ANNEXURES

OF APPLICATION UNDER OPEN AND DISTANCE LEARNING MODE FOR APPROVAL

Submitted by:

Directorate of Distance Education
Guru Jambheshwar University of Sc. & Tech.,
HISAR (Haryana)-125001

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR ACT, 1995

(Haryana Act No. 17 of 1995)

(Received the assent of the Governor of Haryana on the 18th October, 1995, and first published for general information in the Haryana Government Gazette (Extraordinary) of 20th October, 1995).

1	2	3	4
Year	No.	Short title	Whether repealed or otherwise affected By legislation.
1995	17	Guru Jambheshwar University of Science & Technology, Hisar Act, 1995	Amended by Haryana Act No.11 of 1996 Amended by Haryana Ordinance No. 2 of 1996 Amended by Haryana Act No. 3 of 1998 Amended by Haryana Act No. 19 of 1999 Amended by Haryana Govt. Technical Education Department Notification dated 21.08.2000. Amended by Haryana Govt. Education department Notification dated 25.02.2002. Amended by Haryana Act No. 10 of 2003. Amended by Haryana Govt. Gazette Notification dated 23.03.2006

AN

ACT

to establish and incorporate a * [teaching-cum-affiliating University to facilitate and promote studies and research in emerging areas of higher education with focus on new frontiers of technology, pharmacy], environmental studies, non-conventional energy sources and management studies, and also to achieve excellence in these and connected fields.

BE it enacted by the Legislature of the State of Haryana in the Forty-Sixth Year of

*** 1. Amended by Haryana Act No. 11 of 1996.**

2. Amended by Haryana Ordinance No. 2 of 1996 and approved by Haryana Act No. 3 of 1998.

3. Amended by Haryana Act No. 19 of 1999.

4. Amended by Haryana Government Technical Education Department Notification dated 21.08.2000.

5. Amended by Haryana Government Education Department Notification dated 25.02.002.

6. Amended by Haryana Act No. 10 of 2003.

7. Amended by Haryana Government Gazette Notification dated 23.03.2006.

Short title and commencement.

The Republic of India as follows:-

1. (1) This Act may be called Guru Jambheshwar University of Science & Technology, Hisar Act, 1995.

(2) It shall come into force on such date as the Government may, by notification* in the Official Gazette, appoint.

Definitions.

2. In this Act and in all the Statutes, Ordinances and Regulations made there under, unless the context otherwise requires,-

(a) "College" means a college maintained by, or admitted to the privileges of, the University under this Act;

(b) "employee" means any person appointed by the University, and includes teachers and all other staff of the University;

(c) "Government" means the Government of the State of Haryana;

(d) " institution" means an academic institution, not being a college, maintained by, or admitted to the privileges of the University;

[(dd)] "Post Graduate Regional Centre" means a Post Graduate Regional Centre maintained by, or admitted to the privileges of the University under this Act;

(e) "principal" means the head of a college, and includes, when there is no principal, a vice-principal duly appointed as such and in the absence of the principal or the vice-principal the person for the time being duly appointed to act as the principal;

(f) "recognized teachers" means such persons as are approved by the University for the purpose of imparting instruction in a college or and institution admitted to the privileges of the University;

(ff) "School" means the Haryana School of Business;

(g) "Statutes", "Ordinances" and "Regulations" means respectively the Statutes, Ordinances and Regulations of the University made under this Act;

(h) "University" means Guru Jambheshwar University of Science & Technology, Hisar as incorporated under this Act; and

(i) "University teachers" mean Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instructions or conducting research in the University or in any college or institution maintained by the University and are designated as teachers by the Ordinances.

* appoints the 20th day of October, 1995 as the date on which the said Act shall come into force, vide Haryana Govt. Education Department Notification No. S.O. 117/H.A. 17/95 dated the 20th October, 1995.

Incorporation

3.1 There shall continue to be a body corporate by the name of Guru Jambheshwar University of Science & Technology comprising of the Chancellor and the Vice-Chancellor of the University, and the members of the Court, the Executive Council and the Academic Council and all persons who may hereafter become or be appointed as such officers or members, so long as they continue to hold such office or membership.

2. The University shall have perpetual succession and common seal with power to acquire, hold and dispose of property and to contract, and may by the said name sue or be sued.

Territorial exercise of powers

*[4. (1) The limits of the area within which the University shall exercise its powers, shall be such as the Government may, form time to time, by notification, ** specify:

Provided that different areas may be specified for different faculties.

(2) Notwithstanding anything contained in any other law for the time being in force, any college situated within the limits of the area specified under sub-section (1) shall, with effect from such date as may be notified in this behalf by the Government, be deemed to be associated with, and admitted to, the privileges of the University and shall cease to be associated in any way with, or be admitted to, the privileges of any other University, and different dates may be notified for different colleges:

Provided that –

(i) any student of any college, institute or Post Graduate Regional Centre, Sirsa, associated with, or admitted to, the other University before the said date, who was studying for any degree or diploma examination of that University shall be permitted to complete his course in preparation thereof and the University shall hold for such students examinations in accordance with the curricula of study in force in that University for such period as may be prescribed by the Statutes, Ordinances or Regulations;

* Amended by Haryana Act No. 11 of 1996 and further amended by Haryana Ordinance No. 2 of 1996 and approved by Haryana Act No. 3 of 1998.

** The limits of the area specified vide Haryana Govt. Education Department Notification No. G.S.R. 54/H.A. 17/1995/S.4/2000 dated 21st August, 2000 and No. GSR/2/H.A. 28/1986/S.4/2002 Dt. 25.2.2002 & No. S.O. 18/H.A.17/1995/S.4/2011 Dt.11.02.2011.

(ii) any such student may, until any such examination is held by the University, be admitted to the examination of the other University and be conferred the degree, diploma or any other privilege of that University for which he qualifies on the result of such examination].

Bar on conferring, granting or issuing degrees, diplomas or certificates by unauthorized institutions.

5. (1) Notwithstanding any thing contained in this Act or any other law, for the time being in force, no person or institutions, other than the University, shall confer, grant or issue or hold himself or itself out as entitled to confer, grant or issue any degree, diploma or certificate in the specified areas of knowledge assigned to it within the territorial jurisdiction of the University which is identical with or is a colourable imitation of any degree, diploma or certificate conferred, granted or issued by the University.

(2) Contravention of the provision of sub-section (1) shall be an offence and shall be dealt with as per rules laid down by the University in this regard keeping in view the orders and guidelines issued by the competent authorities and academic bodies such as the State Government and the University Grants Commission.

(3) Where an offence under this section has been committed by an institution, every person Incharge of, and responsible to, the institution for the conduct of its business at the time of the commission of the offence, shall be deemed to be guilty of the offence and shall be liable to be proceeded against as per the University rules.

(4) Notwithstanding anything contained in sub-section (3), where an offence under this section has been committed by an institution and it is proved that the offence has been committed with the consent or connivance of, or that the commission of the offence is attributable to any neglect on the part of any partner, director, manager, secretary or other officer of the institution, such partner, director, manager, secretary or other officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation: - For the purpose of the section institution means any body corporate and includes a firm or other association of individuals.

Powers and Functions of University.

6. The University shall exercise the following powers and the following functions, namely:-

*[(a) to provide facilities and promote studies and research in emerging areas of higher education, including new frontiers of technology, pharmacy, environmental studies, non-conventional energy sources and management studies and also to achieve excellence in these and connected fields;

*(b) to hold examinations and grant degrees, diplomas and other academic distinctions or titles to persons in the fields of emerging areas of higher education, technology, pharmacy, management etc. as laid down in the Statutes, Ordinances or Regulations;]

(c) to confer honorary degrees or other distinctions on approved persons in the manner laid down in the Statutes;

(d) to institute prizes, medals, research studentships, exhibitions and fellowships;

(e) to receive gifts, donations or benefactions from the Government and to receive gifts, donations and transfers of movable or immovable property from transfers, donors, testators, as the case may be; and to create such corpus fund with the donations so received for the welfare of the University;

(f) to institute principalships, professorships, readerships, lecturerships, and to create other posts of any description required by the University and to appoint persons to such posts;

(g) to cooperate with educational and other institutions in India and abroad having objectives similar to those of the University in such manner as may be conducive to their common goals;

* Amended by Haryana Act No. 11 of 1996 and further amended by Haryana Ordinance No. 2 of 1996 and approved by Haryana Act No. 3 of 1998.

(h) to provide instruction, including correspondence and such other courses, to such persons as are not members of the university, as it may determine;

(i) to approve persons for imparting instruction in any college or institution admitted to the privileges of the University;

*[(j) to maintain institutes, colleges of technology, pharmacy, management, Post Graduate Regional Centre, Sirsa etc. established by the university and to admit to its privileges, colleges or technology, pharmacy, management and colleges or institutes in the areas specified under sub-section (1) of section 4 and to disaffiliate colleges or institutes if they are not being run as per provisions of the Act, Statutes or Ordinances contained therein;]

(k) to declare a college, an institution or a department as autonomous college or institution or department, as the case may be;

(l) to borrow with the approval of the Government, on the security of the property of the University, money for the purposes of the University;

(m) to supervise, control and regulate the residence, conduct and discipline of the students of the University and of colleges and institutions within the jurisdiction of the University;

(n) to deal with any property belonging to, or vested in the University, in such manner as the University may deem fit for advancing the objects of the University;

(o) to assess the needs of the State and the country in terms of subjects, fields of specialization, levels of education and training of technical manpower both on short and long term basis and to initiate necessary programmes to meet those needs;

(p) to organize advanced studies and research programmes based on a deep understanding of the trends in engineering, technology, ** [pharmacy], management and in allied sciences so that the production will be ensured of men who are not only up-to-date but also will be able to provide the lead;

* Inserted Ordinance No. 2 of 1996 and approved by Haryana Act No. 3 of 1998.

(q) to promote research, design and development activities that have a relevance to social needs and the development programmes of the State;

(r) to initiate measures to enlist the cooperation of industries and Government employers to provide complementary facilities;

(s) to provide for continuous experimentation in imparting knowledge, organization of training and preparation of text books and other instructional materials;

(t) to arrange for progressive introduction of continuous evaluation and reorientation of the subjectives in educational measurement.

(u) to further entrepreneurial ability among its students;

(v) to educate the public with regard to the requirement of , and opportunities, in the profession of engineering, technology, management and allied sciences and its responsibilities and services to society.

University open to all races, classes, castes and creeds.

7. The University shall be open to all persons irrespective of sex, race, creed, caste or class; and no test or condition shall be imposed as to religion, belief or profession in admitting or appointing members, students, teachers, workers, or in any other connection whatsoever and no beneficiation shall be accepted which in the opinion of the authorities of the University involves conditions or obligations opposed to the spirit and objectives of this provision:

Provided that nothing contained in this section shall be deemed to prevent the University from making any special provisions in respect of weaker sections of the society and in particular Scheduled Castes and Scheduled Tribes.

Teaching of University.

8. All teaching in the University shall be conducted by and in the name of the University, in accordance with the Statutes, Ordinances and Regulations made in this behalf.

Officers of University.

9. The following shall be the officers of the University, namely:-

(i) the Chancellor;

(ii) the Vice-Chancellor;

(iii) the Registrar;

(iii a)* the Director of Haryana School Business; and

(iv) such other persons in the service of the University as may be declared by the Statutes to be officers of the University.

* **Amended by Haryana Act No. 16-HLA of 2008.**

Chancellor

10. (1) The Governor of Haryana by virtue of his office shall be the Chancellor of the university.

(2) The Chancellor shall be the head of the University.

(3) The Chancellor shall, if present, preside over the convocation of the University for conferring degrees and over the meetings of the Court.

(4) The Chancellor shall have the right:-

(i) to cause an inspection to be made, by such person or persons as he may direct, of the University, its buildings, laboratories and equipment and of any college or institution maintained by the University and also of the examinations, teaching and other work conducted or done by the university; and

(ii) to cause an inquiry to be made in like manner in respect of any matter connected with the administration of finances of the university, colleges or institutions.

(5) The Chancellor shall, in every case, give notice to the university of his intention to cause an inspection or inquiry to be made and on receipt of such notice, the university shall have the right to make such representation to the Chancellor as it may consider necessary.

(6) After considering the representation, if any, made by the University, the Chancellor may cause to be made such inspection or inquiry as is referred to in sub-section (4).

(7) Where any inspection or inquiry has been caused to be made by the Chancellor, the university shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

(8) The Chancellor may, if the inspection or inquiry is made in respect of the University or any college or institution maintained by it, address the Vice-Chancellor with reference to the result of such inspection or inquiry and the Vice-Chancellor shall communicate to the Executive Council the views of the Chancellor and the action to be taken thereon as advised by the Chancellor.

(9) The Executive Council shall communicate through the Vice-Chancellor to the Chancellor such action, if any, as it proposes to take or has taken upon the result of such inspection or inquiry.

(10) Where the Executive Council does not, within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor, may, after considering any explanation furnished or representation made by the Executive Council, issue such directions as he may think fit and the Executive Council shall comply with such directions.

(11) Without prejudice to the foregoing provisions of this section, the Chancellor, may by order in writing, annul any proceedings of the University, which are not in conformity with this Act, the Statutes or the Ordinances;

Provided that before making any such order he shall call upon the University to show cause why such an order should not be made, and if any cause is shown within a reasonable time, he shall consider the same.

(12) The Chancellor may, at any time, require or direct the University to act in conformity with the provisions of this Act and the Statutes, Ordinances and Regulations made there under.

(13) The power exercised by the Chancellor under sub-section (11) and sub-section (12) shall not be called in question in any Civil Court.

(14) Any employee of the University who is aggrieved by the decisions of the Executive Council or the Vice-Chancellor in respect of any disciplinary action taken against him, may address a memorial to the Chancellor in such manner as may be prescribed by Statutes and the decision of the Chancellor shall be final.

(15) The Chancellor shall have such other powers as may be prescribed by the Statutes.

Vice-Chancellor

*11. "(1) The Government shall constitute a Selection Committee consisting of one nominee of the Chancellor and two nominees of the Executive council, which shall prepare a panel of atleast three names, in alphabetical order, from which the Chancellor shall appoint the Vice-Chancellor, on the advice of the Government. The terms and conditions of service of the Vice-Chancellor, shall be determined by the Chancellor, on the advice of the Government."

(1A) The Chancellor may, on the advice of the Government, cause an inquiry to be held in accordance with the principles of natural justice, and remove the Vice-Chancellor from office, if he is found on such inquiry, to be a person patently unfit to be continued in such office."

(2) The Vice-Chancellor shall hold office for a period of three years which may be renewed for not more than one term:

Provided that he shall cease to hold the office on attaining the age of 68*** years irrespective of the fact that his term has not expired.

** [(3) If the Vice-Chancellor is unable to perform his duties owing to his temporary incapacity on account of illness or any other reason, or the office of the Vice-Chancellor falls vacant due to death, resignation or otherwise, the Chancellor may make arrangements for the performance of duties of the Vice-Chancellor until the existing Vice-Chancellor is able to resume his office or until a regular Vice- Chancellor is appointed, as the case may be.

(4) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.

(5) The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act, except in the matters involving creation or abolition of a Faculty, Department or Post, the matter involving appointment or removal of an employee.

* Substituted and Inserted by Haryana Act No. 19 of 1999.

** Substituted by Haryana Act No. 11 of 1996.

*** Substituted by Haryana Act No. 25 of 2010.

Provided that the Vice-Chancellor before exercising powers under this section shall record in writing the reasons, why the matter cannot wait till the meeting of the authority concerned:

Provided further that if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final:

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to represent to the Executive Council within one month from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor. The employee shall be informed that the action has been taken under emergency powers.

(6) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or Ordinances.

*[11]-A (1) Deleted

Registrar

**11-B (1) The Registrar shall be appointed by the Chancellor on the advice of the Government.

(2) The Registrar shall be Chief Administrative Officer of the University. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

11-C Director of Haryana School of Business

(1) The terms and conditions of appointment of the Director of Haryana School of Business shall be such as may be prescribed by the Statutes.

(2) The Director of Haryana School of Business shall exercise such powers and perform such duties as may be prescribed by the Statutes.

Other officers.

12. The manner of appointment and powers and functions of other officers of the University shall be such as may be prescribed by the Statutes.

Authorities of University.

13. The following shall be the authorities of the University, namely:-

(i) the Court;

(ii) the Executive Council;

(iii) the Academic Council;

(iv) the Finance Committee;

(iva) the Board of Governors of Haryana School of Business;

(v) the Faculties;

(vi) the Planning Board; and

(vii) such other authorities as may be declared by the Statutes to be the authorities of the University.

* Deleted by Haryana Act No. 10 of 2003.

** Inserted by Haryana Act No. 19 of 1999.

Court.

14. (1) The constitution of the Court, and the term of office of its members shall be prescribed by the Statutes.

(2) Subject to the provisions of this Act, the Court shall have the following powers and functions, namely:-

(a) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;

(b) to consider and pass resolution on the annual report, annual budget and the annual accounts of the University and on the audit report of such accounts;

(c) to advise the Chancellor in respect of any matter which may be referred to it for advice; and

(d) to perform such other functions as may be prescribed by the Statutes.

Executive Council.

15. (1) The Executive Council shall be the principal executive body of the University.

(2) The constitution of the Executive Council, the term of office of its members and its powers and functions shall be such as may be prescribed by the Statutes.

Academic Council.

16. (1) The Academic Council shall be the principal academic body of the University and shall subject to the provisions of this Act, the Statutes and Ordinances, co-ordinate and exercise general supervision over all academic policies of the University.

(2) The constitution of the Academic Council, the term of office of its members and its powers and functions shall be such as may be prescribed by the Statutes.

School and Faculties.

17. The constitution and functions of the School and Faculties shall be such as may be prescribed by the Statutes.

Finance Committee.

18. The constitution of the Finance Committee, the term of office of its members, and its powers and functions shall be such as may be prescribed by the Statutes.

Planning Board.

19. The constitution and functions of the Planning Board shall be such as may be prescribed by the Statutes.

Statutes and their Scope.

20. Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

(a) the constitution, powers and functions of the authorities and other bodies of the University as may be constituted from time to time;

(b) the classification, mode of appointment, powers and duties of the teachers and the officers of the University;

(c) the conditions of service including provision for pension or provident fund or insurance scheme for the benefit of the employees of the University;

(d) the conferment of honorary degrees;

(e) the establishment and abolition of faculties and departments;

(f) the institution of fellowships, scholarships studentships, exhibitions, medals and prizes;

(g) the maintenance of discipline among the students;

(h) the conditions under which colleges and institutions may be admitted to the privileges of the University and the withdrawal of the same;

(i) the delegation of powers vested in the authorities or officers of the University; and

(j) all other matters which by this Act, are to be or may be provided for by the Statutes.

Statutes how made.

21. (1) On the commencement of this Act, the Statutes of the University shall be those as set out in the Schedule:

Provided that the authorities of the University constituted under the Statutes framed before the commencement of this Act shall continue to exercise all the powers and perform all the functions under this Act till such authorities are constituted in terms of the Statutes set out in the Schedule referred to above.

*(2) The Executive Council may, from time to time make new or additional Statutes or may amend or repeal the Statutes in the manner hereafter provided in this section:

Provided that the Executive Council shall not make, amend or repeal any Statute, affecting the status, power or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes and any opinion so expressed shall be considered by the Executive Council.

(3) The Academic Council may propose to the Executive Council a draft of any Statute relating to academic matters for consideration by the Executive Council.

**(4) Every new Statute or addition to the Statute or any amendment or repeal of a Statute shall require the approval of the Chancellor who may approve, disapprove or remit it for further consideration. A Statute passed by the Executive Council shall have no validity until it has been assented to by the Chancellor.

(5) Notwithstanding anything contained in the foregoing sub sections, the Chancellor, either suo motu or on the advice of the Government, may direct the Executive Council, to make, amend or repeal the Statutes in respect of any matter specified by him and if the Executive Council fails to implement such a direction within sixty days of its receipt, the Chancellor may, after considering the reasons, if any, communicated by the Executive Council or its inability to comply with such direction, make, amend or repeal the Statutes suitably.

* Substituted by Haryana Act No. 19 of 1999.
* Inserted by Haryana Act No. 19 of 1999.

Ordinances and their scope.

22. Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters namely:

(a) the admission of students to the University and their enrolment as such;

(b) the courses of study to be laid down for all degrees, diplomas and certificates of the University;

(c) the conditions under which students shall be admitted to the degree or diploma courses and to the examination of the University and shall be eligible for degrees and diplomas;

(d) the fees to be charged for courses of study in the University and for admission to the examinations, degree and diplomas of the University; and further to make progressively the fee structure so flexible that the courses could become self-financing to the extent possible;

(e) the conditions of the award of fellowships, studentships, exhibition, medals and prizes;

(f) the conduct of examinations, including the term of office and manner of appointment and the duties of examiners and moderators;

(g) the conditions of residence of students of the University; and

(h) all other matters which by this Act or the Statutes are to be made or may be provided for by the Ordinances.

Ordinances how made.

23. (1) The Ordinances shall be made, amended, repealed or added to by the Executive Council.

Provided that no Ordinance shall be made-

(a) affecting the admission or enrolment of students or prescribing examinations to be recognized as equivalent to the University examinations; and

(b) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examination or any course of study;

unless the draft of such an Ordinance has been proposed by the Academic Council.

(2) The Executive Council may return to the Academic Council for reconsideration, either in whole or in part, any draft proposed by the Academic Council under sub-section (i) alongwith its suggestions:

Provided that the Executive Council shall not amend the draft proposed by the Academic Council itself. It may, however, reject such draft when submitted to it by the Academic Council for the Second time.

(3) All Ordinances made by the Executive Council shall have effect from such date as it may direct and every Ordinance made shall be communicated, as soon as may be, to the Chancellor.

Regulations.

24. (1) The authorities of the University may make Regulations Consistent with this Act, the Statutes and the Ordinances-

(a) laying down the procedure to be observed at their meetings; and

(b) providing for all matters which by this Act, the Statutes or the Ordinances are to be prescribed by Regulations.

(2) Every authority of the University shall make Regulations providing for giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the proceedings of the meetings.

Annual Report.

25. The annual report of the University giving details of broad progrmmes, policies and finances, amendments of Statutes and Ordinances made during the year under report, shall be prepared under the directions of the Executive Council and shall be submitted to the Court on or after such date as may be prescribed by the Statutes and the Court shall consider the report at its annual meeting.

Funds and accounts.

26. (1) The University shall have a General Fund to which shall be credited

(a) its income from fees, grants, donations and gifts, if any;

(b) any contribution or grant made by the Central Government, and the University Grants Commission, All India Council for Technical Education or like authority, any local authority or any corporation owned or controlled by the Government;

(c) endowments and other receipts.

Explanation

In this section the expression "University Grants Commission" means the Commission established under section 4 of the University Grants Commission Act, 1956 (Central Act 3 of 1956).

(2) The university may have such other funds as may be prescribed by the Statutes.

