ College Magazine**
1. Dr. Naresh Rathee, Convener
 2. Dr. Rajroop Chahal
 3. Dr. Urmila Hooda
 4. Mr. Ajmer Singh
- 25. Printing of Certificates/ Invitation Cards/ Register/ Slip/ Various Proformas and other Miscellaneous printing items**
1. Mr. Ajmer Singh
 2. Mr. Pradeep
 3. Dr. Aarish



26. College Magazine Committee

Editor in Chief	Dr. Urmila Hooda
Editor Science Section	Dr. Ritu Dahiya
Editor Social Science	Dr. Usha Dahiya
Editor English Section	Dr. Urmila Hooda
Editor Hindi Section	Dr. Neelam
Editor Commerce Section	Dr. Sushila

27. SC/ BC/ ST and other Scholarship/ Stipend Screening Committee/ Minority Community Welfare Cell & Adhaar Card/ Attestation of SC/ BC Forms

1. Mr. Ajmer Singh, Convener
2. Mr. Rajesh (Singhwa)

28. Career Guidance and placement Cell/ Student Progression/ Students' achievements/ Apprenticeship and Training

1. Dr. Urmila Hooda
2. Mr. Vikram Tushir

29. Press/ Publicity and Public Relations Committee/ Social Media/ Whatsapp

1. Mr. Vikram Tushir
2. Mr. Ajmer Singh
3. Dr. Tamanna, Lecturer in Computer Science

30. Driving License/ Passport/ Adhaar Card

1. Dr. Rajiv Kumar, Nodal Officer
2. Dr. Tamanna
3. Dr. Abhimanyu

31. Cultural & Co-Curricular Activities

1. Dr. Urmila Hooda, Coordinator

Conveners

1. Musical & Dance Items	Dr. Usha Dahiya
2. Theatre Items	Dr. Urmila Hooda
3. Literacy Items	Dr. Neelam
4. Fine Arts	Dr. Vijay Kiran

32. Subject Societies

Hindi Sahitya Parishad	Dr. Kavita, Lecturer in Hindi Dr. Neelam, Lecturer in Sanskrit Ms. Sonu
English Literacy Society	Dr. Rajiv Kumar Dr. Urmila Hooda Dr. Pinki, Lecturer in English Dr. Savita, Lecturer in English Ms. Supriya, Lecturer in English



Sanskrit Literacy Society	Dr. Neelam, Lecturer in Sanskrit Dr. Kavita, Lecturer in Hindi Ms. Reena, Lecturer in Hindi
Geography Society	Ms. Ritu, Lecturer in Geography Dr. Nisha, Lecturer in Geography Ms. Neelam, Lecturer in Geography Mr. Pradeep, Lecturer in Geography Mr. Jagdeep, Lecturer in Geography
Science Society & Exhibition	Dr. Ritu Dahiya Dr. Vijay Kiran Dr. Parmila, Lecturer in Maths Dr. Nidhi, Lecturer in Maths Dr. Amarjeet Dr. Seema, Lecturer in Zoology Dr. Usha Dahiya
Social Sciences Society	Ms. Kirti, Lecturer in Pol. Sci. Ms. Kavita, Lecturer in Pol. Sci. Ms. Mukesh, Lecturer in Pol. Sci. Ms. Sangeeta, Lecturer in Pol. Sci. Mr. Satish Rathee, Lecturer in History Ms. Pinki, Lecturer in History Ms. Kavita, Lecturer in Geography Ms. Preeti, Lecturer in Geography Ms. Neelam, Lecturer in Geography
Maths Society	Dr. Parmila, Lecturer in Maths Ms. Rinku, Lecturer in Maths Dr. Aarish, Lecturer in Maths Mr. Deepak, Lecturer in Maths

33.