(3) The funds and all moneys of the university shall be managed in such a manner as may be prescribed by the statutes.

*[(4) The Government may, every year, provide grant-in-aid to facilitate and promote studies and research in emerging areas of higher education, including new frontiers of technology, pharmacy, environmental studies, non-conventional energy sources and management studies, and also to achieve excellence in these and connected fields in the manner prescribed by the Government from time to time.]

Annual Accounts.

27. (1) The annual accounts and the balance sheet of the University shall be prepared under the directions of the Executive Council and shall once at least every year and at intervals of not more than 15 months be audited by the Director Local Fund Accounts, Haryana or any other auditor that may be appointed by the Government. The annual accounts when audited shall be published in the Haryana Government Gazette and a copy of the annual accounts alongwith the report of the Director, Local Fund Accounts or the auditor shall be submitted to the Court and the Chancellor alongwith the observations of the Executive Council. Any observations made by the Chancellor on the annual accounts shall be brought to the notice of the Court and observations of the Court, if any, shall after being considered by the Executive Council, be submitted to the Chancellor.

(2) The annual accounts and the balance sheet of the University shall also be submitted to the Government at the time of its submission to the Chancellor.

* Substituted by Haryana Act No. 11 of 1996 and further amended by Haryana Ordinance No. 2 of 1996 and approved by Haryana Act No. 3 of 1998.

Conditions of service of Officers and teachers.

28. (1) Every salaried officer and teacher, except the Vice-Chancellor, shall be appointed under a written contract, which shall be lodged with the University and any dispute arising out of a contract between the University and officer or teacher shall, at the request of the teacher or officer concerned or at the instance of the University, be referred to a Tribunal of arbitration consisting of one member appointed by the Executive Council, one member nominated by the officer or teacher concerned and one nominee of the Chancellor. The decision of the majority of the members of the Tribunal shall be final and no suit shall lie in any Civil Court in respect of the matter decided by the Tribunal.

(2) Every such request shall be deemed to be a submission to arbitration within the meaning of the Arbitration Act, 1940.

Pension, provident fund and insurance fund.

29. (1) The University shall institute, for the benefit of its officers, teachers and other employees, pension, provident fund and insurance fund on the pattern of the Government employees.

(2) Where any provident fund and insurance fund have been so constituted, the provisions of the Provident Fund Act, 1925 shall be applicable.

Vacancy not to invalidate proceedings.

30. No act done, or proceeding taken, under this Act by any authority or other body of the University shall be invalid merely on the ground:-

(a) of any vacancy or defect in the constitution of the authority or body; or

(b) of any defect or irregularity in election, nomination or appointment of a person acting as a member thereof; or

(c) of any defect or irregularity in such act or proceeding, not affecting the merits of the case.

Certain disputes to be referred to Chancellor.

31. If any question arises whether any person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the University, matter shall be referred to the Chancellor whose decision thereon shall be final.

Power of Remove difficulties.

32. If any difficulty arises with respect to the establishment of the University or in connection with the first meeting of any authority of the University or otherwise in first giving effect to the provisions of this Act, the Government may, at any time, before any authority of the University has been constituted by order, make any appointment or do anything, consistent, so far as may be, with the provisions of this Act, which appears to it necessary or expedient for the purpose of removing the difficulty, and every such order shall have effect as if such appointment or action had been made or taken in the manner provided in this Act.

Creation of teaching and non-teaching posts.

33. Notwithstanding anything contained in this Act, the University shall not create any teaching and non-teaching posts or revise the pay scales of the teaching and non-teaching employees without obtaining the prior approval of the Government:

Provided that the Government may delegate its powers under this section to the Vice- Chancellor or the Executive Council as and when the need arises for smooth functioning and growth of the University.

Protection of action taken in good faith.

34. No suit or other legal proceedings shall lie against any Officer or employee of the University for anything which is in good faith done or intended to be done in pursuance of any of the provisions of this Act, the Statutes or Ordinances.

Repeal and savings.

35. (1) All properties, movable and immovable and all the interests of whatsoever nature and kind therein, vested in the Kurukshetra University Post Graduate Regional Centre, Hisar and the courses run thereunder and the posts created, filled before the commencement of this Act shall vest in the University.

(2) All debts, obligations and liabilities incurred, all contracts entered into and all matters and things engaged to be done in respect of Post Graduate Regional Centre, Hisar shall be deemed to have been incurred, entered into, or engaged to be done by, with or for the University.

THE SCHEDULE

(Statutes of Guru Jambheshwar University of Science & Technology, Hisar)

(See Section 21)

Powers and duties of the Vice-Chancellor.

1. (i) The Vice-Chancellor shall be ex officio Chairman of the Executive Council, the Academic Council and the Finance Committee, and shall, in the absence of the Chancellor, preside over the convocations of the University held for conferring degrees and over the meetings of the Court. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat, unless he is a member of such authority or body.

(ii) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall take all necessary steps to ensure such observance.

(iii) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Court, the Executive Council, the Academic Council and the Finance Committee and any other authority or body of the University.

(iv) The Vice-Chancellor shall exercise general control over the affairs of the University and shall give effect to the decisions of the authorities of the University.

(v) The decision of the Vice-Chancellor regarding seniority for nomination to the various authorities or bodies of the University, shall be final.

Power & Duties of Registrar.

2. *(i) Deleted

(ii) The Registrar shall be ex officio Secretary of the Executive Council and Faculties but shall not be deemed to be a member of any of these authorities, and shall be ex officio Member Secretary of the Court and the Academic Council.

**(iii) When the Office of the Registrar is vacant or when the Registrar is by reason of illness, or any other cause unable to perform the duties of his office, the duties of the office shall be performed by such person as the

Vice-Chancellor may appoint temporary for the purpose till regular appointment is made by the Chancellor on the Advice of the Government.

(iv) It shall be the duty of the Registrar-

(a) to be the custodian of the records, common seal and such other property of the University as the Vice-Chancellor shall commit to his charge;

(b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Faculties and any Committee appointed by any authority of the University;

(c) to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Faculties and any Committee appointed by the authorities of the University;

(d) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Faculties;

(e) to supply to the Chancellor copies of the agenda, the minutes of the meetings of the authorities of the University as soon as they are issued.

(f) to perform such other duties as may, from time to time, be assigned to him by the Vice-Chancellor.

(v) The Registrar shall have power to administer warning or to impose the penalty of censure or withholding of increments upon such of the employee, excluding teachers of the University and academic staff, as may be specified in the orders of the Executive Council and to suspend them pending enquiry;

* Deleted by Haryana Act No. 3 of 1998.

** Substituted by Haryana Act No. 19 of 1999.

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

(vi) An appeal shall be to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (v).

(vii) In case the inquiry discloses that a punishment, beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry make a report to the Vice-Chancellor alongwith his recommendations.

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

(viii) The Registrar shall be the authorized officer to enter into agreements, sign documents and authenticate records on behalf of the University and shall act in such capacity when the appropriate authority has taken a decision in the matter. The Registrar shall also exercise such other powers and perform such other duties as may be prescribed by Statutes.

Other Officers of the University.

3. The following persons in the service of the University are also declared to be the officers of the University, namely:-

*(a) Dean Academic Affairs

(b) Proctor;

(c) Chief Warden;

(d) Dean of Students Welfare;

*(e) Dean of Colleges;

(f) Controller of Examinations

Dean Academic Affairs, Proctor, Chief Warden and Dean of Students Welfare.

*4 The Dean Academic Affairs, the Proctor, the Chief Warden, and the Dean of Students Welfare, shall be appointed by the, Executive Council on the Recommendations of the Vice-Chancellor, from amongst the teachers of the University, not below the rank of Professor, on the terms and conditions to be determined by the Executive Council, on the recommendations of the Vice-Chancellor.

* Amended by the Executive Council Resolution No. C-6 of 19.03.1997 and received the assent of the Chancellor on 12.06.2001.

Statute-4(I)

The Dean of Colleges shall be a whole-time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Selection Committee on such terms and conditions as may be prescribed by the Executive Council. He shall discharge such duties as may be assigned to him by the Vice-Chancellor from time to time.

* Amended by the Executive Council Resolution No. 7 of 29.03.2012 and received the assent of the Chancellor on 18.06.2012.

Controller of Examinations.

5. (i) The Controller of Examinations, shall be whole-time salaried officer of the University and shall be appointed by the Executive Council, on the recommendations of the Establishment Committee, on such terms and conditions as may be prescribed by the Executive Council.

(ii) It shall be the duty of the Controller of Examinations- (a) to conduct examinations in a disciplined and efficient manner; (b) to arrange for the setting of papers with strict regard to secrecy;

(c) to arrange for the evaluation of answer sheets in accordance with the planned time schedule for results;

(d) to constantly review the system of examinations in order to enhance the level of the impartiality and objectivity with a view to making it a better instrument for assessing the attainments of students;

(e) any other matter connected with the system of examinations which may, from time to time, be assigned to him by the Vice-Chancellor.

Court and its constitution.

6. The Court shall consist of the following members, namely:-

(a) Ex officio members-

(i) The Chancellor;
(ii) The Vice-Chancellor;
(iii) The Secretary to Government, Haryana, Finance Department, or a nominee not below the rank of Director/Joint Secretary;
(iv) The Secretary to Government, Haryana, Education Department or a nominee not below the rank of Director/joint Secretary;
(v) The Secretary to Government, Haryana, Technical Education Department or a nominee not below the rank of the Director/ Joint Secretary:
(vi) the Deans of Faculties;
(vii) the Registrar:
*(vii-a) Dean Academic Affairs;
*(vii-b) Dean of Colleges;
(viii) the Controller of Examinations

(b) (i) Professors of the University not exceeding five on the basis of seniority by rotation;

(ii) four teachers from amongst the Associate Professors and Associate Professors of the University of whom atleast two shall be Associate Professor on the basis of seniority by rotation;

(iii) four Principals/ Directors of Colleges/ Institutes admitted to the privileges of the University on the basis of seniority by rotation to be nominated by the

Vice-Chancellor;

(iv) five eminent academicians and representatives from industry, commerce, engineering, etc., to be nominated by the Chancellor on the recommendation of the Vice-Chancellor

(c) (i) The Registrar shall be the Member-Secretary of the Court.

(ii) Save as otherwise expressly provided, the members of Court, other than ex officio members, shall hold office for a term of two years.

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

* Amended by the Executive Council Resolution No. 7 of 29.03.2012 and received the assent of the Chancellor on 18.06.2012.

Meetings of the Court.

7. (i) The Court shall meet atleast once a year.

(ii) A special meeting of the Court may be convened at any time, by the Chancellor, the Vice-Chancellor or on a written request by one third of its members.

Executive Council and its Constitution.

8. The Executive Council shall consist of the following persons, namely:-

I. Ex officio member-

(i) The Vice-Chancellor;

*(ii) The Secretary to Government, Haryana, Finance Department or nominee not below the rank of Joint Secretary;

(iii) The Secretary to Government, Haryana, Education Department or a nominee not below the rank of Director/ Joint Secretary;

(iv) The Secretary to Government, Haryana, Technical Education Department or a nominee not below the rank of the Joint Secretary;

II. Other members-

*(a) Three Deans of Faculties to be nominated by the Vice-Chancellor, by rotation in accordance with the procedure laid down by the University;

(b) Two Principals of Colleges/ institutions admitted to the privileges of University by rotation on the basis of seniority;

(c) Two professors (other than Deans of the Faculties) by rotation on the basis of seniority;

(d) Two teachers of the University Teaching Department (other than Professors) may be elected from amongst themselves out of whom one shall be an Associate Professor;

(e) Six persons to be nominated by the Chancellor on the recommendation of the Vice Chancellor from amongst distinguished professionals and eminent persons from the industry/ chambers of Commerce/ Technical Universities/ Indian Institute Technology/ Indian Institute of Management/ All India Council for Technical Education, etc.

III. (i) The Registrar shall be the Ex officio Secretary of the Executive Council.

(ii) Two fifth of the members will form a quorum.

(iii) Save as otherwise expressly provided, the members of the Executive Council, other than Ex officio members, shall hold office for a term of two years.

Power of the Executive Council.

9. The Executive Council shall exercise the following powers, namely:-

(a) to hold, control and administer the revenue, property and funds of the University;

* Amended by the Executive Council Resolution No. C-3 of 20.03.1996 and received the assent of the Chancellor on 12.06.2001.

(b) to create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Associate Professors, Assistant Professors and other academic staff and Principals of colleges and institutions maintained by the University;

Provided that in the matters of creation of new posts involving additional financial liability shall hold good if the representative of the Government as given below:-

Finance Secretary or in his absence his representative

OR

Education Secretary or in his absence his representative is present at the time of taking

such decision and has consented to that decision;

Provided further that in case the Government representative from the Finance/Higher Education Department is not present in two consecutive meetings even after the proper notice, then the Executive Council may approve the proposal regarding creation of posts;

* Provided further that in respect of the number and emoluments of teachers and Academic staff, the Executive Council shall take action after considering the recommendations of the Academic Council and the Finance Committee.

In respect of qualifications of teachers and academic staff, the Executive Council shall take action after considering the recommendations of the Academic Council and also the regulations laid down by the U.G.C. and other concerned statutory bodies.

(c) to appoint Professors, Associate Professors, Assistant Professors, other academic staff and Principals of colleges and institutions maintained by the University, on the recommendations of the Selection Committees constituted for the purpose and to fill up temporary vacancies herein;

(d) to create administrative, ministerial and other posts and to make appointments thereto, in the manner prescribed by the Statutes;

* Amended by the Executive Council Resolution No. C-3 of 20.031996 and received the assent of the Chancellor on 12.06.2001.

(e) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit;

(f) to invest any money belonging to the University including any unapplied income in such stocks, funds, shares or securities as it shall, from time to time, think fit or in the purchase of immovable property in India with the like power of varying such investments from time to time.

(g) to transfer or accept transfer of any movable and immovable property on behalf of the University;

(h) to provide buildings, premises, furniture and apparatus and other means needed, for carrying on the work of the University;

(i) to select a common seal for the University;

(j) to delegate any of its powers to the Vice-Chancellor, the Registrar or such other employee or authority of the University or to a committee appointed by it, as it may deem fit;

(k) to enter into, vary, carry out, or cancel contracts on behalf of the University;

(l) to make, amend or repeal the Statutes;

(m) to make decisions regarding maintenance of discipline among students;

(n) to exercise such other powers and perform such other duties as may be conferred or assigned to the Executive Council by the Act or the Statutes, or the Ordinances; and

(o) to exercise all powers of the University not otherwise provided for by the Act, the Statutes, or the Ordinances.

Academic Council and its Constitution.

10. The Academic Council shall consist of the following persons, namely:-

I. Ex officio members:-

(i) The Vice-Chancellor;

(ii) The Director of Higher Education, Haryana;

(iii) The Director of Technical Education, Haryana;

(iv) The Registrar;

(v) The Deans of faculties;

(v-a) Ex-officio Members (a) Dean Academic Affairs (b) Dean of Colleges;

(vi) Three Principals by rotation on the basis of their seniority;

(vii) The Controller of examinations;

**(viii) The Librarian of the University Library.

II. Other members:-

(i) one professor appointed by the University from each faculty by rotation on the basis of seniority;

(ii) one University Associate Professor from each faculty, by rotation on the basis of seniority;

(iv) one University Assistant Professor from each faculty, by rotation on the basis of seniority.

(iv) Four eminent educationists to be nominated by the Vice-Chancellor from outside the University.

Provided that not more than one of them shall be from the same field;

(v) four persons from public sector industries of the Central and State Government, in the State having proficiency in matters relating to industry and research, to be nominated by Chancellor on the recommendation of the Vice-Chancellor:

Provided further that any other Chairman/ officer of the University whose association is necessary regarding a particular item may be invited to attend the meeting. However, the special invitee shall not have any right to vote.

III. (1) The Registrar shall be the Member-Secretary of Academic Council.

** Substituted by Executive Council vide Resolution No. 5 of 27.10.1999 and received the assent of the Chancellor on 12.06.2001.

* Amended by the Executive Council Resolution No. 7 of 29.03.2012 and received the assent of the Chancellor on 18.06.2012.

(2) Two fifth of the members will form a quorum.

(3) Save as otherwise expressly provided, the members of the Academic Council, other than Ex officio members, shall hold office for a term of two years.

(4) The method of election shall be by simple majority voting by ballot and the elections shall be conducted in accordance with the rules framed by the Vice-Chancellor.

Powers of Academic Council.

11. (1) The Academic Council shall exercise the following powers, namely:-

(a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-operative teaching among colleges and institutions, evaluation of research or improvements in academic standards;

(b) to consider matters of general academic interest either on its own initiative or on a reference by the Chancellor, the Vice-Chancellor, the Executive Council or a Faculty and to take appropriate action thereon;

(c) to recommend to the Executive Council, the creation and abolition on teaching posts;

(d) to prescribe syllabi and courses of study for various examinations on the recommendations of the faculties;

(e) to frame such regulations consistent with the Statutes and Ordinances regarding the academic functions of the University, discipline, residence, admissions, awards of fellowships, studentships, scholarships, medals and prizes, fee concessions, corporate life and attendance; and

(f) to exercise such other powers and perform such other duties as may be conferred or assigned to the Academic Council by the Act, the Statutes, or the Ordinances.

(2) All decisions of the Academic Council concerning syllabi, courses of studies and conducting of examinations so for as they are not provided for by the Statutes and Ordinances shall be final.

Composition of the Finance Committee.

12. (1) The Finance Committee shall consist of the following persons, namely:-

(I) Ex Officio member:-

(a) the Vice-Chancellor (Chairperson);

(b) the Secretary to Government, Haryana, Finance Department or nominee not below the rank of Joint Secretary;

(c) the Secretary to Government, Haryana, Education Department or a nominee not below rank of Director/ Joint Secretary Higher Education;

(d) the Secretary to Government, Haryana, Technical Education Department or a nominee not below rank of Director/ Joint Secretary of Technical Education, Haryana.

(II) Other members-

(a) two outside members having expertise in finance to be nominated by the Chancellor on the recommendation of the Vice Chancellor,

(b) two Deans of Faculties to be nominated by the Vice-Chancellor.

(2) The Registrar will be the Member-Secretary of the Committee.

(3) Nominated members of the Finance Committee shall hold office for a term of two years.

(4) Three members, out of whom at least one member shall be a government nominee, shall form the quorum.

Functions and powers of the Finance Committee.

13. (1) The Finance Committee shall examine the accounts and scrutinize the proposals for expenditures and shall submit the annual budget to the Executive Council for approval. No expenditure in the budget shall be incurred by the University without the prior approval of the Finance Committee which shall fix limits for the total recurring and non- recurring expenditure for the year based on the resources and the income of the University. No expenditure shall be incurred by the University in excess of the limits so fixed.

(2) It shall examine a recommend to the Executive Council the creation of teaching and other posts.

(3) The annual accounts and the official estimates of the university shall be laid before the Finance Committee for its consideration and comments thereon and thereafter submitted to the Executive Council for approval.

Faculty of the University.

14. There shall be following School and Faculties;

(1) Faculty of Physical Sciences;

(2) Haryana School of Business;

(3) Faculty of Information Technology and Computer Science;

*(4) Faculty of Engineering & Technology;

(5) Faculty of Architecture, Urban and Town Planning;

*(6) Faculty of Non-Conventional subjects in Humanities and Foreign Languages;

(7) Faculty of Religious Studies;

(8) Faculty of Environmental and Bio Sciences & Technology;

**(9) Faculty of Media Studies;

*(10) Faculty of Law;

*(11) Faculty of Medical Sciences;

*(12) Faculty of Education;

(13) Faculty of Humanities and Social Sciences

(14) Such other faculties as the Executive Council, on the recommendation of the Academic Council, may institute, in the emerging areas of Higher Education.

* Amended and substituted by the Executive Council Resolution No. C-2 of 20.03.1996 and received the assent of the Chancellor on 12.06.2001.

** Instituted by the Executive Council Resolution no. 16 of 12.11.1998 under Clause-14 above.

Constitution of Faculties

15. (1) Each Faculty shall consist of-

(i) Dean of the Faculty (Chairperson);

(ii) Chairman of the Departments included in that Faculty;

(iii) One Professor from each Department on the basis of seniority by rotation;

*(iv) One Associate Professor and one Assistant Professor or equivalent from each department included in the faculty by rotation according to seniority;

*(v) One Professor, one Associate Professor and one Assistant Professor from each department of the Regional Centre (s) included in the faculty, on the basis of seniority by rotation.

*(vi) Upto two teachers from the affiliated colleges/institutes, in the concerned disciplines, one of whom shall be the Principal/ Director, on the basis of seniority by rotation.

*(vii) Upto two outside experts out of which one may be from the Industry, to be nominated by the Vice-Chancellor on the recommendations of the Dean of the Faculty.

Provided that wherever considered necessary, the Vice-Chancellor may on the recommendation of the Dean increase the number of experts.

(2) Members nominated shall hold office for two years:

Provided that the Executive Council, at the request of the Academic Council, may increase the number of members of a Faculty.

(3) The Branch Incharge of the Academic Branch not below the rank of Assistant Registrar may act as Secretary of every Faculty.

(4) Two-fifths of the members in each Faculty shall from the quorum.

* Substituted and amended by Executive Council Resolution No. 8 to 19.03.1997 and received the assent of the Chancellor on 12.06.2001.

Deans of Faculties.

*16. (1) There shall be a Dean of each Faculty who shall be appointed by the Vice-Chancellor. The Dean shall be appointed in rotation from amongst the professors in various Departments comprising the Faculty; provided that a Professor appointed as Dean, will get his/her next turn after all the Professors in the Faculty, have been appointed as Dean of any faculty and all have completed their full term of three years in order of seniority. In case any Professor has resigned during term then he/she shall not be entitled to take chance of further remaining period again. Provided further that where there is no Professor in a Faculty, the Vice-Chancellor may appoint the Dean of faculty.

(2) Suitable remuneration shall be attached to the office of the Dean who shall hold office for a term of three years.

(3) The Dean shall convene meetings of the Faculty and will preside over them.

(4) The Dean shall be responsible for the coordination of teaching therein and the execution of the decisions of the Faculty.

(5) He shall have the right to be present and to take part in discussion at any meeting of any committee of the Faculty.

Powers of the Faculties

17. Subject to the control of the Academic Council, the powers of the Faculty shall be:-

(a) to coordinate teaching and research work of the University in the Departments assigned to the Faculty;

(b) to recommend to the Academic Council courses of studies and syllabi for the different examinations after necessary reports from the boards of Studies;

(c) to receive reports from the Departments for the creation and abolition of posts and to forward them to the Academic Council with such recommendations as it may consider reasonable;

(d) to discuss and suggest to the Academic Council schemes for the advancement of standards of teaching and examinations; and

(e) to deal with any other matter that may be referred to it by the Academic Council or the Vice-Chancellor or the Dean of the Faculty.

Chairpersons of the Departments.

*18. (1) Each Teaching Department shall have a Chairperson who shall be appointed by the Vice-Chancellor for a period of three years by rotation; provided that chairpersonship shall rotate among Professors and Associate Professors on seniority basis.

Provided further that if a Professor/Associate Professor/Reader, who has availed one full term of chairpersonship, then he/she will be eligible for appointment of chairperson on rotation only after completion of full chain of cycle in order of seniority.

(2) In the case of a Department where no teacher is eligible for appointment as Chairperson or for Departments where instruction is imparted only upto the under-graduate level in the colleges, the Dean of the concerned faculty shall be the Chairperson.

* Amended by the Executive Council Resolution No. 13 & 14 of 02.05.2013 and received the assent of the Chancellor on 31.05.2016.

(3) In case a senior person is on long leave, the next eligible person will be appointed as Chairperson of the Department and he will continue as such till the completion of his term, even if the senior person returns from leave during that period However, the senior person will be eligible for appointment as Chairperson after the expiry of the term of the present incumbent.

(4) In case the Chairperson of a Department, by reason of illness, absence or any other cause, is unable to perform the duties of his office, the duties of the office shall be performed by the next eligible person, unless, the Vice-Chancellor orders otherwise.

(5) In case a person refuses to accept the offer of appointment as Chairperson or resigns of his own, he will not be eligible for appointment as Chairperson of the Department till his turn comes again after the completion of the rotation circle among the eligible teachers.

(6) If the Vice-Chancellor deems it necessary, he may appoint next eligible person as Chairperson irrespective of the fact that the term of the present Chairperson has not yet expired, in which case he will report the matter to the Executive Council at its next meeting.

Appointments

19. (1) All appointments to teaching posts shall be made by the Executive Council on the recommendations of the Selection Committees.

(2) Appointments to non-teaching posts carrying an initial pay of Rs. 15600-39100+5400 GP per mensum or more, shall be made by the Executive Council, on the recommendation of the Establishment Committee.

(3) For posts carrying an initial salary not exceeding Rs. 9300-34800+4200 GP per mensum, appointments shall be made by the Vice-Chancellor.

(4) Notwithstanding anything contained in clauses (1), (2) and (3) above, the Vice-Chancellor may, where he considers necessary, make an adhoc or temporary appointment for a period not exceeding six months, if it is not possible or desirable to make regular appointment.

Selection Committees.

20. *(1) A Selection Committee for any appointment of Professor/ Associate Professor/ Assistant Professor specified below shall consist of:-

For the Post of University Assistant Professor:

1. The Vice-Chancellor to be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject, to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Executive Council.
3. Dean of the concerned Faculty.
4. Chairperson of the Department, if he is a Professor.
5. An academician nominated by the Chancellor.

The quorum should be four out of which at least two outside subject-experts must be present.

For the Post of Associate Professor

1. The Vice-Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Chancellor.
3. Three experts in the concerned subject/ field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council.
4. Dean of the concerned Faculty.
5. Chairperson of the Department, if he/she is a Professor.

At least four members, including two outside subject-experts, must constitute the quorum.

For the Post of Professor

1. Vice-Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Chancellor.
3. Three experts in the concerned subject/ field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council.
4. Dean of the Faculty.
5. Chairperson of the Department, if he/she is a Professor.

At least four members, including two outside subject-experts, must constitute the quorum.

Note: A representative of the SC/ST, women and physically handicapped persons, should be in the Selection Committee whenever a candidate from any of the categories appears for the interview.

It is optional for the University to utilize the Seminar or Colloquium as a method for the selection of Lecturer, Associate Professor or Assistant Professor.

Selection Committee for the Librarian, Deputy Librarian and Assistant Librarian and Director, Deputy Director and Asstt. Director of Physical Education shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education or administration or Library Science, as the case may be, shall be associated with the Selection Committee.

At least four members, including two outside subject-experts, shall constitute the quorum.

*** Amended by E.C. Resolution No. 5 of 21.12.2004 and received the assent of the chancellor on 23.06.2006.**

For the post of principal

1. Chairpersons of the Governing Board as chairperson.
2. One member of the Governing Board to be nominated by the Chairperson.
3. Two Vice-Chancellor's nominees, out of whom one should be an expert.
4. Director Technical Education's nominee.
5. Three experts consisting of the principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice-Chancellor.

At least four members, including two outside experts shall constitute the quorum.

Provided that the Vice-Chancellor may add more names to the panel in special circumstances and report these to the Executive Council at its next meeting.

2. The panels of names drawn up by the Executive Council and the additions, if any, made thereto by the Vice-Chancellor as provided in the statutes, shall be subject to approval of the Chancellor:

   Provided that in case one of the experts fails to turn up at the Selection Committee, after, accepting the invitation to attend the same the proceedings of the meeting shall not be invalidated:

   Proceedings of the meeting of a Selection Committee shall not be invalidated in case any of the Ex officio members of the Selection Committee fails to attend the meeting.

3. The Vice-Chancellor shall preside at the meetings of a Selection Committee and the Registrar shall act as its Secretary. The meeting of a Selection Committee shall be convened by, or under the directions of the Vice-Chancellor.

4. The Selection Committee shall consider and submit to the Executive council recommendations as to the appointment referred to it. If the Executive Council is unable to accept the recommendations made by the Committee, it shall record its reasons and submit the case to the Chancellor for final orders.

5. The process of selection shall involve the following:

(a) Short listing of applications in accordance with the guidelines as prescribed by the ordinances.

(b) Assessment of aptitude for teaching, research and publications.

(c) Ability to communicate clearly and effectively.

(d) Ability to analyze and discuss.

(e) Optional: Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/ lecture wherever it is possible.

Note: A representative of the SC/ST, women and physically handicapped persons should be in the Selection Committee whenever a candidate from any of these categories appears for the interview.

Establishment Committee.

*[21.(1) Subject to the control of the Executive Council, the Establishment Committee shall consist of:-

(i) the Vice-Chancellor;

(ii) Deleted

(iii) two members of the Executive Council nominated by the Vice-Chancellor;

(iv) Expert(s) nominated by the Vice-Chancellor, whenever deemed necessary; Provided that where there are more than one Expert and one of the Experts fails to turn up at the time of the meeting after accepting the invitation to attend it, the proceedings of the meeting shall be valid.

(v) The Registrar.

(2) The Vice-Chancellor shall preside at the meetings of the Establishment Committee and the Registrar shall be the Member-Secretary of the Committee.

(3) The nominated members of the Executive Council shall hold office for two years provided that any such member, who ceases to be the member of the Executive Council, shall cease to be the member of the Establishment Committee.]

*(4) The Committee shall have the following powers and duties:

The Establishment Committee shall recommend to the Executive Council appointments to Non-Teaching Posts including posts carrying an initial pay of Rs. 15600-39100+5400 GP per mensum or more in terms of provision under clause (2) of Statute-19.

Explanation:

The term 'appointment' shall include direct appointment as well as promotion to all Non-Teaching posts including posts in the University Library and Sports Department carrying initial pay of Rs. 15600-39100+5400 GP per mensum or more.

* Substituted by Executive Council Resolution No. C-2 of 2.3.96 and received the assent of the Chancellor on 25.3.1996.

Constitution and Function of the Planning Board.

22. (1) The Planning Board shall consist of:-

(a) Vice-Chancellor;

(b) Secretary to Government, Haryana, Finance Department;

(c) Secretary to Government, Haryana, Education Department;

(d) Secretary to Government, Haryana, Technical Education Department;

(e) not more than ten persons of high standing in education and industry who shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor for a term of two years which may include the followings:-

(i) Nominee of the All India Council for Technical Education;

(ii) Director of one of the Indian Institute of Technology;

(iii) Director of one of the Indian Institute of Management;

(iv) Vice-Chancellor of one of the Technical Universities of India;

(v) Nominee of the Government;

(vi) Five persons of high standing in Education and Industry;

(f) the Registrar shall be the Secretary to the Board.

(2) The recommendations of the Board shall be implemented after they are approved by appropriate authorities of the University.

(3) It shall advise on the planning and development of the University particularly in respect of the standard of education and research in the University.

Convocation.

23. Convocation of the University for conferring of degrees and for other purposes shall be held in such manner as may be laid down by the Executive Council from time to time, by means of an Ordinance:

Provided that every proposal to confer an honorary degree shall be subject to the confirmation of the Chancellor.

Departments.

24. There shall be University Teaching Departments duly created by the Academic Council on the recommendation of the Vice-Chancellor in the various faculties of the University.

Assignments of Department of Studies to Faculties.

25. The Departments of Studies shall be assigned to various Faculties by the Academic Council on the recommendation of the Vice-Chancellor.

Boards of Studies

*26. (1) (i) Every University Teaching Department, included in Faculty, shall have Board of Studies and Research.

(ii) Every Department other than University Teaching Departments included in faculty shall have also Board of Studies and Research.

(2) The Board of Studies and Research of University Teaching Departments shall consist of:-

(i) The Chairperson of the Department/Director of School;

(ii) All the Professors appointed or recognized by the University in the Department;

(iii) Two Associate Professors and two Assistant Professors appointed or recognized by the University in the Department to be nominated by the Vice-Chancellor, by rotation, according to seniority;

(iv) Two university approved teachers from the colleges/institutions admitted/ affiliated to the privileges of the University in the subject concerned to be nominated by the Vice-Chancellor, by rotation, according to seniority;

Provided that not more than one such member shall be from the same college.

(v) Two outside experts to be nominated by the Vice- Chancellor on the recommendations of the Chairperson of the Department / Director of School;

Provided that the Executive Council at the request of the Academic Council, may increase the number of members of a Board of Studies and Research under sub-clause (v) above.

26.(3) The Board of Studies and Research other than University Teaching Department shall consist of :-

(i) The Dean of the concerned Faculty- Chairperson

(ii) One University approved Professor, one Associate Professor and one Assistant Professor from the affiliated colleges/institutions in the subject concerned recognized by the University to be nominated by the Vice-Chancellor, by rotation, according to seniority.

Provided that not more than one such member shall be from the same college.

(iii) Two outside experts to be nominated by the Vice-Chancellor on the recommendations of the Dean of the concerned Faculty.

Provided that the Executive Council at the request of the Academic Council, may increase the number of members of a Board of Studies under sub-clause (v) above.

(4)(i)The Board of Studies and Research shall make recommendations in respect of the courses and syllabi of studies and text books for the various subjects for all classes and Research Degree to the Academic Council through the Faculty concerned.

(ii)The Board of Studies shall also make recommendations to the Academic Council, regarding the appointments of Paper-setters and Examiners for all the courses.

(iii)The Board of Studies shall deal with any other matter that may be referred to them by the Faculty. The Chairperson of the Department shall be the Chairperson of the Board. Members, other than ex-officio members, shall hold office for two years:

Provided that a person whose book or any other publication is to be the subject of consideration before the Board, shall not be attached to the Board.

* Amended by the Executive Council Resolution No. 22 of 06.11.2013 and received the assent of the Chancellor on 06.12.2013.

Withdrawal of degree, diploma etc.

27. A degree, diploma, certificate and other academic distinctions may be withdrawn by the University:-

(a) if the candidature of the person concerned has been cancelled or result quashed in accordance with the manner laid down by the Ordinances; or

(b) if the candidate has misbehaved at a convocation of the University; provided that the question whether a person has misbehaved in terms of this statute shall be finally decided by the Vice-Chancellor; or

(c) When sufficient evidence is laid before the Academic Council showing that any person conferred by the University has been convicted of what is in their opinion a serious offence, the Academic Council may recommend to the Executive Council that such a degree or diploma be cancelled.

Withdrawal of approval, recognition of teachers.

28. Approval, recognition to a teacher may withdrawn by University-

(a) if the teacher fails to perform duties in accordance with the manner laid down by the Ordinances;

(b) if sufficient evidence is laid before the Executive Council that the teacher has committed an act which in their opinion is a serious offence, the Executive Council may withdraw approval, recognition of the teacher:

Gratuity, ex-gratia grant, etc.

29. The University shall provide for the benefit of its officers, teachers other employees, gratuity, ex-gratia grant etc. on the pattern of the Government.

Fellowships, scholarships, medals and prizes.

30. The number and value of fellowships, scholarships, medals and prizes to be awarded shall be determined by the Executive Council either on its own initiative or on the recommendations of the Academic council or Finance Committee.

Limitation of term of membership.

31. (1) Nowithstanding anything contained in these Statutes, a person, who is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as a holder of particular appointment shall hold office so long only as he continue to be member of that particular authority or body or the holder of that particular appointment, as the case may be:

Provided that a teacher-member of any authority or body of the University who resigns his service or proceeds on leave for six months or more shall cease to be a member of the respective body and a substitute shall be appointed. If the period of his leave is less than six months, his membership will be held in abeyance till his return or the expiry of the period of six months, whichever is later. No substitute member will be appointed or elected, where the membership is held in abeyance.

(2) If a teacher is on leave for a period of six months or more, he shall not be eligible for nomination or reelection for that particular vacancy. He will, however, be eligible for nomination or election in a vacancy which may arise after his return from leave.

Termination of membership etc.

32. Notwithstanding anything contained in these Statutes or the Ordinances of the University, no person, who has been convicted of any offence involving moral turpitude or has been dismissed for misconduct from a Government or Semi-Government institution or from a University or an educational institution of any kind, shall be eligible to become or to continue as a member or any authority of this University or of any committee appointed by the University. A person under suspension shall not be allowed to sit in any meeting of above authorities or Committees during the period of his suspension.

Disqualification for memberships.

33. If a person is debarred by the Academic Council from any work of the University on account of any kind of malpractice on his part in connection with a University examination, such a person will be disqualified to become, or to continue as a member of any body or authority of the University so long as the bar lasts.

Delegation of administrative and financial power to the Officers, teachers, employees of the University.

34.(1) The officers, teachers and other employees of the University may exercise, subject to the control of the Vice-Chancellor and the superior officers concerned such administrative and/or financial powers, as the Executive Council may delegate through Ordinances or Rules and Regulations or by resolutions adopted by it.

(2) The Vice-Chancellor or the Registrar, with the approval of the Vice-Chancellor, may delegate to an officer, teacher or any other employee of the University such powers as he considers necessary which have been vested in them by the Statutes, Ordinances and Regulations.

35. HONORARY DEGREES

If not less than tow-third members of the Academic Council recommend that an Honorary Degree be conferred on any person on the ground that he is, in their opinion, by reason of his eminent position and/or academic attainments, a fit and proper person to receive such degree, and this recommendation is endorsed by the Executive Council and approved by the Chancellor, the University may confer on such a person the Honorary Degree, so recommended, without requiring him/her to undergo any examination.

36. Special Mode of Appointment

(i) Notwithstanding anything contained in the statutes, the Executive Council may invite a person of high academic distinction and professional attainments to accept a post of Professor in the University, on such terms and conditions as it may deem fit and on the person agreeing to do so, appoint him to the post.

(ii) The Executive Council may appoint a teacher or any other academic staff working in any other University or Organization in accordance with the manner laid down in the Ordinances.

37. Conditions for admission of colleges/institutes to the privileges of the University and withdrawal of such privileges.

(1) The University shall establish and maintain and recognize for admission to its privileges such colleges/ institutes as may be decided by the Executive Council from time to time.

(2) The college/ institutes within the territorial jurisdiction as given in section 4 of the Guru Jambheshwar University of Science & Technology Act, are deemed to be admitted to the privileges of this University. These colleges/ institutes shall observe the conditions for admission to privileges of the University as laid down from time to time in the ordinances, failing which rights conferred upon may be withdrawn.

(3) (a) A college shall not, without the prior permission of the Academic Council suspend instruction in a course of study for which it is authorized to teach.

(b) If the governing body of a college/ institute proposes to discontinue a particular course/ subject in the college/ institute, it shall seek prior

permission of the University and a formal application giving reasons in support of the proposal shall be made not later than the 31st of October of the year, preceding the year in which the discontinuation is proposed.

(c) In the case of discontinuation of the course/ college, it shall be incumbent upon the governing body of the institution concerned to give a notice of one year to its employees regarding termination of their services, which will take effect only if and when the permission is granted by the University and subject to the condition, if an, imposed by it.

(d) The discontinuation in respect of an integrated course of study/ subject for which it is affiliated shall be in stages as under:-

i) In the first year, admission to Part-I class will be discontinued and admission for Part-II and III will continue.

ii) In the 2nd year, admission to Part-II class will be discontinued and admission for Part-III will continue and so on.

(4) Each non-Govt. college/ institute shall have a managing committee known as governing body consisting of not more than 21 and not less than 11 members as under:-

(i) President, Vice-President, Treasurer, and General Secretary to be elected by the members of the parent Society/ Trust, which is running the college;

(ii) The Principal of the college shall be the ex-officio member-secretary of the governing body;

(iii) One nominee of the University:

(iv) One nominee of the State Govt.;

(v) Two teacher representatives elected from among themselves by the whole time approved teachers of the College and one representative of the Non-teaching Staff to be elected on the Governing Body.

(vi) Remaining members (upto a maximum of 11) to be nominated by the President.

A casual vacancy of an elected member shall be filled by election within three months of the vacancy occurring, and the member so elected shall continue for the rest of the term of the outgoing member.

In cases where the governing body consists of less than 21 members, the numbers falling in each of the above categories will be determined on a proportionate basis, the representation of the University and the Govt. remaining invariable. As soon as the governing body is constituted, the names of the members will be communicated to the University and the Director of Higher Education, Haryana/ Director, Technical Education, Haryana by the Secretary. The term of the governing body shall be three years and fresh election shall be held after every three years.

The election shall be held under the supervision of an observer to be appointed by the University who shall certify that the election has been held properly and according to rules. In case the elections are not held at the end of the period stipulated above, the University shall be competent to constitute an adhoc governing body.

The constitution, election and personnel of the governing body shall be subject to the approval of the University. The change in the constitution, on the above lines shall be a precondition for the release of maintenance and other grants. Applications for grants, from the Govt./ U.G.C./ AICTE/Other State and Central agencies accompanied by certificate that the salaries of the employees have been paid and all other conditions relating to affiliation and such grants have been complied with, shall be routed through the University.

If, on inspection or otherwise, it is found that a recognized non-govt. college/ Institute is not being properly administered, the Executive Council, may authorize the Vice-Chancellor to appoint additional representative or representatives of the University on the managing body of the College/ Institute or to recommend to Govt. to appoint an Administrator.

If the representatives of the University are not invited to a meeting of the managing body and/ or a meeting of the governing body is held without the presence of the University representative, the proceedings of that meeting shall be regarded as invalid. In case, the University representative does not attend a meeting even after having confirmed his presence in writing, the proceedings of such meeting shall be valid. There must be at least three meetings of the governing body in a year. The T.A./D.A. of University representatives shall be paid by the college concerned.

(5) If at any time, the Executive Council finds, that a college/ institutions is not complying with the requirements of the Act, Statutes, Ordinances or regulations of the University or any instructions, issued by it or on its behalf, the Executive Council will have the authority to impose the following penalties:-

(i) That students of the college concerned shall not be accepted for the University examination:

(ii) That the college staff shall be debarred from University work such as appointment as examiner, superintendent of examination centres etc.;

(iii) That principal or the teacher concerned shall be debarred from seeking election or nomination to a University Body or his name shall be removed from the list of members of the University Bodies.

(iv) That the recognition, granted to the governing body of the college, shall be withdrawn in part or in whole.

(v) That the recognition granted to Principal/ teachers shall be withdrawn.

(6) Where the Executive Council proposes to withdraw the recognition/ associated status of a college/ institution in whole or in part, the Executive Council shall authorize the Registrar, to send to the Head of the College/ Institution concerned, a notice stating therein the ground on which the action is proposed to be taken together with the indication that any representation in writing submitted on behalf of the College/ Institution within a specific period, shall be considered by the Executive Council. The period may be extended if considered necessary by the Executive Council.

(7) On receipt of the representation or on expiry of the period referred to in clause 6 above, the Executive Council shall consider the notice of motion, the statement or representation, if any, and make such order as the circumstances may require.

(8) Where by an order made under clause 7, the rights conferred, by recognition/ associated status, are withdrawn, in whole or in part, the grounds for such withdrawal shall be stated in the order and communicated to the Head of the college/ institution concerned.

(9) In the event of withdrawal of the recognition/ associated status of a College/ Institution, the Executive Council shall have power to decide the manner for disposal of the amalgamated fund/ students fund.

STATUTE OF HARYANA SCHOOL OF BUSINESS

(To be Applicable w.e.f. Academic Session 2014-15)

1. **Introduction:** The University shall have business school namely Haryana School of Business and such school shall be governed by the University Statutes and Ordinances under the University Act.

2. Status and Functions: The status and functions of the School shall be as under:

a) The school shall have the status of a Faculty of the University within the framework of University Act.

b) The School shall serve the critical function of generating, consolidating, preserving and disseminating knowledge related to the business management.

c) Developing a symbiotic relationship with others stakeholders to use knowledge to cope with challenges faced by the industry as well as society.

d) It shall also act as leader in the teaching, research and consulting in the area of business management.

e) It shall make available highly specialized manpower leadership in dominant areas of business management.

3. Deleted
4. Deleted
5. Deleted

6. **Powers of the School:** Powers of the School shall be the same as that of powers of Faculties as mentioned in the University Act and Statutes.

6 **(i)** HSB may have multiple teaching department as may be created by the University from time to time.

7. **Board of Governors:** The Board of Governors shall be advisory body of the School and shall consist of the following persons, namely:

Ex-officio Members

a) Dean of Haryana School of Business shall be the Chairperson of the Board of governors;

b) The Director of the School shall be the Vice- Chairperson of the Board of governors;

(B) Nominated/Other Members

e) Three outside academic experts shall be nominated by the Vice-chancellor from the field of management or related areas from the Universities and Institutions of repute;

f) Three representatives from the industry shall be nominated by the Vice-chancellor and they shall not be below the rank of CEO/CMD/JMD/CFO or equivalent of a leading public limited company.

Note: The term of nominated members shall be two years. Meeting of the Board of Governors will be held once in a year. Minimum 40% of the total members will form the quorum for the meeting.

8. **Functions of BOG:** The Board of Governors shall guide the school in the following functions:

a) To provide necessary guidance to the School for the better management of the academic affairs.

b) To advise the courses of study, policies of admission and examination of the School.

c) To advise School in matter related to enhancement of employability of two students of the School.

d) To advise policies with regard to any other activities that is necessary for the smooth functioning of the School.

e) To advise of for going collaborations with leading Business School, Industries and Govt. Bodies.

f) The recommendations of the Board of Governors shall be place for consideration of the appropriate competent authorities of the University.