A. College Dispensary & First Aid

1. Dr. Ritu Dahiya
2. Dr. Vijay Kiran
3. Dr. Pinki
4. Dr. Seema Kuhad
5. Mr. Amarjeet
6. Mr. Devanand



B. Environmental Studies

1. Dr. Vijay Kiran
2. Ms. Preeti
3. Mr. Pradeep
4. Dr. Seema Kuhad
5. Ms. Sonia Narwal

34. Auction of Unserviceable/ Destroyable/ Consumable/ Actionable article Committee

1. Dr. J.S. Phor, Convener
2. Dr. Rajiv Kumar
3. Mr. Satish Rathee, Estate Officer
4. Mr. Sanjay Tyagi, Clerk

35. Incharge – Plantation

1. Dr. Anu Rathee
2. Dr. Vijay Kiran
3. Dr. Seema Dhochak
4. Mr. Ram Ganesh, Mali
5. Mr. Satish, Mali

36. Earn While You Learn Scheme

1. Dr. Urmila Hooda
2. Ms. Santosh, Clerk

37. Generator Set, Invertors, Electrical Items, Fans, Bulbs, Tubes/ Complaints/ Supply/ Repair related to HSEB/ PWD/ and verification of Electrical Bills and Maintenance of Registers

1. Dr. J.S. Phor, Estate Officer
2. Dr. Rajroop Chahal, Bursar
3. Mr. Rajesh Singh, Clerk
4. Mr. Parvesh, Peon
5. Mr. Ravinder Singh, LA

38. CCTV Committee

1. Dr. J.S. Phor, Estate Officer
2. Dr. Rajroop Chahal, Bursar
3. Mr. Rajesh Kumar, Clerk
4. Mr. Ravinder Singh, LA

39. Incharge – College Property (Furniture etc.)

1. Dr. J.S. Phor, Estate Officer
2. Mr. Mukesh, LA
3. Mr. Jaidev, LA
4. Mr. Parvesh, Peon



40. Fee Concession/ SAF/ Red Cross Fund
1. Dr. J.S. Phor
 2. Dr. Rajiv Kumar
 3. Dr. Vijay Kiran
41. Multipurpose Hall/ Auditorium Management
1. Dr. Rajiv Kumar
 2. Dr. Abhimanyu
 3. Mr. Ravinder Singh, LA
42. Legal Cell (College Building/ Agriculture Land/ Auction of Agriculture land on lease & other legal matters)
1. Dr. Rajroop Chahal
43. Legal/ Electoral Cell
1. Dr. Ritu Dahiya
 2. Mr. Jagdeep
 3. Mr. Amarjeet
 4. Ms. Jyoti, Lecturer in Physics
44. Sports Board (*For all purposes*)
- Chairman - Dr. Narender Singh, Principal
1. Dr. Naresh Rathee
 2. Mr. Vikas Gahlawat
 3. Mr. Pardeep Kumar, Lecturer in Physical Ed.
45. Introduction of Job Oriented Professional Courses/ Add-on Courses/ New Courses/ Subject and other University Affair
1. Dr. Naresh Rathee, Convener
 2. Dr. Anu Rathee
 3. Dr. Rajroop Chahal
 4. Mr. Ravinder Khatri, Clerk
 5. Mr. Ravinder Singh, LA
46. Historical/ Educational Tour/ Trekking Expedition etc.
1. Dr. Vijay Kiran
 2. Mr. Pradeep
 3. Dr. Aarish
47. Discipline and Anti-Ragging Committee
1. Dr. Anu Rathee, Convener
 2. Dr. Vijay Kiran
 3. Ms. Supriya

ANTI-RAGGING SQUAD

1. Dr. J.S. Phor
2. Dr. Naresh Rathee
3. Dr. Rajroop Chahal



- 48. Water arrangement, Water Coolers & Tubewell**
1. Dr. J.S. Phor, Convener (Purchase, Payment)
 2. Dr. Rajiv Kumar
 3. Mr. Devanand
 4. Mr. Parvesh, Peon
 5. Mr. Khem Singh
- 49. Bus Pass Committee**
1. Dr. Rajiv Kumar
 2. Mr. Satish Rathee
 3. Mr. Amarjeet
- 50. Library Maintenance & Working Committee**
1. Dr. Naresh Rathee
 2. Dr. Rajroop Chahal
 3. Mr. Satish Kumar, I/c Library
- 51. RUSA Committee**
1. Dr. Rajroop Chahal, Bursar
 2. Mr. Rajbir Singh, Head Clerk
 3. Mr. Sanjay Tyagi, Clerk
- 52. Admission Committee**
1. Dr. Usha Dahiya
 2. Mr. Ajmer Singh
 3. Dr. Tamanna
 4. Dr. Ritu Dahiya
- 53. IQAC**
- Dr. Naresh Rathee