9. **Director of the School:** The Director shall be the Administrative Head of the School and his position shall be equivalent to a Chairperson of any other University Teaching Department in the University.

a) **Appointment of the Director:** The Director shall be appointed by the Vice-chancellor in the same way as in case of Chairperson of University Teaching Department as per the University Act and Statutes

10. **Appointment of the Dean:** The School shall have a Dean who shall be academic head of the school and his position shall be equivalent to the Dean of any faculty of the University. The Dean of the School shall be appointed by the Vice-Chancellor as other Deans of the Faculties of University as per University Act and Statute:

11. **Programme Coordinator(s):** The School shall have some programme coordinator(s) as per the requirement of different specializations offered. The Director shall nominate programme coordinator(s) if need arises.

12. **Board of Studies of HSB:**
    a) The School shall have a Board of Studies and Research, which shall be constituted as per the University Act and Statutes by the Vice-chancellor. The Board of Studies shall be headed by the Director of the School.
    b) **Faculty/School of Studies of HSB**: The School of Studies of HSB shall be headed by the Dean of the School, which shall be constituted by the Vice-Chancellor as per Statutes of the University.

13. **Staff Council of the School:** The School shall have the Staff Council consisting of all the regular faculty members. The Director shall head the Staff Council. The functions of the Staff Council of the School will be the same as given in the University Ordinance.

14. **Academic Programmes:** The School shall offer such Academic Programmes as recommended by the Staff Council and approved by the University authorities time to time.

15. **Centers at HSB:** The School shall establish Centers of Study to encourage inter-disciplinary field of study.

16. **Accountability and Autonomy:** The functional autonomy of the Haryana School of Business shall be confined to academic autonomy in the light of the University Act and Statute and Board of Governors shall advise to improve the quality in teaching, research and consultancy. Collaboration with the leading business schools, industry and government bodies.

Regd.
HARYANA GOVT. GAZ. (EXTRA) OCT. 20, 1995
(ASVN 28 1917 SAKA)

[Authorised English Translation]

HARYANA GOVERNMENT

EDUCATION DEPARTMENT

Notification

The 20th October, 1995

No. S. O. 117/H. A. 17/95.—In exercise of the powers conferred by sub-section (2) of section 1 of Guru Jambheshwar University, Hisar Act, 1995, the Governor of Haryana hereby appoints the 20th day of October, 1995, to be the date on which the said Act shall come into force.

R. L. SUDHIR,

Financial Commissioner and Secretary to Government, Haryana, Education Department

12813 L.R. Govt. Press U. T., Chd.

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

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Regd. No. PB/0093/2006–2008



Haryana Government Gazette

EXTRAORDINARY

Published by Authority

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CHANDIGARH, THURSDAY, MARCH 23, 2006
(CHAITRA 2, 1928 SAKA)

HARYANA VIDHAN SABHA SECRETARIAT

Notification

The 23rd March, 2006

No. 8-HLA of 2006/36.—Guru Jambheshwar University Hisar (Amendment) Bill, 2006, is hereby published for general information under proviso to Rule 128 of the Rules of Procedure and Conduct of Business in the Haryana Legislative Assembly :—

Bill No. 8—HLA of 2006

GURU JAMBHESHWAR UNIVERSITY HISAR (AMENDMENT) BILL, 2006

A

BILL

further to amend Guru Jambheshwar University Hisar Act, 1995.

Be it enacted by the Legislature of the State of Haryana in the Fifty-seventh Year of the Republic of India as follows :—

1. This Act may be called Guru Jambheshwar University Hisar (Amendment) Act, 2006. Short title.

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

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Amendment of long title of Haryana Act 17 of 1995.

2. In the long title of Guru Jambheshwar University Hisar Act, 1995 (hereinafter called the principal Act), for the words "Guru Jambheshwar University", the words "Guru Jambheshwar University of Science and Technology" shall be substituted.

Amendment of short title as well as certain other provisions of Haryana Act 17 of 1995

3. In the short title as well as principal Act, for the words "Guru Jambheshwar University" wherever occurring, the words "Guru Jambheshwar University of Science and Technology" shall be substituted.

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

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STATEMENT OF OBJECTS AND REASONS

The Guru Jambheshwar University, Hisar was created by an Act of Haryana Legislative Assembly (Act 17 of 1995) on 20th October, 1995. It was established to facilitate and promote studies and research in emerging areas of higher education with focus on new frontiers of technology, pharmacy, environmental studies, non-conventional energy sources and management studies and also to achieve excellence in these and connected fields. Thus, unlike general universities, this university aims at promoting studies in the areas of science and technology. Presently as many as 31 courses are being run by the University. Five more courses, namely, M. Tech. VLSI Design and Embedded Systems, M. Tech. Integrated Product Design and Manufacturing, M. Tech. Print and Graphic Communication, M. Tech. Nano Science and Technology and M. Tech. Optical Engineering are going to be added from 2006-07.

In the academic world people are not fully aware that Guru Jambheshwar University is a Technical University since the name of the university does not reflect its real nature. In fact this was one of the first few Universities in the country established to promote technical education in the State. Taking into consideration these factors, the Academic Council and the Executive Council of this University in the meeting held on 7th February, 2006 resolved that the name of the University be changed from "Guru Jambheshwar University, Hisar" to "Guru Jambheshwar University of Science and Technology, Hisar" in line with the spirit of Act so as to have distinct identity in the field of technical education.

BHUPINDER SINGH HOODA,
Chief Minister, Haryana.

Chandigarh :
The 23rd March, 2006.

SUMIT KUMAR,
Secretary

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

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[प्रतिकृत अनुवाद]

2006 का विधेयक संख्या 8-एच० एल० ए०

गुरु जम्भेश्वर विश्वविद्यालय, हिसार (संशोधन) विधेयक, 2006

गुरु जम्भेश्वर विश्वविद्यालय
हिसार अधिनियम, 1995,
को आगे संशोधित
करने के लिए
विधेयक

भारत गणराज्य के सतावनवें वर्ष में हरियाणा राज्य विधानमण्डल द्वारा निम्नलिखित रूप में यह अधिनियमित हो:—

संक्षिप्त नाम।

1. यह अधिनियम गुरु जम्भेश्वर विश्वविद्यालय, हिसार (संशोधन) अधिनियम, 2006, कहा जा सकता है।

1995 के हरियाणा अधिनियम 17 के शीर्ष का संशोधन।

2. गुरु जम्भेश्वर विश्वविद्यालय हिसार अधिनियम, 1995 (जिसे, इसमें, इसके बाद, मूल अधिनियम कहा गया है), के शीर्ष में, "गुरु जम्भेश्वर विश्वविद्यालय" शब्दों के स्थान पर "गुरु जम्भेश्वर विज्ञान तथा प्रौद्योगिकी विश्वविद्यालय" शब्द प्रतिस्थापित किए जाएंगे।

1995 के हरियाणा अधिनियम 17 के लघु शीर्ष के साथ ही साथ अधिनियम अन्य खण्डों का संशोधन।

3. संक्षिप्त शीर्ष के साथ ही साथ मूल अधिनियम में, "गुरु जम्भेश्वर विश्वविद्यालय" शब्द, जहां कहीं भी आएं, के स्थान पर, "गुरु जम्भेश्वर विज्ञान तथा प्रौद्योगिकी विश्वविद्यालय" शब्द प्रतिस्थापित किए जाएंगे।

Registrar
Guru Jambheshwar University
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उद्देश्यों एवं कारणों का विवरण

गुरु जम्भेश्वर विश्वविद्यालय, हिसार की स्थापना हरियाणा विधान सभा के अधिनियम (1995 की धारा 17) के अधीन 20 अक्तूबर, 1995 को हुआ था। इसकी स्थापना उच्च शिक्षा में उभरते हुए क्षेत्र विशेष रूप से प्रौद्योगिकी के नये क्षेत्र में केन्द्रित, फार्मेसी, पर्यावरण अध्ययन, गैर परम्परागत ऊर्जा स्त्रोत एवं प्रबन्धन अध्ययन तथा इससे सम्बन्धित क्षेत्रों में अध्ययन एवं शोध कार्य में उत्कृष्टता प्राप्त करने के लिए की गई थी। इस प्रकार से सामान्य विश्वविद्यालयों से हट कर इस विश्वविद्यालय का उद्देश्य विज्ञान एवं प्रौद्योगिकी शिक्षा को उन्नत करना है। वर्तमान में इस विश्वविद्यालय द्वारा 31 पाठ्यक्रम चलाये जा रहे हैं 5 और अन्य पाठ्यक्रम स्नातकोत्तर प्रौद्योगिकी (वी एल एस आई डिजाईन एवं एमबेडिड सिस्टम), स्नातकोत्तर प्रौद्योगिकी (एनटेग्रेटिड प्रोडक्ट डिजाईन एवं म्यूफैक्चरिंग), स्नातकोत्तर प्रौद्योगिकी (प्रिंट एवं ग्राफी कम्यूनिकेशन), स्नातकोत्तर प्रौद्योगिकी (नैनो साईंस एवं टैक्नोलोजी) एवं स्नातकोत्तर प्रौद्योगिकी (ओपटीक्ल इंजी०) सत्र 2006-07 से शुरू किये जा रहे हैं।

शैक्षिक युग में लोगों को यह ज्ञान नहीं है कि गुरु जम्भेश्वर विश्वविद्यालय एक प्रौद्योगिकी विश्वविद्यालय है क्योंकि इस विश्वविद्यालय का नाम इस की छवि को नहीं दर्शाता है। वास्तव में यह विश्वविद्यालय देश के कुछ विश्वविद्यालयों में से एक विश्वविद्यालय है जो राज्य में तकनीकी शिक्षा को बढ़ावा देने हेतु स्थापित किया गया है। इन तथ्यों को मध्य नजर रखते हुए शैक्षिक परिषद एवं कार्यकारी परिषद ने दिनांक 7 फरवरी, 2006 की बैठक में तकनीकी शिक्षा के क्षेत्र में दूरगामी पहचान देने हेतु गुरु जम्भेश्वर विश्वविद्यालय, हिसार का नाम बदल कर गुरु जम्भेश्वर विज्ञान एवं प्रौद्योगिकी विश्वविद्यालय, हिसार रखने का निर्णय लिया है।

भूपिन्दर सिंह हुड्डा,
मुख्य मंत्री, हरियाणा।

चण्डीगढ़ :
23 मार्च, 2006

सुमित कुमार,
सचिव।

40830—H.V.S.—H.G.P., Chd.

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

Page No: 6

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

NOTIFICATION

Subject:- Change in the name of Guru Jambheshwar University, Hisar.

It is hereby notified for information of all concerned that in terms of Haryana Vidhan Sabha Secretariat Notification No 8-HLA of 2006/36 dated the 23rd March, 2006, of Haryana Govt. Gazette (Extra) the name of Guru Jambheshwar University has been changed as Guru Jambheshwar University of Science & Technology. Accordingly the name and address of the University will be as under :-

In English : "Guru Jambheshwar University of Science & Technology"
Hisar- 125 001 (Haryana).

In Hindi : "गुरू जम्भेश्वर विज्ञान एवं प्रौद्योगिकी विश्वविद्यालय"
हिसार – 125 001 (हरियाणा)"

REGISTRAR

Endst. No. Acad/2006/ 781-855 Dated: 20-05-2006

Copy of the above Notification is forwarded to the following for information :

1. The Secretary , Ministry of Human Resource Development, Govt. of India, New Delhi alongwith a copy of the gazette notification.
2. The Secretary, Govt. of India, Ministry of Human Resource Development (HRD), Department of Youth Affairs and Sports, Shastri Bhavan, New Delhi alongwith a copy of the gazette notification.
3. The Chief Secretary to the Govt. of Haryana, Chandigarh.
4. The Secretary to Governor, Haryana, Raj Bhavan, Chandigarh.
5. The Financial Commissioner & Principal Secretary to Govt. of Haryana, Finance Department, Chandigarh alongwith a copy of the gazette notification.
6. The Financial Commissioner & Principal Secretary to Govt. of Haryana, Education Department, Chandigarh.
7. The Commissioner & Secretary to Govt., Haryana, Technical Eduction Department, Chandigarh.
8. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi alongwith a copy of the gazette notification.
9. The Vice-Chancellors of all Universities in India.
10. The Vice-Chancellors/ Directors of all Deemed Universities, IIT's, IIMs, NITs in India.
11. The Member Secretary, All India Council for Technical Education, Indira Gandhi Sports Complex, I.P. Estate, New Delhi-2 alongwith a copy of the gazette notification.
12. The Secretary General, Association of Commonwealth Universities, John Foster House, 36, Gordon Square, London (UK).
13. The Higher Education Commissioner, Haryana, Chandigarh.

(P.T.O.)

Page No

14. The Director, National Assessment and Accreditation Council, 2/4, Dr. Rai Kumar Road, P.O. Box No. 1075, Rajaji Nagar, Bangalore-650 010
15. The General Secretary, Indian Association of Physiotherapist, Flat No. 9, I-Block, Sheham Apartments, No. 3, Park Road, Chennai-600 050
16. Registrar-cum-Secretary, Pharmacy Council of India, Combined Council's Building, Kotla Road, Aiwan-E-Ganb Marg, P.O. Box No. 7020, New Delhi-2
17. The Registrar, Council of Architecture, Indian Habitat Centre, Core 6-A, 1st Floor, Lodhi Road, New Delhi-110 003
18. The Secretary, Association of Indian Universities, AIU House, 16, Kotla Marg New Delhi-110 002 alongwith a copy of the gazette notification
19. The Secretary, Bar Council of India, 21, Rouse Avenue Institutional Area, New Delhi-2.
20. The Secretary, Bar Council, Punjab & Haryana High Court, Chandigarh
21. The Regional Officer, All India Council for Technical Education, North Western Regional Office, 1130 Sector 42-B, Chandigarh 160 036
22. All Chairpersons/ Incharges University Teaching Departments, Guru Jambheshwar University, Hisar.
23. All Branch Officers, Guru Jambheshwar University, Hisar.
24. Secretary to Vice-Chancellor (for kind information of the Hon'ble Vice Chancellor), Guru Jambheshwar University, Hisar.
25. P.A. to Registrar (for kind information of the Registrar), Guru Jambheshwar University, Hisar

REGISTRAR

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

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22 Nov

Agenda E.C. meeting held on 15-10-2001

2a- Consider and approve the creation of the following posts for Directorate of Distance Education being run on self-financing basis :-

No.	Name of Post	No. of Posts
	Director	1
	Deputy Director	2
	Assistant Registrar	1
	Superintendent	2
	Programmer	1
	Assistant	4
	Store Keeper	1
	Steno-Typist	2
	Clerk	6
	Jr.Data Entry Operator	2
	Daftri	1
	Gestetner-cum-Xerox Operator	1
	Peon	3

Note :

The Directorate of Distance Education was started w.e.f. the session 1997. To begin with MMC, BMC and BBA courses were launched from the session 1998-99. The actual income of the Directorate during this year was Rs.38,80,681/-. The estimated receipts for the year 1999-2000 were Rs.54,98,000/- and it was Rs.80,00,000/- lacs for the year 2000-2001. The above estimates were placed before the Finance Committee in its meeting held on 23.3.2000 which made the following recommendations vide resolution No.2(iii) :-

> "The University has shown impressive mobilisation of internal income through imparting of distance education. The University may launch other courses which shall bring in more revenue to the University. For strengthening the Directorate of Distance Education a complete scheme may be prepared indicating revenue to be generated and minimum requirement of manpower and submit the same to the Govt. through appropriate channel."

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Registrar
Guru Jambheshwar University

The above recommendations of the Finance Committee were approved by the Executive Council vide Resolution No.19 of its meeting held on 27.3.2000. In view of the above decision of the Executive Council the Directorate started two new courses namely P.G.D.C.A. and M.Sc. (Computer Science) w.e.f. the session 2000-2001. As a result of introduction of these courses the total income/receipt during the year 2000-2001 has reached Rs.2,17,64,235/- (audited).

There is no sanctioned post for the Directorate of Distance Education. Therefore, skeleton staff from other branches has been posted in the Directorate of Distance Education to carry out the work of these courses. Besides, four superannuated personnels have been engaged on contractual basis @ Rs.5000/- per month in order to meet the increased workload.

From the session 2001-2002, three new courses namely; Master in Insurance Business (MIB), Post Graduate Diploma in Taxation (PGDT) and Post Graduate Diploma in Environmental Management (PGDEM) have been introduced. In addition, four new courses viz. Bachelor of Computer Applications (BCA), Post-Graduate Diploma in e-Commerce Technology (PGD-e-Com), Advanced Diploma in Web Programming (ADWP) and Diploma in Computing (DIC) have been launched in collaboration with Aptech Limited, Mumbai. Consequently, the workload has been increased manyfold. Also the Directorate proposes to start three new courae i.e. MBA, MCA and P.G.Diploma in Web Content Development and Cyber Journalism from the next session i.e. 2002-2003 which will further add the workload. In view of this, the posts referred to above are required to be created to carry on the work effectively and smoothly. The total annual approximate liabilities on account of creation of the aforesaid posts will be to the tune of Rs.27,27,200/-. A note containing the justification for creation of the aforesaid posts and showing the actual receipts of the Directorate for the year 2000-2001 is at Annexure-XXVIII Pages 48-52.

The matter was placed before the Vice-Chancellor who has desired that the same may be placed before the Executive Council in its ensuing meeting for consideration and approval. After approval of the Executive Council, the matter will be placed before the Finance Committee and thereafter it will be referred to the State Govt. for favour of approval.

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Registrar

Page No-2

Minutes of the EC meeting held on 15-10-2001

Further Resolved that the Director, Distance Education be invited as a special invitee in the meeting of the Board of Studies considering a course in Distance mode."

Resolved that the above recommendations of the Academic Council be approved.

21. Considered the creation of the following posts for the Directorate of Distance Education being run on self-financing basis:-

Sr.No.	Name of Post	No. of Posts
1.	Director	1
2.	Deputy Director	2
3.	Assistant Registrar	1
4.	Superintendent	2
5.	Programmer	1
6.	Assistant	4
7.	Store Keeper	1
8.	Steno-Typist	2
9.	Clerk	6
10.	Jr.Data Entry Operator	2
11.	Daftri	1
12.	Cashier-cum-Xerox Operator	1
13.	Peon	4

Resolved that the above proposal regarding creation of the posts be referred to of the State Government and till such time the approval of the State Govt. is received, contractual appointments be made at a consolidated salary.

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Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

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राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Guru Jambheshwar University of Science & Technology
Hisar, Haryana as
Accredited
with CGPA of 3.28 on four point scale
at A grade
valid up to December 09, 2019

Date : December 10, 2014

Director

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

प्रो. धीरेन्द्र पाल सिंह
निदेशक
Prof. D. P. Singh
Director

NAAC/LP/Ext.-Validity/2017 16th October2017

The Vice Chancellor
Guru Jambheshwar University of
Science & Technology
Hisar – 125001
Haryana

Dear Sir/Madam,
Greetings from NAAC!

I am glad to inform you that in view of the decision of the EC NAAC to extend the Validity of Accreditation period from 5 years to 7 years in respect of high performing Institutions the validity period of your Institution is being extended from 09-12-2019 to 09-12-2021

You need to send the original certificate of accreditation with the quality profile of NAAC to reissue

As per the new guidelines of NAAC, it is mandatory for institutions to retain the Self Study Report (SSR) uploaded on the institutional website for A&A by NAAC until the completion of validity period of A&A. The SSR should not be password protected and accessible to all the stakeholders. Institutions are also requested to take note of the mandatory requirement of submitting Annual Quality Assurance Report (AQAR) and uploading them on the institutional website on regular basis. Failing to submit the AQARs annually, institutions will not be eligible for the next cycle of accreditation. For details on the revised guidelines, please visit our website: www.naac.gov.in from time to time

With best wishes

Yours sincerely

(D. P. Singh)

पि.बी. बाक्स नं. 1075, नागरभावी, बेंगलूरु – 560 072, भारत P.O.Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA
दूरभाष Phone : +91-80-23210267, 23005112, 114, 115, फैक्स Fax : +91-80-23210268
ई-मेल e-mail: director.naac@gmail.com वेबसाइट Website : www.naac.gov.in
For the Vice Chancellor, Bhu, Varanasi, Dr.H.S. Gour University, Sagar & Devi Ahilya Vishwavidyalaya

Academic Year Planner for 2018-19

Academic Calendar				
S. No	Name of Activity	Tentative Month-wise Schedule		
		Odd	Even	Year
1.	Admission	July-Sept 2018	Jan-Sept 2019	July- Sept 2018
2.	Distribution of SLM	Sept-Oct, 2018	Feb-March 2019	September- October,2018
3.	Contact Programs	Nov-Dec,2018	April-May, 2019	Feb-March,2018
4.	Assignment Submission	Nov-Dec, 2018	April- May, 2019	March- May, 2019
5.	Examination	January, 2019	June, 2019	June, 2019
6.	Declaration of Result	March-April 2019	Aug-Sept, 2019	Aug-Sept, 2019
7.	Personal Contact Programme (Semester System)			
a.	Semester Programme	Odd		Even
	P.G. Diploma in Computer Application, M.Sc.(CS) and Master of Computer Applications	December 1-10, 2018 (1st semester) December 11-20,2018 (3rd & 5th semester)		May 1-10, 2019 (2nd semester) May 11-20, 2019 (4th semester)
b.	Master of Business Administration	November 21-30, 2018		April 1-10, 2019
c.	M.Sc. (Mathematics)	November 1-10, 2018		April 11-20, 2019
	Personal Contact Programme (Annual System)			
d.	Master of Computer Application (5 years Integrated)			May 1-15, 2019
e.	Master of Commerce			March 16-30, 2019
f.	P.G. Diploma in Taxation (PGDT)			April 11-25, 2019
g.	P.G. Diploma in Industrial Safety Management (PGDISM)			April 1-15, 2019
h.	P.G. Diploma in Counselling & Behaviour Modification (PGDCBM)			March 16-30, 2019
i.	P.G. Diploma in Environmental Management (PGDEM)			March 1-15, 2019
j.	P.G. Diploma in Advertising & Public Relations (PGDA&PR)			April 1-15, 2019
k.	P.G. Diploma in Bakery Science & Technology (PGDBST)			March 1-15, 2019
l.	M.A. (Master of Mass Communication)			March 1-15, 2019
m.	B.A. (Bachelor of Mass Communication)			March 16-30, 2019
n.	BBA. (Bachelor of Business Administration)			Feb 1-15, 2019
o.	M.A. (Master of Education)			March 1-15, 2019
p.	M.A. (Master of Economics)			April 1-15, 2019
q.	B.Com (Bachelor of Commerce)			Feb, 10-15, 2019
r.	B.A. (Bachelor of Arts)			March, 1-15, 2019
8.	**PRACTICAL SCHEUDLE** (This Practical schedule is based on their respective theory subject as per syllabus)			
	Semester Programme	Odd		Even
	PGDCA, M.Sc.(CS), MCA	In addition to PCP schedule every Saturday and Sunday from 10:20 am to 12:00 p.m. in the month of December		In addition to PCP schedule, every Saturday and Sunday from 10:00 a.m. to 12:00 p.m. in the month of May
	Annual Programme			
	MCA (5 years Integrated)	In addition to PCP schedule, every Saturday and Sunday from 10:00 a.m. to 12:00 p.m. in the Month of May.		

Note: The dates for PCP for subsequent year for two year/ three year/four year/ five year programme will be the same as mentioned above.

Deputy Director (T)
G.J.U. S & T.



PROGRAMME PROJECT REPORT (PPR)

Bachelor of Arts.

Programme Project Report (PPR)
B.A.

Sr. No.	Content	Description
	Programme's Mission & Objective	
	Mission	The mission of the B.A. programme is to produce undergraduate students who are knowledgeable in many areas and is highly proficient in written and oral communication, analysis and synthesis, quantitative reasoning and in problem solving of changing regional, national and global economic environments.
	Objective	➢ To impart knowledge and skills in the subject of Social Science like (Economics, Hindi, Public Administration, Mathematics, History, Mass Media and Sociology) ➢ To educate students in responsive general etiquettes, time management, critical thinking, public speaking, research, teamwork and creative writing skills for a digital growth. ➢ To promote innovative and analytical thinking. ➢ To create specific and professional skills among young graduates. ➢ To prepare graduates to demonstrate effective leadership skills in a group project/ society. ➢ To produce graduates who have a sound, broad knowledge of the fundamental aspects of their specific areas, and an awareness of applications of these subjects. ➢ To equip students with a range of subject-related key skills. ➢ To enable students to acquire more extensive specialist skills and more advanced knowledge. ➢ To develop students' ability to carry out independent scientific work. ➢ To equip students with additional key skills. ➢ To produce graduates who can contribute in government sector at various level.
B.	**Relevance of the programme with Higher Educational**	➢ Job Oriented Programme. ➢ Updated curriculum as per market trends.

	Institution's (HEI's) Mission & Goals	➢ Diversified subjects (English, Hindi, Public Administration, Economics, Mathematics, History, Mass Media, and Sociology). ➢ Quality training impart through interactive learning module. ➢ Competent and motivated faculty. ➢ Analytical and innovative learning resources. ➢ Interactive Pedagogy of teaching-learning. ➢ Flexible learning environment. ➢ Production Based learning. ➢ Rational Evaluation with constant Internal Assessment. ➢ Provide a supportive academic environment and effective teaching.
C.	**Nature of prospective target group of learners**	➢ Undergraduates who wish to study after their senior secondary exam. ➢ Persons who cannot pursue graduation due to any reason. ➢ Persons who are not able to pay higher fees in regular mode (Affordable Fee structure). ➢ Home makers who want to enhance their career. ➢ University Employee by providing special fee concession according to their grade pay. ➢ Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines.
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	➢ B.A. Programme develops students' experience, flexibility of mind and appreciation of diversity to move graduates on to Masters and Ph.D. study, to begin employment and to be a productive citizen. ➢ The programme enhances students to do their social duties and public welfare work. ➢ The programme enhances students' valuable life lessons from budgeting, independence, multitasking, motivation, note-taking, Prioritizing, Working with Others and Resourcefulness. ➢ The programme develops students' academic skills to interpret complex information, solve problems and work to deadlines. These skills help graduates to make their career.
	Instructional Design	
	a) Curriculum design	➢ Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies& Research (BoS&R), Concerned Faculty and Academic Council. ➢ The programme has been designed in annual

			system mode.
	b)	**Detailed syllabi**	➢ Detailed scheme and syllabi will be available on the University website site (www.gjust.ac.in) after getting approval from DEB, UGC. ➢ Course Curricula has majority of the course contents of programme as being offered through conventional mode.
	c)	**Duration of programme**	Minimum duration of the B.A. Programme is three years and the maximum duration is five years.
	d)	**Faculty and support staff requirement**	➢ A full time faculty is appointed to run this programme. ➢ Supporting staff look after with the problems of the students, online admission helpline, examination related work, study material delivery, grievance redressal etc.
	e)	**Instructional delivery mechanism**	➢ Self-Instructional Material (SIM) developed by expert faculty. ➢ Regular Updating of Study Material in SIM format. ➢ Printed and online availability of Study Material. ➢ Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner. ➢ The PCPs organised for 15 days with 15 contact hours per course per Year. ➢ Online availability of internal assignments questions.
	f)	**Identification of media print, audio or video, online, computer aided**	➢ Will be available on the university website. After getting approval from DEB, UGC. ➢ Well-equipped Computer Lab is exclusively available in Distance Education for download the e-books, journal for the students of Directorate Education.

	g)	**student support service systems**	➢ Online Admission Portal. ➢ Online fee portal for students. ➢ SMS alert facility for the students regarding dissemination of information relating to conduct of PCPs and Production file submission deadlines etc. ➢ Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff. ➢ Online availability of Internal Assignments with Guidelines. ➢ Student Help Desk.
	Procedure for admissions, Curriculum transaction and evaluation		
	a)	**Procedure for admissions**	
	i)	**Admission policy for the programme**	Whole admission process is online.
	ii)	**Minimum eligibility**	Passed the Senior Secondary Certificate examination (10+2) of the Board of School Education, Haryana/ CBSE or an examination as equivalent thereto, with English as one of the Subjects.
	iii)	**Fee structure**	Rs. 6,000 /- per annum (in two instalments in a year).
	b)	**Curriculum transaction**	Academic Calendar (PCP schedule, Assignment submission deadlines etc.)
	c)	**Evaluation**	➢ Internal assessment is based on practical and the evaluation is done by expert in relevant fields ➢ External term end evaluation.
G.	**Requirement of the laboratory support and Library Resources**		Computer lab will update version of M.S. Office and internet facility.
H.	**Cost estimate of the programme and the provisions**		Cost estimated of programme is based on following components: ➢ Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. remuneration rates are attached. ➢ PCP and related activities remuneration rates are attached. ➢ Examination and evaluation related activities remuneration rates attached.

			➢ Internal assessment including assignment preparation and evaluation. ➢ Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert. ➢ Salary to Teaching and Non–Teaching Staff
	Quality assurance mechanism and expected programme outcomes		
	a)	**Quality assurance mechanism**	➢ Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance functions. The list of members of Advisory Committee attached. ➢ Updating of syllabus in view of market needs. ➢ Updating of syllabus in view of market needs. ➢ SLM as per the DEB Guidelines. ➢ PCPs as per the DEB Guidelines. ➢ Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.). ➢ 70:30 Weightage of external-internal assessment. ➢ Internal assessment by expert faculty. ➢ Online submission and assessment of assignments under process. ➢ Student Counselling. ➢ Centre for Internal Quality Assurance(CIQA) will be constituted specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017).s
	b)	**Expected programme outcomes**	B.A. programme has been designed to prepare graduates for attaining the following program outcomes: ➢ Students will upgrade their knowledge in Hindi, English, Mathematics, Public Administration, Economics, Mass Media, History, Sociology and domain knowledge to solve problems. ➢ Students will able to communicate effectively, both in written and oral. ➢ Students will learn to analyse a problem and draw correct inferences using qualitative and quantitative analysis. ➢ Students will be able to communicate ideas

			clearly and persuasively in writing. ➢ Students will be able to understand the impact of system solutions in a contemporary, global, legal, economic, environmental, and societal context for sustainable development. ➢ Students will learn to make effective oral presentation based on relevant information and facts. ➢ Students as public administrator, on the basis of civil services exam, SSC, Banking, HPSC and other public services. ➢ Students will become young leaders in public, private and social administration. ➢ Students can setup their own business i.e. small scale units.

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs 200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt.	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Daftri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

, Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases	Rs. 500/- each per day

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:

(i) Haryana — Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad — Rs. 800/- per day.
(iii) Delhi and out side of Haryana State — As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/-per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 2129-65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	4000
8.	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 250/-)	15 per assignment

Director (DH)
Guru Jambheshwar University of
Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs, GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar, GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Suraj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

13/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar



PROGRAMME PROJECT REPORT (PPR)

B.A. Mass Communication

Programme Project Report (PPR)

B.A. Mass Communication

Sr. No.	Content	Description
	Programme's Mission & Objective	
	Mission	The mission of B.A. Mass Communication Programme is in line with the mission of the University to introduce innovative job oriented courses for holistic human development and sustaining professional ethics with utmost dedication to the public service role that the media have in our society.
	Objective	➢ To prepares students about the basic principles of communication and its responsibilities towards the society, mass media and its convergence. ➢ To educate students in responsive journalistic etiquettes, learning public relations skills, advertising principles, maintaining ethical standards and the new media for a digital growth. ➢ To create specific and professional skills among young graduates.
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	➢ Job Oriented Programme. ➢ Updated curriculum as per market trends. ➢ Diversified areas of media (Print Media, Electronic Media, Public Relations, Advertising, New media and Social Media). ➢ Quality training impart through interactive learning module. ➢ Competent and motivated faculty. ➢ Analytical and innovative learning resources. ➢ Interactive Pedagogy of teaching-learning. ➢ Flexible learning environment. ➢ Production Based learning. ➢ Rational Evaluation with constant Internal Assessment.
C.	**Nature of prospective target group of learners**	➢ Undergraduates who wish to study journalism after their senior secondary exam. ➢ Persons who cannot pursue graduation due to any reason. ➢ Post Matric Scholarship (PMS) for SC students of Haryana as per the Government

			Guidelines. ➢ Persons who are not able to pay higher fees in regular mode (Affordable Fee structure). ➢ Home makers who want to enhance their career in journalism. ➢ Young entrepreneurs who wish to acquire managerial skills through media. ➢ University Employee by providing special fee concession according to their grade pay.
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**		➢ Mass Communication Programme is being offered in parent teaching department i.e Communication Management and Technology (CMT) in conventional mode. ➢ Academic support from Parent Teaching Department. ➢ The programme enriches the media student's special skills in creative understanding, thinking and writing. It also encourages students to write in different media and to fulfil their responsibilities as citizens who mean to govern themselves. ➢ The programme enhances students' journalistic skills in different mass media. ➢ To programme develop students' effective writing skills for communication in personal, public, and media areas.
	Instructional Design		
	a)	**Curriculum design**	➢ Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies& Research (BoS&R), Concerned Faculty and Academic Council. ➢ The programme has been designed in annual system mode.
	b)	**Detailed syllabi**	➢ Detailed scheme and syllabi are available on the University website site (www.gjust.ac.in) and the distance education prospectus. ➢ Course Curricula has majority of the course contents of programme as being offered through conventional mode.
	c)	**Duration of programme**	Minimum duration of the B.A. Mass Communication Programme is three years and the maximum duration is five years.
	d)	**Faculty and support staff requirement**	➢ A full time faculty is appointed to run this programme.

			➢ Supporting staff look after with the problems of the students, online admission helpline, examination related work, study material delivery, grievance redressal etc.
	e)	**Instructional delivery mechanism**	➢ Self-Instructional Material (SIM) developed by expert faculty. ➢ Regular Updating of Study Material in SIM format. ➢ Printed and online availability of Study Material. ➢ Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner. ➢ The PCPs are organised for 15 days with 15 contact hours per course per Year. ➢ Online availability of internal assignments questions.
	f)	**Identification of media print, audio or video, online, computer aided**	➢ Audio video lecture is in under process. Soft copy of the developed study material is available on the university website. ➢ Well-equipped Computer Lab is exclusively available in Distance Education for download the e-books, journal for the students of Directorate Education.
	g)	**student support service systems**	➢ Online Admission Portal. ➢ Online fee portal for students. ➢ SMS alert facility for the students regarding dissemination of information relating to conduct of PCPs and Production file submission deadlines etc. ➢ Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff. ➢ Online availability of Internal Assignments with Guidelines. ➢ Online availability of Old Question Papers. ➢ Student Help Desk.
	Procedure for admissions, Curriculum transaction and evaluation		
	a)	**Procedure for admissions**	
	i)	**Admission policy for the programme**	Admission is based on filling online Admission Form. The procedure of filling the online application form is a four step procedure, i.e.

			➢ Candidate Registration. ➢ Payment option through Net Banking, Debit card or Credit card. ➢ Filling of application form. ➢ Uploading required scanned documents.
	ii)	**Minimum eligibility**	10+2 or equivalent examination from Board of School Education, Haryana/CBSE or any other Board recognized by Board of School Education, Haryana/CBSE or 3 years Diploma from Board of Technical Education, Haryana or its equivalent from recognized board.
	iii)	**Fee structure**	Rs. 12,000 /- per annum (taken in two instalments in a year).
	b)	**Curriculum transaction**	Academic Calendar (PCP schedule, Assignment submission deadlines etc.)
	c)	**Evaluation**	➢ Internal assessment is based on practical and the evaluation is done by expert in relevant fields ➢ External term end evaluation.
G.	**Requirement of the laboratory support and Library Resources**		➢ One Well-equipped Computer Lab required with licence software's such as Photoshop, CorelDraw, PageMaker, QuarkXPress, Final Cut Pro, SPSS, Tableau etc. and latest version of MS Office with internet facility ➢ Online e-library resources (accessibility of books and journals etc.
H.	**Cost estimate of the programme and the provisions**		Cost estimated of programme is based on following components: ➢ Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. remuneration rates are attached. ➢ PCP and related activities remuneration rates are attached. ➢ Examination and evaluation related activities remuneration rates attached. ➢ Internal assessment including assignment preparation and evaluation. ➢ Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert. ➢ Salary to Teaching and Non–Teaching Staff.

I.	**Quality assurance mechanism and expected programme outcomes**		
	a)	**Quality assurance mechanism**	Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance functions. The list of members of Advisory Committee attached. ➢ Updating of syllabus in view of market needs. ➢ SLM as per the DEB Guidelines. ➢ PCPs as per the DEB Guidelines. ➢ Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.). ➢ 70:30 Weightage of external-internal assessment. ➢ Internal assessment by expert faculty. ➢ Online submission and assessment of assignments under process. ➢ Student Counselling. ➢ Centre for Internal Quality Assurance (CIQA) will be constituted specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017)
	b)	**Expected programme outcomes**	B.A. Mass Communication programme has been designed to prepare graduates for attaining the following program outcomes: ➢ Students will learn a practical understanding of the underlying principles of Mass Communication and Journalism Industry. ➢ Students will learn basic journalistic skills in different mass media. ➢ Students will learn to work on the basics of Computers and its application related to media. ➢ Students will be able to write a variety of mass media products, including news stories, press releases, and advertising copy, following accepted journalistic standards, including Associated Press style. ➢ Students will be able to create and design emerging media products, including blogs, digital audio, digital video, social media, digital photography and multimedia.

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs.200/- Mobile charges.
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8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
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4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad Rs. 800/- per day.
(iii) Delhi and out side of Haryana State As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

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(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129- 65 Dated: 18.11.2013

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4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	5000
8	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DE)
Guru Jambheshwar University of Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs , GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Sanoj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

19/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar

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PROGRAMME PROJECT REPORT (PPR)

Bachelor of Business Administration

(BBA)

Programme Project Report (PPR)

B.B.A.

Sr. No.	Contents	Description
	Programme's Mission & Objectives **Mission**	The B.B.A. Programme has been started with a mission of the university to achieve excellence by introducing innovative job oriented courses, employing competent and motivated faculty, developing state-of-the-art infrastructure, striking purposeful linkages with industry and professional bodies, and promoting quality of work life on campus.
	Objectives	1.To impart fundamental knowledge and necessary skills to the young students in emerging areas of business 2. To prepare young students by skilling them with desired competence in business 3. To equip the students with business acumen by enhancing their analytical skills 4. To develop and strengthen theoretical, and applied aspects of business education 5. To promote job oriented approach among young students 6. To enable the learners about the latest trends in business education and profession
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Latest and updated modular course curriculum -Updated curriculum as per market trends -Competent and motivated faculty -Job oriented programme -Vast Clientele Base of higher secondary students in any discipline of study particularly science, arts commerce, management and economics etc. -Diversified areas of specialisation (Finance, Marketing, IB, and HRM) etc. -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -Rational Evaluation with constant Internal Assessment
C.	**Nature of prospective target group of learners**	-Higher secondary students from any stream desirous of adding their knowledge and qualifications for higher studies and teaching in commerce, economics and management,

		computers, IT etc. -Persons who want to pursue their higher studies in business, commerce, economics and management -Persons who can-not pursue higher education due to any reason -Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines -Persons who are not able to pay higher fees in regular mode (Affordable Fee structure) -Home makers who want to enhance their career in business and related areas -Young entrepreneurs who wish to acquire managerial skills -Small and family business owners
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	- MBA Programme is being offered in the parent Teaching department i.e. HSB in conventional mode while BBA Programme is being run in the affiliated colleges/institutes of the university -Course Curricula in accordance with modern UGC curricula -Academic support including development of study material, PCPs and syllabus design from Parent Teaching Department -The programme prepares the students with fundamental knowledge and skills required to start their career in various functional areas of business -Fulfils the human resource requirements of supervisory , front desk, mid-managerial level jobs in private / public sector organizations, government departments, industrial undertakings including financial services, insurance, infrastructure, banking, IT, consumer markets, education & training, healthcare, media & entertainment, manufacturing, and retail in a range of roles involving legal and business functions including accounting, auditing, taxation and corporate laws -The programme enhances entrepreneurial skills required for starting small business, family business or small scale ventures -The programme is suitable for the young students in any discipline who want to make their career in management, commerce and related disciplines

E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies (BoS), Faculty Council and Academic Council (copy attached) -The programme has been designed in annual system with three years 2.**Detailed Syllabi** Detailed syllabi are available on the university web-site - Course Curricula has most of the components the syllabus of being offered through regular/conventional Academic Programmes of the university **3.Duration of Programme** -Duration of the BBA Programmes is three years and the maximum duration is five years **4. Faculty and Support Staff** -A regular faculty is looking after as the course co-ordinator -Supporting staff to deal with the problems of the students, on line admission help line, , examination related work, study material delivery, grievance Redressal etc. (List attached) **5. Instructional Delivery Mechanism** -Self Instructional Martial (SIM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and On line availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each semester the PCPs are organised for 15 days with 15 contact hours per course per Year -On line availability of Practical assignments questions and Practical Training Report Guidelines **6. Student Support Services** -On line Admission Portal -On line fee portal for students -SMS alert facility for the students for information related to PCPs, Project Deadlines and Viva-voce etc. -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of

		supporting technical staff - Practical Questions Based Assignments -Online availability of Old Question Papers -Practical Training Report (PTR) is a mandatory component of course curriculum of BBA which is prepared after taking hands on experience by the students in any industry/organisation for 6-8 weeks as per the Guidelines -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** - On line Admissions - **Eligibility:** 10+2 or equivalent examination from Board of School Education, Haryana/CBSE or any other Board recognized by Board of School Education, Haryana/CBSE or 3 years Diploma from Board of Technical Education, Haryana or its equivalent from recognized board. - **Fee structure :** Rs. 13000/- per year **2. Curriculum Transaction** - Academic Calendar (PCP schedule, Assignments submission deadlines etc.) **3. Evaluation** - Internal assessment based on practical assignments is done by the approved panel of regular expert faculty of the Directorate and the expert teachers of parent teaching department i.e. Haryana School of Business - Term end evaluation and PTRs are evaluated by the approved panel of expert teachers approved by the Board of Studies. - Practical Training Report is a course related to industry interaction which aims at knowing the actual outcome of learners by taking hands on experience from any industry/organisation on different functional areas of management
G.	**Requirement of the laboratory support and Library Resources**	-One Well-equipped Computer required with latest version of MS Office with internet facility -On line e-library resources (accessibility of journals etc.)

H.	**Cost estimate of the programme and the provisions**	1.Fees structure (copy attached) 2. Study Material development and delivery cost (writing, vetting, editing, SIM conversion, printing and despatch etc.) (Remuneration rates attached) 3. PCP and related activities (Remuneration rates attached) 4. Examination and evaluation related activities (Rate list attached) 5. Internal assessment including assignment preparation and evaluation (Remuneration attached) 6. Miscellaneous Costs (advertising, FM radio broadcast, SMS alert etc.)
I.	**Quality Assurance Mechanism** **Expected Programme Outcomes**	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance (Functions and List of members attached) -Updating of syllabus in view of market needs -SIM as per the DEB Guidelines -PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.) -30:70 weightage of internal-external assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling - Centre for Internal Quality Assurance (CIQA) to be framed specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations), 2017 The BBA programme caters to the needs of the industry and service sector by producing professionally qualified human resources suited for entry level managerial and supervisory jobs in various functional areas of management like production, marketing, finance, human resource management,

		international business, IT. Furthermore, after passing BBA degree programme the students have the option to pursue higher education in management, economics, commerce and related disciplines.

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs.200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt.	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Daftri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges)	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i)	Haryana	Rs. 250/- per day.
(ii)	Chandigarh, Panchkula, Gurgaon & Faridabad	Rs. 800/- per day.
(iii)	Delhi and out side of Haryana State	As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129- 65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	4000
8.	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DE)
Guru Jambheshwar University of
Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs, GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar, GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

13/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar

PROGRAMME PROJECT REPORT (PPR)

Bachelor of Commerce (B.Com)

Programme Project Report (PPR)

B. Com.

Sr. No.	Contents	Description
	Programme's Mission & Objective **Mission**	The B.Com. Programme is going to be started with a mission of the university to achieve excellence by introducing innovative job oriented courses establishing linkages with industry and professional bodies ensuring sustainable growth coupled with conviction for professional ethical standards.
	Objectives	1. To impart fundamental knowledge and necessary skills to the higher secondary students in emerging areas of commerce like accounting, auditing, company laws, taxation. 2. To prepare students by skilling them with desired competence in commerce education and research. 3. To equip the students with commerce and related core areas like accounting, cost accounting, management accounting, taxation and corporate laws. 4. To develop and strengthen theoretical, and applied aspects of commerce for preparing the students for higher education and research. 5. To equip the learners about the latest trends in commerce and related areas.
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Latest and updated modular course curriculum -Updated curriculum as per market trends -Competent and motivated faculty -Job oriented programme -Core areas of commerce covered such as accounting, costing, company law, business communication etc. -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -30:70 ratio of internal: external evaluation
C.	**Nature of prospective target group of learners**	-Higher secondary students desirous of enhancing their knowledge and qualifications for higher studies in commerce and related areas. -Persons who want to pursue their higher

		studies in commerce and related areas for teaching and research. -Persons who cannot pursue higher education due to any reason -Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines -Persons who are not able to pay higher fees in regular mode (Affordable Fee structure) -Home makers who want to enhance their career in business and related areas. -Young entrepreneurs who wish to acquire managerial skills. -Small and family business owners. -University employees with fee concession.
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	-M.Com. Programme is being offered in the parent Teaching department i.e. Haryana School of Business in conventional mode and B.Com. programme is on offer in affiliated colleges/institutes of the university. -The programme prepares the students with fundamental knowledge and skills required to start their career in various functional areas of commerce. -Fulfils the human resource requirements in different functional areas of commerce i.e. finance, marketing, taxation, corporate law, human resource management, international business in private / public sector organizations, government departments, industrial undertakings including financial services, insurance, infrastructure, banking, IT, consumer markets, accounting, auditing, taxation, e-commerce, education & training, healthcare, media & entertainment, manufacturing, and retail etc. -The programme enhances entrepreneurial skills for starting small business, family business or small scale ventures -The programme is suitable for the students and working professionals who want to add their professional qualification and pursue higher academic qualifications in teaching, research, education sector and other commercial enterprises (public or private)
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies (BoS), concerned Faculty and

		Academic Council -The programme has been designed in annual system with two years duration 2.**Detailed Syllabi** -Detailed scheme and syllabi are available on the university web-site (www.gjust.ac.in) – -Course Curricula has majority of the course contents of programme as being offered through conventional mode **3.Duration of Programme** -Duration of the B.Com. Programme is Three years and the maximum duration is five years **4. Faculty and Support Staff** -Regular faculty is looking after the programme as course co-ordinator -Supporting staff looks after the problems of the students, on line admission help line, examination related work, study material delivery, grievance Redressal etc. **5. Instructional Delivery Mechanism** -Self Instructional Material (SIM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and On-line availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each year the PCPs are organised for 15 days with 15 contact hours per course per year -On line availability of Practical assignments questions **6. Student Support Services** -On line Admission Portal -On line fee portal for students -SMS alert facility for the students for information related to PCPs, Project, Deadlines and Viva-voce etc. -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff - Practical Questions Based Assignments -On-line availability of Old Question Papers -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and**	**1. Procedure for Admissions** - Online Admission

	evaluation	**Eligibility :** 10+2 or equivalent from Board of School Education, Haryana/CBSE or any other board recognised by Board of School Education, Haryana/CBSE or three years diploma from Technical Education, Haryana or its equivalent from recognised board. **Fee :** Rs. 10000/- per year **2. Curriculum Transaction** Academic Calendar (PCP schedule, Assignments submission deadlines etc.) **3. Evaluation** - Internal assessment is based on practical assignments and the evaluation is done by experts in relevant field - External Term end evaluation is done by experts in relevant field - Comprehensive viva-voce is also conducted to know the outcome of learners
G.	**Requirement of the laboratory support and Library Resources**	- One Well-equipped Computer lab with latest version of MS Office and internet facility -On line e-library resources namely INFLIBNET -Accessibility of books and journals etc.
H.	**Cost estimate of the programme and the provisions**	Cost estimates of programme is based on following components: 1. Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. (remuneration rates are attached) 2. PCP and related activities (remuneration rates are attached) 4. Examination and evaluation related activities (remuneration rates attached) 5. Internal assessment including assignment preparation and evaluation 6. Miscellaneous costs like advertising on FM radio broadcast, newspapers and SMS alert 7. Salary to Teaching and Non–Teaching Staff
I.	**Quality assurance mechanism and**	-Advisory Committee headed by the Vice-

	expected programme outcomes	Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance (Functions and List of members attached) -Updating of syllabus in view of market needs -SIM as per the DEB Guidelines -PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.) -Rational Weightage of internal-external assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling - Centre for Internal Quality Assurance (CIQA) to be framed specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations), 2017
	Expected Programme Outcomes	The B.Com. programme is useful for the students desirous to enhance their qualification in commerce and the related areas like accounting, auditing, taxation, corporate laws, management, economics, finance, marketing, human resource management and business communication. After getting graduate degree in commerce, the students have the options to join either corporate sector, public sector, government organisations as entry level executives or can pursue higher studies in commerce, management, economics, law, and professional courses like CA, ICWA, CS.

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs.200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt	Rs. 200/- per session.
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7	Daftri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana — Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad — Rs. 800/- per day.
(iii) Delhi and out side of Haryana State — As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129-65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	3000
8.	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DH)
Guru Jambheshwar University of Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	Chairman
1.	Dean, Academic Affairs, GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

13/09/17

Deputy Director (DB)
G.J.U. S & T., Hisar

PROGRAMME PROJECT REPORT (PPR)

M. A. (Economics)

Programme Project Report (PPR)

Sr. No.	Contents	Description
	Programme's Mission & Objectives **Mission**	The M.A. (Economics) Programme is going to be launched in view of the mission of the university which strives to achieve excellence by introducing innovative job oriented courses to generate knowledge and creativity for inducing holistic human development through the promotion of sustainable development, professional ethical standards and social commitment.
	Objectives	1. To impart theoretical, practical and behavioural knowledge and analytical skills among the young graduates in emerging areas of economics including development economics, public policy, economic methods, agriculture economics, social economics, international trade and finance. 2. To prepare young graduates by skilling them with competence required in corporate and public sector to work as economic analysts, economic planners, consultants, researchers and data analysts. 3. To equip the students with principles of microeconomic and macroeconomics along-with their applications in the functioning of stock markets, banking, policy making, labour markets, international trade, public finance, environment, social sector, consumers markets and labour markets. 4. To develop theoretical and multidisciplinary applied aspects of higher education and research in economics and related areas like economic laws, pricing policy, monetary policy, fiscal policy, credit policy, trade policy and trade blocks 5. To impart among the learners the knowledge about the latest trends in economics education and research in sustainable development, environmental economics, social economics and demography.
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Latest and updated modular course curriculum -Updated curriculum as per market trends -Competent and motivated faculty

		-Job oriented programme -Specified areas of economics like environmental economics, social economics, demography, labour economics and international trade. -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -Rational Evaluation with constant Internal Assessment.
C.	**Nature of prospective target group of learners**	-Graduate students desirous of enhancing their knowledge, skills and qualifications for higher studies in economics and related fields -Persons who want to pursue their higher studies in economics for getting teaching jobs in higher secondary, higher educational and project fellows in research organisations. -Persons who cannot pursue higher education due to any reason -Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines -Persons who are not able to pay higher fees in regular mode (Affordable Fee structure) -Working professionals in corporate and public sector -University employees with fee concession
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	-M.Sc. (Economics) Programme is being offered in the parent Teaching Department i.e. Haryana School of Business in conventional mode and MA (Economics) programme is being offered in affiliated colleges/institutes of the university. -The programme prepares the students with advanced knowledge and analytical skills required to start their career in public, private and government sector as data analysts, project managers, consultants, economic planners, advisers, consultants, teachers and research associates. -Fulfils the skilled human resource requirements in emerging areas of economics and its applications i.e. finance, trade including international trade, banking, stock markets, labour markets, agricultural research, consumer markets, data analytics, and export houses. -The programme enhances entrepreneurial skills for starting small business, family

		business or small scale ventures -The programme is suitable for the young graduates and working professionals who want to add their educational qualifications and pursue higher academic qualifications in teaching, research, education sector and other commercial enterprises (public or private)
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies (BoS), concerned Faculty and Academic Council -The programme has been designed in annual system with two years duration 2.**Detailed Syllabi** -Detailed scheme and syllabi will be available on the university web-site (www.gjust.ac.in) – after getting approval from DEB, UGC. -Course Curricula has majority of the course contents of programme as being offered through conventional mode. **3.Duration of Programme** -Duration of the M.A. Programme is two years and the maximum duration is four years **4. Faculty and Support Staff** -Regular faculty is looking after the programme as course co-ordinator -Supporting staff looks after the problems of the students, on line admission help line, examination related work, study material delivery, grievance Redressal etc. **5. Instructional Delivery Mechanism** -Self Instructional Material (SIM) will be developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and On-line availability of Study Material. -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each year the PCPs are organised for 15 days with 15 contact hours per course per year -On line availability of Practical assignments questions **6. Student Support Services**

		-On line Admission Portal -On line fee portal for students -SMS alert facility for the students for information related to PCPs, Project, Deadlines and Viva-voce etc. -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff - Practical Questions Based Assignments -On-line availability of Old Question Papers -Comprehensive viva-voce is conducted after Term End examination in the University -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** - Online Admission - **Eligibility**: Any Graduate from a recognized University - **Fee structure :** Rs. 8000/- per year **2. Curriculum Transaction** - Academic Calendar (PCP schedule, Assignments submission deadlines etc.) **3. Evaluation** - Internal assessment is based on practical assignments and the evaluation is done by experts in relevant field - External/Term end evaluation is done by experts in relevant field
G.	**Requirement of the laboratory support and Library Resources**	- One Well-equipped Computer lab with latest version of MS Office and internet facility -On line e-library resources namely INFLIBNET -Accessibility of books and journals etc.
H.	**Cost estimate of the programme and the provisions**	Cost estimates of programme is based on following components: 1. Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. (remuneration rates are attached) 2. PCP and related activities (remuneration rates are attached) 4. Examination and evaluation related activities (remuneration rates attached) 5. Internal assessment including assignment preparation and evaluation 6. Miscellaneous costs like advertising on

		FM radio broadcast, newspapers and SMS alert 7. Salary to Teaching and Non–Teaching Staff
I.	**Quality Assurance Mechanism**	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance (Functions and List of members attached) -Updating of syllabus in view of market needs -SIM as per the DEB Guidelines -PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts, Practical and term End Examinations, Rational Evaluation etc.) -30:70 weightage of internal-external assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling - Centre for Internal Quality Assurance (CIQA) to be framed specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations), 2017
	Expected Programme Outcomes	The M.A. (Economics) programme caters to the needs of corporate, public, government, education sector and researcher by producing skilled qualified workforce equipped with knowledge and analytical skills of concepts and practice of micro, macro, environmental, labour, consumers and agricultural economics in general and finance, stock markets, banking, central banking, fiscal policy, monetary policy, investment analysis, international trade, data analytics, decision science, higher education and research in particular.

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs 200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt.	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Daftri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt. Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana — Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad — Rs. 800/- per day.
(iii) Delhi and out side of Haryana State — As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/-per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129-65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	3000
8	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DH)
Guru Jambheshwar University of
Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs, GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

19/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar

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PROGRAMME PROJECT REPORT (PPR)

M.A. (Education)

Programme Project Report (PPR)

Sr. No.	Content	Description
	Programme's Mission & Objective	
	Mission	The mission of the M.A. (Education) programme is produce to human flourishing and develops capabilities of thinking and acting in defining socio-economic, political and policy contexts.
	Objective	➢ To provide learners a wider and more comprehensive understanding of education. ➢ To improve research, analysis and critical thinking skills in the field of education. ➢ To enhance professional practice through greater theoretical understanding of current educational issues. ➢ To develop professionals for effective participation in educational actions in different areas of education. ➢ To work in cooperation with others, to form human relationships and to have a deep commitment to human wellbeing, both individual and collective. ➢ To promote innovative and analytical thinking. ➢ To create specific and professional skills among students. ➢ To prepare graduates to demonstrate effective leadership skills in a group project/ society. ➢ To equip students with a range of subject-related key skills. ➢ To develop students' ability to carry out independent scientific work. ➢ To equip students with additional key skills.
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	➢ Job Oriented Programme. ➢ Updated curriculum as per market trends. ➢ Quality training impart through interactive learning module. ➢ Competent and motivated faculty. ➢ Analytical and innovative learning resources. ➢ Interactive Pedagogy of teaching-learning. ➢ Flexible learning environment. ➢ Production Based learning. ➢ Rational Evaluation with constant Internal Assessment. ➢ Provide a supportive academic environment and effective teaching.

C.	**Nature of prospective target group of learners**	➢ Qualified graduates in any stream from any recognized University who wish to see their career in teaching and to train future educators. ➢ Persons who love to spent their quality time with students and wants to enrich skills. ➢ Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines. ➢ Persons who are not able to pay higher fees in regular mode (Affordable Fee structure). ➢ Home makers who want to enhance their career. ➢ Young entrepreneurs who wish to acquire managerial skills through teaching. ➢ University Employee by providing special fee concession according to their grade pay.
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	➢ M.A. (Education) Programme develops ability to apply acquired knowledge and solve problems in new or unfamiliar surroundings within broader (or multi-disciplinary) contexts related to the area of study. ➢ The Programme will expose students to the diversity and variety of educational practices, policies, settings, and contexts in India. ➢ The Programme aims to build among our graduates capabilities for ongoing self-motivated professional development. ➢ The Programme will strive to develop capabilities to plan independent educational interventions in various roles such as those of curriculum developers, textbook/ material developers, teacher educators, and researchers. ➢ The programme would provide learners a wider and more comprehensive understanding of education as field of knowledge and would accommodate a wide variety of learning needs of learners.
	Instructional Design	
	a) Curriculum design	➢ Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board Eof Studies& Research (BoS&R), Concerned Faculty and Academic Council. ➢ The programme has been designed in annual

			system mode.
	b)	**Detailed syllabi**	➢ Detailed scheme and syllabi will be available on the University website site (www.gjust.ac.in) after getting the approval from DEB, UGC. Course Curricula has majority of the course contents of programme as being offered *through conventional mode.*
	c)	**Duration of programme**	Minimum duration of the M.A. (Education) Programme is two years and the maximum duration is four years.
	d)	**Faculty and support staff requirement**	➢ A full time faculty is appointed to run this programme. ➢ Supporting staff look after with the problems of the students, online admission helpline, examination related work, study material delivery, grievance redressal etc.
	e)	**Instructional delivery mechanism**	➢ Self-Instructional Material (SIM) developed by expert faculty. ➢ Regular Updating of Study Material in SIM format. ➢ Printed and online availability of Study Material. ➢ Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner. ➢ The PCPs are organised for 15 days with 15 contact hours per course per Year. ➢ Online availability of internal assignments questions.
	f)	**Identification of media print, audio or video, online, computer aided**	➢ Soft copy of the developed study material will be available on the university website after getting approval form DEB, UGC. ➢ Well-equipped Computer Lab is exclusively available in Distance Education for download the e-books, journal for the students of Directorate Education.

	g)	**student support service systems**	➢ Online Admission Portal. ➢ Online fee portal for students. ➢ SMS alert facility for the students regarding dissemination of information relating to conduct of PCPs and Production file submission deadlines etc. ➢ Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff. ➢ Online availability of Internal Assignments with Guidelines. ➢ Student Help Desk.
	Procedure for admissions, Curriculum transaction and evaluation		
	a)	**Procedure for admissions**	
	i)	**Admission policy for the programme**	Whole admission process is online.
	ii)	**Minimum eligibility**	Qualified graduates in any stream from any recognized University.
	iii)	**Fee structure**	Rs. 12,000 /- per annum (taken in two instalments in a year).
	b)	**Curriculum transaction**	Academic Calendar (PCP schedule, Assignment submission deadlines etc.)
	c)	**Evaluation**	➢ Internal assessment is based on practical and the evaluation is done by expert in relevant fields ➢ External term end evaluation.
G.	**Requirement of the laboratory support and Library Resources**		Computer lab with updated version of M.S. Office and internet facility.
H.	**Cost estimate of the programme and the provisions**		Cost estimated of programme is based on following components: ➢ Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. remuneration rates are attached. ➢ PCP and related activities remuneration rates are attached. ➢ Examination and evaluation related activities remuneration rates attached. ➢ Internal assessment including assignment preparation and evaluation. ➢ Miscellaneous cost like advertising on FM

			radio broadcast, newspapers and SMS alert. ➢ Salary to Teaching and Non–Teaching Staff
	Quality assurance mechanism and expected programme outcomes		
	a)	**Quality assurance mechanism**	➢ Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance functions. The list of members of Advisory Committee attached. ➢ Updating of syllabus in view of market needs. ➢ Updating of syllabus in view of market needs. ➢ SLM as per the DEB Guidelines. ➢ PCPs as per the DEB Guidelines. ➢ Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.). ➢ 70:30 Weightage of external-internal assessment. ➢ Internal assessment by expert faculty. ➢ Online submission and assessment of assignments under process. ➢ Student Counselling. ➢ Centre for Internal Quality Assurance(CIQA) will be constituted specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017).s
	b)	**Expected programme outcomes**	M.A. (Education) has been designed to prepare graduates for attaining the following program outcomes: ➢ Students will learn to be a good teacher with emphasis on pedagogy, teaching methods, philosophy of education, and educational technology. ➢ Trained educational officers for promoting the education. ➢ Trained teachers who will set benchmarks in education at school level and college level. ➢ Students will able to communicate effectively, both in written and oral. ➢ Students will be able to communicate ideas clearly and persuasively in writing. ➢ Students will learn to make effective oral presentation based on relevant information

			and facts. ➢ Trained education administrators/ consultants/ advisers who will build up young leaders in public, private and social administration.

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs 200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Dafri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 300/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana — Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad — Rs. 800/- per day.
(iii) Delhi and out side of Haryana State — As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129-65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+ T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	4000
8	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) + Typing charges	1000
10	Proof reading of lessons after editing per Subject to be done by Subject Expert Only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DH)
Guru Jambheshwar University of
Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs, GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar., GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

13/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar

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PROGRAMME PROJECT REPORT (PPR)

M.A. Mass Communication

Programme Project Report (PPR)

M.A. Mass Communication

Sr. No.	Contents	Description
	Programme's Mission & Objective	
	Mission	The mission of M.A. Mass Communication Programme to produce socially responsible, informed, skilled citizens who understand how various media technologies and communication processes emerge within particular social, economic and political contexts and thereby affect both individual identity and societal processes on a global level.
	Objectives	➢ To provide students with a deeper understanding of mass communication process and to improve the performance of mass media professionals. ➢ To outreach and enrich the aspiring journalists to enhance their journalistic & media outlook for the constructive participation in nation building through Mass Media and similar evolving technologies. ➢ To train the journalists who can upload the journalistic values and standard and consolidated in the role of the fourth pillar of democracy.
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	➢ Job Oriented Programme. ➢ Updated curriculum as per market trends. ➢ Diversified areas of media (Print Media, Electronic Media, Public Relations, Advertising, New media and Social Media). ➢ Quality training impart through interactive learning module. ➢ Competent and motivated faculty. ➢ Analytical and innovative learning resources. ➢ Interactive Pedagogy of teaching- learning. ➢ Flexible learning environment. ➢ Production Based learning. ➢ Rational Evaluation with constant Internal Assessment.
C.	**Nature of prospective target group of learners**	➢ Qualified graduates in any stream from any recognized University who wish to see their career in journalism. ➢ Senior Professionals in the media who wish to

			enhance their academic qualification after sustaining years in journalism. ➢ Persons who cannot pursue graduation due to any reason. ➢ Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines. ➢ Persons who are not able to pay higher fees in regular mode (Affordable Fee structure). ➢ Home makers who want to enhance their career in journalism. ➢ Young entrepreneurs who wish to acquire managerial skills through media. ➢ University Employee by providing special fee concession according to their grade pay.
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**		➢ Mass Communication Programme is being offered in parent teaching department i.e. Communication Management and Technology (CMT) in conventional mode. ➢ Academic support from Parent Teaching Department. ➢ The programme enriches the media student's special skills in creative writing, media writing, communication and presentation skills. It also provide knowledge of how we speak, how we write and think, how we inform, interpret and persuade as well as how we are spoke to, how we are addressed, how we are envisioned, informed & Persuade. ➢ The programme enhances entrepreneurial skills for starting newspaper, NGO and production house. ➢ The programme is suitable for the young graduates and working journalists who want to add their professional qualification and new media skills for getting promotions and growth of career.
	Instructional Design		
	a)	**Curriculum Design**	➢ Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies & Research (BoS&R), Concerned Faculty and Academic Council. ➢ The programme has been designed in annual system mode.
	b)	**Detailed syllabi**	➢ Detailed scheme and syllabi are available on the University website site (www.gjust.ac.in)

			and the distance education prospectus. ➢ Course Curricula has majority of the course contents of programme as being offered through conventional mode.
	c)	**Duration of programme**	Minimum duration of the M.A. Mass Communication Programme is two years and the maximum duration is four years.
	d)	**Faculty and support staff requirement**	➢ A full time faculty is appointed to run this programme. ➢ Supporting staff look after with the problems of the students, online admission helpline, examination related work, study material delivery, grievance redressal etc.
	e)	**Instructional delivery mechanism**	➢ Self-Instructional Material (SIM) developed by expert faculty. ➢ Regular Updating of Study Material in SIM format. ➢ Printed and online availability of Study Material. ➢ Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner. ➢ The PCPs are organised for 15 days with 15 contact hours per course per Year. ➢ Online availability of internal assignments questions.
	f)	**Identification of media print, audio or video, online, computer aided**	➢ Audio video lecture is in under process. Soft copy of the developed study material is available on the university website. ➢ Well-equipped Computer Lab is exclusively available in Distance Education for download the e-books, journal for the students of Directorate Education.

	g)	**Student support service systems**	➢ Online Admission Portal. ➢ Online fee portal for students. ➢ SMS alert facility for the students regarding dissemination of information relating to conduct of PCPs and Production file submission deadlines etc. ➢ Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff. ➢ Online availability of Internal Assignments with Guidelines. ➢ Online availability of Old Question Papers. ➢ Student Help Desk.
	Procedure for admissions, Curriculum transaction and evaluation		
	a)	**Procedure for admissions**	
	i)	**Admission policy for the programme**	Admission is based on filling online Admission Form. The procedure of filling the online application form is a four step procedure, i.e. ➢ Candidate Registration. ➢ Payment option through Net Banking, Debit card or Credit card. ➢ Filling of application form. ➢ Uploading required scanned documents.
	ii)	**Minimum eligibility**	Qualified graduates in any stream from any recognized University.
	iii)	**Fee structure**	Rs. 12,000 /- per annum (taken in two instalments in a year)
	b)	**Curriculum transaction**	Academic Calendar (PCP schedule, Assignment submission deadlines etc.)
	c)	**Evaluation**	➢ Internal assessment is based on practical and the evaluation is done by expert in relevant fields ➢ External term end evaluation.
G.	**Requirement of the laboratory support and Library Resources**		➢ One Well-equipped Computer Lab required with licence software's such as Photoshop, CorelDraw, PageMaker, QuarkXPress, Final Cut Pro, SPSS, Tableau etc. and latest version of MS Office with internet facility ➢ Online e-library resources (accessibility of

			books and journals etc.
H.	**Cost estimate of the programme and the provisions**		Cost estimated of programme is based on following components: ➢ Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. remuneration rates are attached. ➢ PCP and related activities remuneration rates are attached. ➢ Examination and evaluation related activities remuneration rates attached. ➢ Internal assessment including assignment preparation and evaluation. ➢ Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert. ➢ Salary to Teaching and Non–Teaching Staff.
	Quality assurance mechanism and expected programme outcomes		
	a)	**Quality assurance mechanism**	Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance functions. The list of members of Advisory Committee attached. ➢ Updating of syllabus in view of market needs. ➢ SLM as per the DEB Guidelines. ➢ PCPs as per the DEB Guidelines. ➢ Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.). ➢ 70:30 Weightage of external-internal assessment. ➢ Internal assessment by expert faculty. ➢ Online submission and assessment of assignments under process. ➢ Student Counselling. ➢ Centre for Internal Quality Assurance (CIQA) will be constituted specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017)

	b)	**Expected programme outcomes**	M.A. Mass Communication programme has been designed to prepare graduates for attaining the following program outcomes: ➢ Students will learn to write, edit and design newspapers, shoot and anchor news bulletins and television programmes, make radio jingles, print and web advertisements, produce corporate films and documentaries, develop blogs, post tweets, make Facebook posts, create YouTube videos, etc. ➢ Students will be learn to work on the various software used in the Mass Communication and Journalism industry such as QuarkXPress, Final Cut Pro, Corel draw and Adobe Photoshop. ➢ The course prepares students for ten possible careers. These include Print Journalism, Photo Journalism, Radio Production, Television Production and Writing, Media Management, Social Media, Social Marketing, Development Communication, Advertising and Corporate Communication and Public Relations.

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs.200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Daftri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i)	Haryana	Rs. 250/- per day.
(ii)	Chandigarh, Panchkula, Gurgaon & Faridabad	Rs. 800/- per day.
(iii)	Delhi and out side of Haryana State	As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/-per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129-65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	3000
8.	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DB)
Guru Jambheshwar University of
Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs , GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

17/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar

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PROGRAMME PROJECT REPORT (PPR)

Master of Business Administration

Programme Project Report (PPR)

M.B.A.

Sr. No.	Contents	Description
	Programme's Mission & Objective **Mission**	The MBA programme is in synchronisation with the mission of university by introducing job oriented courses to achieve excellence by innovations and promoting quality of life through striking purposeful linkage with industry and professional bodies for ensuring sustainable holistic human development coupled with highest professional standards.
	Objectives	1.To impart knowledge and skills in different functional areas of management 2. To prepare young graduates for acquiring competence in management profession 3. To train human resources for management education and research 4. To develop specific add on skills among working professionals 5. To create and nurture entrepreneurial acumen among young graduates 6. To promote innovative and analytical thinking
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Industry oriented modular course curriculum -Updated curriculum as per market trends -Competent and motivated faculty -Job oriented programme -Vast Clientele Base of engineering, computers, commerce, economics graduates -Diversified areas of specialisation (Production, Finance, Marketing, IB, IT and HRM) -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -Project Based learning -Rational Evaluation with constant Internal Assessment
C.	**Nature of prospective target group of learners**	-Qualified graduates in any field desirous of adding their managerial skills and knowledge -Working Professionals for gaining add on courses -Persons who can-not pursue higher

		education due to any reason -Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines -Persons who are not able to pay higher fees in regular mode (Affordable Fee structure) -Home makers who want to enhance their career in business and related areas -Young entrepreneurs who wish to acquire managerial skills -Small and family business owners
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	- MBA Programme is being offered in the parent Teaching department i.e. HSB in conventional mode -Course Curricula in accordance with modern UGC curricula -Academic support from Parent Teaching Department -The programme prepares the students with managerial skills required to start their career in various functional areas of management such as Production, Finance, IT, IB, HRM and Marketing in private / public sector organizations, government departments, industrial undertakings including financial services, insurance, infrastructure, banking, IT, consumer markets, education & training, healthcare, media & entertainment, manufacturing, and retail in a range of roles involving legal and business functions -The programme enhances entrepreneurial skills for starting business, family business or small scale venture -The programme is suitable for the young engineering or technical graduates and working professionals who want to add their professional qualification and managerial skills for getting promotions and growth of career
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies (BoS), concerned Faculty and Academic Council -The programme has been designed in semester system with two years duration **2.Detailed Syllabi** -Detailed scheme and syllabi are available on the university web-site (www.gjust.ac.in) –

		-Course Curricula has majority of the course contents of programme as being offered through conventional mode **3.Duration of Programme** -Duration of the MBA Programmes is Two years divided in four semesters and the maximum duration is four years **4. Faculty and Support Staff** -Regular faculty is looking after the programme as course co-ordinator -Supporting staff looks after the problems of the students, on line admission help line, examination related work, study material delivery, grievance Redressal etc. **5. Instructional Delivery Mechanism** -Self Instructional Martial (SIM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and On line availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each semester the PCPs are organised for 10 days with 10 contact hours per course per semester -On line availability of Practical assignments questions **6. Student Support Services** -On line Admission Portal -On line fee portal for students -SMS alert facility for the students for information related to PCPs, Project Deadlines and Viva-voce etc. -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff -On line availability of Synopsis/Research Project Guidelines - Research Project Based Assessment -Online availability of Old Question Papers -Comprehensive viva-voce is conducted after Term End examination in the University -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** - Online admissions based on Entrance Test

		- **Eligibility:** Bachelor's Degree with 3 years of supervisory managerial/professional experience OR Professional Degree in Engineering/ Medicine/ Architecture/Law/ Pharmacy OR Professional Qualifications in Accountancy/Cost and Works Accountancy/Company Secretary ship, etc. OR A Master's degree in any subject OR Bachelor's Degree with 50% marks in any discipline. (47.5% marks for SC candidate of Haryana) at the qualifying Examination. - **Fee structure:** Rs. 18000/- per year (To be paid in instalments) **2. Curriculum Transaction** - Academic Calendar (PCP schedule, Synopsis/Research Project submission deadlines etc.) **3. Evaluation** - Internal assessment based on practical assignments is done by the approved panel of regular expert faculty of the Directorate and the parent teaching department i.e. HSB - Term end evaluation and Project Reports based on Research Project are evaluated by expert teachers. - Comprehensive viva-voce is also conducted to know the learning outcome of students.
G.	**Requirement of the laboratory support and Library Resources**	-One Well-equipped Computer required with latest version of MS Office with internet facility -On line e-library resources (accessibility of journals etc.)
H.	**Cost estimate of the programme and the provisions**	1.Fees structure (copy attached) 2. Study Material development and delivery cost (writing, vetting, editing, SIM conversion, printing and despatch etc.) (Remuneration rates attached) 3. PCP and related activities (Remuneration rates attached) 4. Examination and evaluation related

		activities (Rate list attached) 5. Internal assessment including assignment preparation and evaluation (Remuneration attached) 6. Miscellaneous Costs (advertising, FM radio broadcast, SMS alert etc.)
I.	**Quality Assurance Mechanism**

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

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9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

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4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
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, Ph.D.

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1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

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2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad Rs. 800/- per day.
(iii) Delhi and out side of Haryana State As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/-per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129-65 Dated: 18.11.2013

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1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	3000
8	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) - Typing charges	1000
10	Proof reading of lessons after editing per Subject to be done by Subject Expert Only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DE)
Guru Jambheshwar University of Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs , GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Sanoj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

13/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar

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All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela MargVasant Kunj, New Delhi-110067
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183, www.aicte-India.org

F.No. North-West/1-3327705629/2017/EOA

Date: 10-Apr-2017

To,

The Financial Commissioner & Principal Secretary
(Technical) Govt. of Haryana,
Room No. 503/5,
Sector -17 New Secretariat,
Chandigarh-160017

Sub: Extension of approval for the academic year 2017-18

Ref: Application of the Institution for Extension of approval for the academic year 2017-18

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations 2016 notified by the Council vide notification number F.No.AB/AICTE/REG/2016 dated 30/11/2016 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

Permanent Id	1-441580791	Application Id	1-3327705629
Name of the Institute	GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY	Institute Address	DELHI-SIRSA ROAD, HISAR, HISAR, Haryana, 125001
Name of the Society/Trust	GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY	Society/Trust Address	DELHI-SIRSA ROAD, HISAR,HISAR,HISAR,Haryana,125001
Institute Type	University Managed-Govt	Region	North-West

Opted for change from Women to Co-ed and Vice versa	No	Opted for change of name	No	Opted for change of site	No
Change from Women to Co-ed approved and Vice versa	Not Applicable	Change of name Approved	Not Applicable	Change of site Approved	Not Applicable
Opted for Conversion from degree to diploma	No	Opted for Conversion from diploma to degree	No	Conversion (degree to diploma or vice-a-versa) Approved	Not Applicable

To conduct following courses with the intake indicated below for the academic year 2017-18

Application Id: 1-3327705629			Course	Full/Part Time	Affiliating Body	Intake Approved for 2016-17	Intake Approved for 2017-18	NRI Approval status	PIO / FN / Gulf quota/ OCI/ Approval status	Foreign Collaboration/Twining Program Approval status
Program	Shift	Level								
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	COMPUTER SCIENCE AND ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology,	30	30	NA	NA	NA

Page No. 1

All India Council for Technical Education
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Nelson Mandela MargVasant Kunj, New Delhi-110067
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

					Hisar					
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	ELECTRONICS & COMMUNICATION ENGG	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	ENVIRONMENTAL SCIENCE AND ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	FOOD TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	GEO INFORMATICS	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	30	30	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	MECHANICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	NANO TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	OPTICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	PRINTING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)
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PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	BIOMEDICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	COMPUTER SCIENCE AND ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	120	120	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	ELECTRONICS & COMMUNICATION ENGG	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	FOOD TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	INFORMATION TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	MECHANICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	PACKAGING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	PACKAGING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	PRINTING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology,	60	60	NA	NA	NA

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

All India Council for Technical Education
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Nelson Mandela MargVasant Kunj, New Delhi-110067
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					Hisar					
MANAGEMENT	1st Shift	POST GRADUATE	MASTERS IN BUSINESS ADMINISTRATION	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	250	250	NA	NA	NA
MANAGEMENT	1st Shift	POST GRADUATE	MASTERS IN BUSINESS ADMINISTRATION	PART TIME	Guru Jambheshwar University of Science and Technology, Hisar	40	40	NA	NA	NA
MCA	1st Shift	POST GRADUATE	MASTERS IN COMPUTER APPLICATIONS	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACEUTICAL CHEMISTRY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	15	15	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACEUTICS	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	15	15	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACOGNOSY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	10	10	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	10	10	NA	NA	NA
PHARMACY	1st Shift	UNDER GRADUATE	PHARMACY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)
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PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

The above mentioned approval is subject to the condition that
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY
shall follow and adhere to the Regulations, guidelines and directions issued by AICTE from time to time and the undertaking / affidavit given by the institution along with the application submitted by the institution on portal.

In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Strict compliance of Anti-Ragging Regulation:- Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 37-3/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

Note: Validity of the course details may be verified at www.aicte-India.org

Prof. A.P Mittal
Member Secretary, AICTE

Copy to:

1. The Regional Officer,
   All India Council for Technical Education
   Plot No. 1A, 5th Floor, DTE(Pb..) Building,
   Dakshin Mark, Sector 36-A, Chandigarh-160 036
2. The Director Of Technical Education**,
   Haryana
3. The Registrar**,
   Guru Jambheshwar University of Science and Technology, Hisar
4. The Principal / Director,
   GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY
   DELHI-SIRSA ROAD,
   HISAR,HISAR,
   Haryana,125001
5. The Secretary / Chairman,
   GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
   DELHI-SIRSA ROAD, HISAR,
   HISAR,HISAR,
   Haryana,125001
6. Guard File(AICTE)

Note: ** - Approval letter copy will not be communicated through post/email. However, provision is made in the portal for downloading Approval letter through Authorized login credentials allotted to concerned DTE/Registrar.

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

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PROGRAMME PROJECT REPORT (PPR)

Master of Commerce (M.Com)

Programme Project Report (PPR)

M. Com.

Sr. No.	Contents	Description
	Programme's Mission & Objective **Mission**	The M.Com. Programme has been started with a mission of the university to achieve excellence by introducing innovative job oriented courses for achieving the goal of holistic human development by promoting higher education in niche areas of commerce by establishing purposeful linkages with industry and professional bodies, and promoting quality of work life on campus.
	Objectives	1. To impart knowledge and necessary skills to the young graduates in emerging areas of commerce like accounting, auditing, business laws. 2. To prepare young graduates by skilling them with desired competence in commerce education and research 3. To equip the students with commerce and related functional areas like finance, marketing, HRM and IB by enhancing their analytical skills 4. To develop and strengthen theoretical, and applied aspects of commerce education 5. To promote job oriented approach among young graduates 6. To enable the learners about the latest trends in commerce education and profession
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Latest and updated modular course curriculum -Updated curriculum as per market trends -Competent and motivated faculty -Job oriented programme -Diversified areas of specialisation (Finance, Marketing, IB, and HRM) -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -Rational Evaluation with constant Internal Assessment
C.	**Nature of prospective target group of learners**	-Graduate students desirous of enhancing their knowledge and qualifications for higher studies

		-Persons who want to pursue their higher studies in business, commerce, economics -Persons who cannot pursue higher education due to any reason -Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines -Persons who are not able to pay higher fees in regular mode (Affordable Fee structure) -Home makers who want to enhance their career in business and related areas -Young entrepreneurs who wish to acquire managerial skills -Small and family business owners -University employees with fee concession
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	-M.Com. Programme is being offered in the parent Teaching department i.e. Haryana School of Business in conventional mode -The programme prepares the students with fundamental knowledge and skills required to start their career in various functional areas of business -Fulfils the human resource requirements in different functional areas of commerce i.e. finance, marketing, taxation, corporate law, human resource management, international business in private / public sector organizations, government departments, industrial undertakings including financial services, insurance, infrastructure, banking, IT, consumer markets, accounting, auditing, taxation, e-commerce, education & training, healthcare, media & entertainment, manufacturing, and retail etc. -The programme enhances entrepreneurial skills for starting small business, family business or small scale ventures -The programme is suitable for the young graduates and working professionals who want to add their professional and pursue higher academic qualifications in teaching, research, education sector and other commercial enterprises (public or private)
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies (BoS), concerned Faculty and Academic Council -The programme has been designed in annual

		system with two years duration **2.Detailed Syllabi** -Detailed scheme and syllabi are available on the university web-site (www.gjust.ac.in) – -Course Curricula has majority of the course contents of programme as being offered through conventional mode **3.Duration of Programme** -Duration of the M.Com. Programme is Two years and the maximum duration is four years **4. Faculty and Support Staff** -Regular faculty is looking after the programme as course co-ordinator -Supporting staff looks after the problems of the students, on line admission help line, examination related work, study material delivery, grievance Redressal etc. **5. Instructional Delivery Mechanism** -Self Instructional Material (SIM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and On-line availability of Study Material -Personal Contact Programmes (PCPs) are conducted in the university as per the schedule mentioned in the Academic Planner -For each year the PCPs are organised for 15 days with 15 contact hours per course per year -On line availability of Practical assignments questions **6. Student Support Services** -On line Admission Portal -On line fee portal for students -SMS alert facility for the students for information related to PCPs, Project, Deadlines and Viva-voce etc. -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff - Practical Questions Based Assignments -On-line availability of Old Question Papers -Comprehensive viva-voce is conducted after Term End examination in the University -Student Help Desk

F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** - Online Admission - **Eligibility**: Any Graduate from a recognized University or Fellow of ICSI/ICAI/ICFAI/ICWAI/Similar body - **Fee structure :** Rs. 12000/- per year **2. Curriculum Transaction** - Academic Calendar (PCP schedule, Assignments submission deadlines etc.) **3. Evaluation** - Internal assessment is based on practical assignments and the evaluation is done by experts in relevant field - External/Term end evaluation is done by experts in relevant field - Comprehensive viva-voce is also conducted to know the outcome of learners
G.	**Requirement of the laboratory support and Library Resources**	- One Well-equipped Computer lab with latest version of MS Office and internet facility -On line e-library resources namely INFLIBNET -Accessibility of books and journals etc.
H.	**Cost estimate of the programme and the provisions**	Cost estimates of programme is based on following components: 1. Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. (remuneration rates are attached) 2. PCP and related activities (remuneration rates are attached) 4. Examination and evaluation related activities (remuneration rates attached) 5. Internal assessment including assignment preparation and evaluation 6. Miscellaneous costs like advertising on FM radio broadcast, newspapers and SMS alert 7. Salary to Teaching and Non–Teaching Staff
I.	**Quality Assurance Mechanism**	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with

		matters related to quality assurance (Functions and List of members attached) -Updating of syllabus in view of market needs -SIM as per the DEB Guidelines -PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.) -30:70 weightage of internal-external assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling - Centre for Internal Quality Assurance (CIQA) to be framed specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations), 2017
	Expected Programme Outcomes	The M.Com. programme caters to the needs of industry, service, public sector, government, education sector and research by providing a pool of qualified human resources equipped with knowledge and skills required in functional areas of commerce like accounting, auditing, taxation, corporate laws, marketing, finance, human resource management and international business.

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules)
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs.200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt.	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Daftri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana — Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad — Rs. 800/- per day.
(iii) Delhi and out side of Haryana State — As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129-65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+ T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
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8.	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
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Director (DR)
Guru Jambheshwar University of
Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs , GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

17/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar

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PROGRAMME PROJECT REPORT (PPR)

MCA (3 Year)

Project Report (PPR) for MCA

Sr. No.	Contents	Description
	Programme's Mission & Objective	
	Mission	The MCA programme is in sync with the mission of institution to achieve excellence through blended learning mode and promoting quality of life through striking linkage with IT industries and professional bodies such as IEEE, CSI.
	Learning Objectives	1.To impart knowledge and skills in different functional areas of IT 2. To prepare graduates for acquiring competence in software development 3. To train human resources for Computer education and research 4. To develop specific add on skills among working IT professionals 5. To create and nurture entrepreneurial acumen among young graduates 6. To promote innovative and analytical thinking
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Industry oriented modular course curriculum -Updated curriculum as per market needs -Competent and motivated faculty -Vast Clientele Base of science, engineering, computers, commerce, economics graduates having mathematics at 10+2 level -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -one semester duration Project in industry -Rational Evaluation with constant Internal Assessment
C.	**Nature of prospective target group of learners**	-Qualified graduates in any field desirous of adding their software development skills and knowledge -Working Professionals for gaining add on courses -Persons who cannot pursue higher education due to any reason -Persons who are not able to pay higher fees in regular mode (Affordable Fee structure) -Home makers who want to enhance their career in IT and related areas -Young entrepreneurs who wish to acquire

		managerial skills through IT - Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	-MCA Programme is being offered in parent teaching Department i.e Department of Computer Science and Engineering in conventional mode -Academic support from Parent Teaching Department -The programme prepares the students with skills required to start their career in various functional areas of IT including software development, software testing, analytics etc. -The programme enhances entrepreneurial skills for starting business, family business or small scale venture through IT -The programme is suitable for the young graduates or technical graduates and working professionals who want to add their professional qualification and IT based skills for getting promotions and growth of their career
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies & Research (BoS&R), Faculty Concerned and Academic Council -The programme has been designed in semester system mode (six semesters) 2.**Detailed Syllabi** Detailed scheme and syllabi are available on the university web-site (www.gjust.ac.in) and prospectus - Course Curricula has majority of the course contents of programme as being offered through conventional mode **3.Duration of Programme** -Duration of the MCA Programmes is Three years and maximum duration is six years **4. Faculty and Support Staff** -A Regular faculty is appointed to run this programme -Supporting staff is also appointed to look after with the problems of the students, online admission helpline, examination related work, study material delivery, grievance redressal etc. **5. Instructional Delivery Mechanism**

		-Self Instructional Material (SLM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and Online availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each semester the PCPs are organised for 10 days with 10 contact hours per course per semester - For each semester the PCPs are organised for 5 days 2 hours daily with 10 contact hours per course per semester for Practical courses -Online availability of Practical assignments questions **6. Student Support Services** -On line Admission Portal -On line fee portal for students - SMS alert facility for the students for information related to start of PCPs and term-end examinations, last date of submission of assignments, Project Deadlines and Viva-voce etc. -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff -On line availability of Synopsis/Research Project Guidelines -Research Project Based Assessment -Online availability of Old Question Papers -Comprehensive viva-voceis conducted after Term End examination in the University -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** - Admission based on Entrance Test - Our whole admission process is online - **Eligibility** Bachelor's degree in any discipline. **Fee structure** 18000/- Per Annum upto2nd year 20000/- Per Annum in 3rd year (fees is taken in two instalments in a year) **2. Curriculum Transaction**

		- Academic Calendar (PCP schedule, Synopsis/Research Project submission deadlines etc.) (Copy attached) **3. Evaluation** - Internal assessment is based on practical and the evaluation is done by expert in relevant fields - External term end evaluation. - Comprehensive viva-voce/practical examinations also conducted to know the outcome of learners
G.	**Requirement of the laboratory support and Library Resources**	-One Well-equipped Computer lab required with required licence softwares such as C, C++, DBMS, open source softwares for Java etc and latest version of MS Office with internet facility -On line e-library resources (accessibility of books and journals etc.)
H.	**Cost estimate of the programme and the provisions**	Cost estimated of programme is based on following components: 1. Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. remuneration rates are attached 2. PCP and related activities remuneration rates are attached 4. Examination and evaluation related activities remuneration rates attached 5. Internal assessment including assignment preparation and evaluation 6. Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert 7. Salary to Teaching and Non–Teaching Staff
	Quality assurance mechanism and expected programme outcomes	

	Quality assurance mechanism	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance functions. The list of members of Advisory Committee attached . -Updating of syllabus in view of market needs -Updating of syllabus in view of market needs -SLM as per the DEB Guidelines -PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.) -70:30 Weightage of external-internal assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling -Centre for Internal Quality Assurance(CIQA) will be constituted specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017)
	Expected Programme Outcomes	MCA programme has been designed to prepare graduates for attaining the following program outcomes: 1. An ability to apply knowledge of mathematics, computing and domain knowledge to solve problems. 2. An ability to analyze real world/scientific problems and convert them to computable algorithms/solutions. 3. An ability to evaluate, analyze and use available technological solutions to design and implement the same. 4. An ability to devise and conduct experiments, interpret data and provide well informed conclusions. 5. An ability to identify modern computing and/or development tools and techniques and use them to develop solutions. 6. An ability to function professionally

		with ethical responsibility as an individual as well as in teams in projects. 7. An ability to communicate effectively, both written and oral. 8. An ability to engage in lifelong learning in the field of computer science. 9. An ability to design a system to meet desired needs within realistic constraints such as safety, security and applicability. An ability to understand the impact of system solutions in a contemporary, global, legal, economical, environmental, and societal context for sustainable development

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs 200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt.	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Dafrri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

, Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad Rs. 800/- per day.
(iii) Delhi and out side of Haryana State As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ £129 – 65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	3000
8.	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 1500/-)	15 per assignment

Director (DH)
Guru Jambheshwar University of Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs , GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

17/09/17

Deputy Director (DE)
G.J.U. S. & T., Hisar

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All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela MargVasant Kunj, New Delhi-110067
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183, www.aicte-India.org

F.No. North-West/1-3327705629/2017/EOA

Date: 10-Apr-2017

To,

The Financial Commissioner & Principal Secretary
(Technical) Govt. of Haryana,
Room No. 503/5,
Sector -17 New Secretariat,
Chandigarh-160017

Sub: Extension of approval for the academic year 2017-18

Ref: Application of the Institution for Extension of approval for the academic year 2017-18

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations 2016 notified by the Council vide notification number F.No.AB/AICTE/REG/2016 dated 30/11/2016 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

Permanent Id	1-441580791	Application Id	1-3327705629
Name of the Institute	GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY	Institute Address	DELHI-SIRSA ROAD, HISAR, HISAR, Haryana, 125001
Name of the Society/Trust	GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY	Society/Trust Address	DELHI-SIRSA ROAD, HISAR,HISAR,HISAR,Haryana,125001
Institute Type	University Managed-Govt	Region	North-West

Opted for change from Women to Co-ed and Vice versa	No	Opted for change of name	No	Opted for change of site	No
Change from Women to Co-ed approved and Vice versa	Not Applicable	Change of name Approved	Not Applicable	Change of site Approved	Not Applicable
Opted for Conversion from degree to diploma	No	Opted for Conversion from diploma to degree	No	Conversion (degree to diploma or vice-a-versa) Approved	Not Applicable

To conduct following courses with the intake indicated below for the academic year 2017-18

Application Id: 1-3327705629			Course	Full/Part Time	Affiliating Body	Intake Approved for 2016-17	Intake Approved for 2017-18	NRI Approval status	PIO /FN/ Gulf quota/ OCI/ Approval status	Foreign Collaboration/Twining Program Approval status
Program	Shift	Level								
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	COMPUTER SCIENCE AND ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology,	30	30	NA	NA	NA

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

Page No: 1

All India Council for Technical Education
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Nelson Mandela MargVasant Kunj, New Delhi-110067
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					Hisar					
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	ELECTRONICS & COMMUNICATION ENGG	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	ENVIRONMENTAL SCIENCE AND ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	FOOD TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	GEO INFORMATICS	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	30	30	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	MECHANICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	NANO TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	OPTICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	PRINTING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA

Registrar
Guru Jambheshwar University
of Science & Technology

All India Council for Technical Education
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ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	BIOMEDICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	COMPUTER SCIENCE AND ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	120	120	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	ELECTRONICS & COMMUNICATION ENGG	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	FOOD TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	INFORMATION TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	MECHANICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	PACKAGING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	PACKAGING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	PRINTING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology,	60	60	NA	NA	NA

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

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					Hisar					
MANAGEMENT	1st Shift	POST GRADUATE	MASTERS IN BUSINESS ADMINISTRATION	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	250	250	NA	NA	NA
MANAGEMENT	1st Shift	POST GRADUATE	MASTERS IN BUSINESS ADMINISTRATION	PART TIME	Guru Jambheshwar University of Science and Technology, Hisar	40	40	NA	NA	NA
MCA	1st Shift	POST GRADUATE	MASTERS IN COMPUTER APPLICATIONS	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACEUTICAL CHEMISTRY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	15	15	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACEUTICS	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	15	15	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACOGNOSY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	10	10	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	10	10	NA	NA	NA
PHARMACY	1st Shift	UNDER GRADUATE	PHARMACY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA

Registrar
Guru Jambheshwar University
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The above mentioned approval is subject to the condition that
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY
shall follow and adhere to the Regulations, guidelines and directions issued by AICTE from time to time and the undertaking / affidavit given by the institution along with the application submitted by the institution on portal.

In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Strict compliance of Anti-Ragging Regulation:- Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 37-3/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

Note: Validity of the course details may be verified at www.aicte-india.org

Prof. A.P Mittal
Member Secretary, AICTE

Copy to:

1. **The Regional Officer,**
   All India Council for Technical Education
   Plot No. 1A, 5th Floor, DTE(Pb..) Building,
   Dakshin Mark, Sector 36-A, Chandigarh-160 036
2. **The Director Of Technical Education**,**
   Haryana
3. **The Registrar**,**
   Guru Jambheshwar University of Science and Technology, Hisar
4. **The Principal / Director,**
   GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY
   DELHI-SIRSA ROAD,
   HISAR,HISAR,
   Haryana,125001
5. **The Secretary / Chairman,**
   GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
   DELHI-SIRSA ROAD, HISAR,
   HISAR,HISAR,
   Haryana,125001
6. **Guard File(AICTE)**

Note: ** - Approval letter copy will not be communicated through post/email. However, provision is made in the portal for downloading Approval letter through Authorized login credentials allotted to concerned DTE/Registrar.

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

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PROGRAMME PROJECT REPORT (PPR)

MCA-5 year Integrated

Programme Project Report (PPR)

MCA-5 year integrated

Sr. No.	Contents	Description
	Programme's Mission & Objective	
	Mission	The MCA-5 year Integrated programme is in sync with the mission of institution to achieve excellence through blended learning mode and promoting quality of life through striking linkage with IT industries and professional bodies such as IEEE, CSI.
	Learning Objectives	1.To impart knowledge and skills in different functional areas of IT 2. To prepare graduates for acquiring competence in software development 3. To train human resources for Computer education and research 4. To develop specific add on skills among working IT professionals 5. To create and nurture entrepreneurial acumen among young graduates 6. To promote innovative and analytical thinking
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Industry oriented modular course curriculum -Updated curriculum as per market needs -Competent and motivated faculty -Vast Clientele Base of science, computers, commerce, economics students having at 10+2 level -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -One semester duration Project in industry -Rational Evaluation with constant Internal Assessment
C.	**Nature of prospective target group of learners**	-Qualified graduates in any field desirous of adding their software development skills and knowledge -Working Professionals for gaining add on courses -Persons who cannot pursue higher education due to any reason -Persons who are not able to pay higher fees in regular mode (Affordable Fee structure) -Home makers who want to enhance their

		career in IT and related areas -Young entrepreneurs who wish to acquire managerial skills through IT - Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines -University Employee by providing special fee Concession according to their grade pay
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	- MCA Programme is being offered in parent teaching Department i.e Department of Computer Science and Engineering in conventional mode -Academic support from Parent Teaching Department -The programme prepares the students with skills required to start their career in various functional areas of IT including software development, software testing, analytics etc. -The programme enhances entrepreneurial skills for starting business, family business or small scale venture through IT -The programme is suitable for the young graduates or technical graduates and working professionals who want to add their professional qualification and IT based skills for getting promotions and growth of their career
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies & Research (BoS&R), Concerned Faculty and Academic Council -The programme has been designed in annual system mode 2.**Detailed Syllabi** Detailed scheme and syllabi are available on the university web-site (www.gjust.ac.in) and prospectus - Course Curricula has majority of the course contents of programme as being offered through conventional mode **3.Duration of Programme** -Duration of the MCA Programmes is Five years and maximum duration is Eight years **4. Faculty and Support Staff** --A Regular faculty is appointed to run this programme -Supporting staff is also appointed to look after with the problems of the students,

		online admission helpline, examination related work, study material delivery, grievance redressal etc. **5. Instructional Delivery Mechanism** -Self Instructional Material (SLM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and Online availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each year the PCPs are organised for 15 days with 15 contact hours per course per year - For each year the PCPs are organised for 5 days 2 hours daily with 10 contact hours per course per year for Practical courses -Online availability of Practical assignments questions **6. Student Support Services** -On line Admission Portal -On line fee portal for students - SMS alert facility for the students for information related to start of PCPs and term-end examinations, last date of submission of assignments, Project Deadlines and Viva-voce etc. -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff -On line availability of Synopsis/Research Project Guidelines -Research Project Based Assessment -Online availability of Old Question Papers -Comprehensive viva-voceis conducted after Term End examination in the University -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** - Admission based on Entrance Test. Our whole admission process is online. **2. Eligibility** 10+2 or equivalent examination from Board of School Education, Haryana/CBSE or any other Board recognized by Board of School

		Education, Haryana/CBSE or 3 years Diploma from Board of Technical Education, Haryana or its equivalent from recognized board **Fee structure** 17000/- Per Annum upto 4th year 19000/- Per Annum in 5th year (fees is taken in two instalments in a year) **3. Curriculum Transaction** - Academic Calendar, PCP schedule, Synopsis/Research Project submission deadlines etc. **4. Evaluation** - Internal assessment is based on practical and the evaluation is done by expert in relevant fields - External term end evaluation. - Comprehensive viva-voce/practical examinations also conducted to know the outcome of learners
G.	**Requirement of the laboratory support and Library Resources**	-One Well-equipped Computer lab required with required licence softwares such as C, C++, DBMS, open source soft-wares for Java etc. and latest version of MS Office with internet facility -On line e-library resources (accessibility of books and journals etc.)
H.	**Cost estimate of the programme and the provisions**	Cost estimated of programme is based on following components: 1. Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. remuneration rates are attached 2. PCP and related activities remuneration rates are attached 4. Examination and evaluation related activities remuneration rates attached 5. Internal assessment including assignment preparation and evaluation 6. Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert 7. Salary to Teaching and Non–Teaching Staff
	Quality assurance mechanism and expected Programme Outcomes	

	Quality assurance mechanism	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance functions. The list of members of Advisory Committee attached . -Updating of syllabus in view of market needs -Updating of syllabus in view of market needs -SLM as per the DEB Guidelines -PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.) -70:30 Weightage of external-internal assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling -Centre for Internal Quality Assurance(CIQA) will be constituted specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017)
	Expected Programme Outcomes	MCA programme has been designed to prepare graduates for attaining the following program outcomes: 1. An ability to apply knowledge of mathematics, computing and domain knowledge to solve problems. 2. An ability to analyze real world/scientific problems and convert them to computable algorithms/solutions. 3. An ability to evaluate, analyze and use available technological solutions to design and implement the same. 4. An ability to devise and conduct experiments, interpret data and provide well informed conclusions. 5. An ability to identify modern computing and/or development tools and techniques and use them to develop solutions. 6. An ability to function professionally

		with ethical responsibility as an individual as well as in teams in projects. 7. An ability to communicate effectively, both written and oral. 8. An ability to engage in lifelong learning in the field of computer science. 9. An ability to design a system to meet desired needs within realistic constraints such as safety, security and applicability. An ability to understand the impact of system solutions in a contemporary, global, legal, economical, environmental, and societal context for sustainable development

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs 200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Dafrri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana — Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad — Rs. 800/- per day.
(iii) Delhi and out side of Haryana State — As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stabons of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129 – 65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt. during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	3000
8.	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DH)
Guru Jambheshwar University of
Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs, GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

12/09/17

Deputy Director (DB)
G.J.U. S & T., Hisar

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All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela MargVasant Kunj, New Delhi-110067
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183. www.aicte-India.org

Date: 10-Apr-2017

F.No. North-West/1-3327705629/2017/EOA

To,

The Financial Commissioner & Principal Secretary
(Technical) Govt. of Haryana,
Room No. 503/5,
Sector -17 New Secretariat,
Chandigarh-160017

Sub: Extension of approval for the academic year 2017-18

Ref: Application of the Institution for Extension of approval for the academic year 2017-18

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations 2016 notified by the Council vide notification number F.No.AB/AICTE/REG/2016 dated 30/11/2016 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

Permanent Id	1-441580791	Application Id	1-3327705629
Name of the Institute	GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY	Institute Address	DELHI-SIRSA ROAD, HISAR, HISAR, Haryana, 125001
Name of the Society/Trust	GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY	Society/Trust Address	DELHI-SIRSA ROAD, HISAR,HISAR,HISAR,Haryana,125001
Institute Type	University Managed-Govt	Region	North-West

Opted for change from Women to Co-ed and Vice versa	No	Opted for change of name	No	Opted for change of site	No
Change from Women to Co-ed approved and Vice versa	Not Applicable	Change of name Approved	Not Applicable	Change of site Approved	Not Applicable
Opted for Conversion from degree to diploma	No	Opted for Conversion from diploma to degree	No	Conversion (degree to diploma or vice-a-versa) Approved	Not Applicable

To conduct following courses with the intake indicated below for the academic year 2017-18

Application Id: 1-3327705629			Course	Full/Part Time	Affiliating Body	Intake Approved for 2016-17	Intake Approved for 2017-18	NRI Approval status	PIO /FN / Gulf quota/ OCI Approval status	Foreign Collaboration/Twining Program Approval status
Program	Shift	Level								
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	COMPUTER SCIENCE AND ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology,	30	30	NA	NA	NA

Application Number: 1-3327705629

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

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All India Council for Technical Education
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Nelson Mandela MargVasant Kunj, New Delhi-110067
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					Hisar					
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	ELECTRONICS & COMMUNICATION ENGG	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	ENVIRONMENTAL SCIENCE AND ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	FOOD TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	GEO INFORMATICS	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	30	30	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	MECHANICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	NANO TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	OPTICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	POST GRADUATE	PRINTING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	20	20	NA	NA	NA

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Registrar
Guru Jambheshwar University
of Science & Technology

All India Council for Technical Education
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ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	BIOMEDICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	COMPUTER SCIENCE AND ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	120	120	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	ELECTRONICS & COMMUNICATION ENGG	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	FOOD TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	INFORMATION TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	MECHANICAL ENGINEERING	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	PACKAGING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	PACKAGING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
ENGINEERING AND TECHNOLOGY	1st Shift	UNDER GRADUATE	PRINTING TECHNOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology,	60	60	NA	NA	NA

Registrar
Guru Jambheshwar University
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Hisar (Haryana)

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					Hisar					
MANAGEMENT	1st Shift	POST GRADUATE	MASTERS IN BUSINESS ADMINISTRATION	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	250	250	NA	NA	NA
MANAGEMENT	1st Shift	POST GRADUATE	MASTERS IN BUSINESS ADMINISTRATION	PART TIME	Guru Jambheshwar University of Science and Technology, Hisar	40	40	NA	NA	NA
MCA	1st Shift	POST GRADUATE	MASTERS IN COMPUTER APPLICATIONS	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACEUTICAL CHEMISTRY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	15	15	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACEUTICS	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	15	15	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACOGNOSY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	10	10	NA	NA	NA
PHARMACY	1st Shift	POST GRADUATE	PHARMACOLOGY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	10	10	NA	NA	NA
PHARMACY	1st Shift	UNDER GRADUATE	PHARMACY	FULL TIME	Guru Jambheshwar University of Science and Technology, Hisar	60	60	NA	NA	NA

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Registrar
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The above mentioned approval is subject to the condition that
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY
shall follow and adhere to the Regulations, guidelines and directions issued by AICTE from time to time and the undertaking / affidavit given by the institution along with the application submitted by the institution on portal.

In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Strict compliance of Anti-Ragging Regulation:- Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 37-3/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

Note: Validity of the course details may be verified at www.aicte-india.org

Prof. A.P Mittal
Member Secretary, AICTE

Copy to:

1. **The Regional Officer,**
   All India Council for Technical Education
   Plot No. 1A, 5th Floor, DTE(Pb..) Building,
   Dakshin Mark, Sector 36-A, Chandigarh-160 036
2. **The Director Of Technical Education**,**
   Haryana
3. **The Registrar**,**
   Guru Jambheshwar University of Science and Technology, Hisar
4. **The Principal / Director,**
   GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY
   DELHI-SIRSA ROAD,
   HISAR,HISAR,
   Haryana,125001
5. **The Secretary / Chairman,**
   GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
   DELHI-SIRSA ROAD, HISAR,
   HISAR,HISAR,
   Haryana,125001
6. **Guard File(AICTE)**

Note: ** - Approval letter copy will not be communicated through post/email. However, provision is made in the portal for downloading Approval letter through Authorized login credentials allotted to concerned DTE/Registrar.

Registrar
Guru Jambheshwar University
of Science & Technology
Hisar (Haryana)

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PROGRAMME PROJECT REPORT (PPR)

M.Sc. Computer Science

Project Report (PPR) for M.Sc. Computer Science

Sr. No.	Contents	Description
	Programme's Mission & Objective	
	Mission	The M.Sc. Computer Science programme is in sync with the mission of institution to achieve excellence through blended learning mode and promoting quality of life through striking linkage with IT industries and professional bodies such as IEEE, CSI.
	Learning Objectives:	1.To impart knowledge and skills in different functional areas of IT 2. To prepare graduates for acquiring competence in software development 3. To train human resources for Computer education and research 4. To develop specific add on skills among working IT professionals 5. To create and nurture entrepreneurial acumen among young graduates 6. To promote innovative and analytical thinking
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Industry oriented modular course curriculum -Updated curriculum as per market needs -Competent and motivated faculty -Vast Clientele Base of science, engineering, computers, commerce, economics graduates -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -Rational Evaluation with constant Internal Assessment
C.	**Nature of prospective target group of learners**	-Qualified graduates in any field desirous of adding their software development skills and knowledge -Working Professionals for gaining add on courses -Persons who cannot pursue higher education due to any reason -Persons who are not able to pay higher fees in regular mode (Affordable Fee structure) -Home makers who want to enhance their career in IT and related areas -Young entrepreneurs who wish to acquire managerial skills through IT - Post Matric Scholarship (PMS) for SC students of Haryana as per the Government

		Guidelines - University Employee by providing special fee Concession according to their grade pay
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	- MCA Programme is being offered in parent teaching Department i.e Department of Computer Science and Engineering in conventional mode -Academic support from Parent Teaching Department -The programme prepares the students with skills required to start their career in various functional areas of IT including software development, software testing, analytics etc. -The programme enhances entrepreneurial skills for starting business, family business or small scale venture through IT -The programme is suitable for the young graduates or technical graduates and working professionals who want to add their professional qualification and IT based skills for getting promotions and growth of their career
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies & Research (BoS&R), Concerned Faculty and Academic Council -The programme has been designed in semester system mode (four semesters) 2.**Detailed Syllabi** Detailed scheme and syllabi are available on the university web-site (www.gjust.ac.in) and prospectus - Course Curricula has majority of the course contents of programme as being offered through conventional mode **3.Duration of Programme** -Duration of the Programmes is Two years and maximum duration is four years **4. Faculty and Support Staff** --A Regular faculty is appointed to run this programme -Supporting staff is also appointed to look after with the problems of the students, online admission helpline, examination related work, study material delivery, grievance redressal etc **5. Instructional Delivery Mechanism** - Self Instructional Material (SLM)

		developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and Online availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each semester the PCPs are organised for 10 days with 10 contact hours per course per semester -For each semester the PCPs are organised for 5 days 2 hours daily with 10 contact hours per course per semester for Practical courses -Online availability of Practical assignments questions **6. Student Support Services** -On line Admission Portal -On line fee portal for students - SMS alert facility for the students for information related to start of PCPs and term-end examinations, last date of submission of assignments and fees etc -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff. -Research Project Based Assessment -Online availability of Old Question Papers -Comprehensive viva-voceis conducted after Term End examination in the University -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** Our whole admission process is online **Eligibility** Bachelor's degree in any discipline **Fee structure** 18000/- Per Annum (fees is taken in two instalments in a year) **2. Curriculum Transaction** - Academic Calendar (PCP schedule, Synopsis/Research Project submission deadlines etc.) (Copy attached) **3. Evaluation**

		- Internal assessment is based on practical and the evaluation is done by expert in relevant fields - External term end evaluation. - Comprehensive viva-voce/practical examinations also conducted to know the outcome of learners
G.	**Requirement of the laboratory support and Library Resources**	-One Well-equipped Computer lab required with required licence softwares such as C, C++, DBMS, open source softwares for Java etc and latest version of MS Office with internet facility -On line e-library resources (accessibility of books and journals etc.)
H.	**Cost estimate of the programme and the provisions**	Cost estimated of programme is based on following components: 1. Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. remuneration rates are attached 2. PCP and related activities remuneration rates are attached 4. Examination and evaluation related activities remuneration rates attached 5. Internal assessment including assignment preparation and evaluation 6. Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert 7. Salary to Teaching and Non–Teaching Staff
	Quality assurance mechanism and expected programme outcomes	
	Quality assurance mechanism	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance functions. The list of members of Advisory Committee attached . -Updating of syllabus in view of market needs -Updating of syllabus in view of market needs -SLM as per the DEB Guidelines -PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts,

		conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.) -70:30 Weightage of external-internal assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling -Centre for Internal Quality Assurance(CIQA) will be constituted specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017)
	Expected Programme Outcomes	M.Sc. Computer science programme has been designed to prepare graduates for attaining the following program outcomes: 1. An ability to apply knowledge of mathematics, computing and domain knowledge to solve problems. 2. An ability to analyze real world/scientific problems and convert them to computable algorithms/solutions. 3. An ability to evaluate, analyze and use available technological solutions to design and implement the same. 4. An ability to devise and conduct experiments, interpret data and provide well informed conclusions. 5. An ability to identify modern computing and/or development tools and techniques and use them to develop solutions. 6. An ability to function professionally with ethical responsibility as an individual as well as in teams in projects. 7. An ability to communicate effectively, both written and oral. 8. An ability to engage in lifelong learning in the field of computer science. 9. An ability to design a system to meet desired needs within realistic constraints such as safety, security and applicability. An ability to understand the impact of system

		solutions in a contemporary, global, legal, economical, environmental, and societal context for sustainable development

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs.200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt.	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Daftri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

, Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candicate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana — Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad — Rs. 800/- per day.
(iii) Delhi and out side of Haryana State — As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/-per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/-per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129-65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+ T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	3000
8	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DR)
Guru Jambheshwar University of
Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs , GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

13/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar

2009

PROGRAMME PROJECT REPORT (PPR)

M.Sc. (Mathematics)

12/9/17

12/9/17

Chairperson
Department of Mathematics
Guru Jambheshwar University of
Science & Technology
HISAR - 125001

Programme Project Report (PPR) for M.Sc. (Mathematics)

Sr. No.	Contents	Details
A.	**Programme's Mission & Objective**	
	Mission	The M.Sc. (Mathematics) programme has been designed with the mission of university to excel in applications of Mathematics in Science and Engineering with essentiality of the subject for modern world.
	Objectives	1. To provide students with a broad understanding of mathematics encompassing logical reasoning, generalization, abstraction, and formal proof. 2. To enhance problem solving techniques and improves mental calculation and reasoning skills – all tools which can lead to life-long success. 3. To enable students to upgrade their expertise in the mathematical sciences either as a route to further study of mathematical sciences or to upgrade their quantitative skills in different areas such as the biological sciences and computational science etc. 4. To prepare a class of students, with deep and clear understanding of the subject, who can exhibit their knowledge of Mathematics as future teachers, researchers and professionals towards the advancement of the scientific world. 5. To meet the current and future demands on the system of education
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Updated curriculum as per UGC and requirement in job sectors -Competent and motivated faculty -Job oriented programme -cater the requirement of other disciplines and useful in interdisciplinary studies and research. Also providing a potential for pursuing research in Mathematical Sciences as well as in interdisciplinary areas of science, engineering and technology

		-Diversified areas of specialisation (Pure Mathematics, Applied Mathematics and Computing such as Mechanics of Solids, Fluid Dynamics, Theoretical Seismology, Analysis and Algebra etc.) -Analytical and innovative learning resources -Flexible learning environment -Rational Evaluation with constant Internal Assessment
C.	**Nature of prospective target group of learners**	- The eligibility graduates in B.A. (Hons.)/B.Sc. (Hons.) in Mathematics or B.A./B.Sc. with Mathematics as one of the subject, desirous of adding their professional skills and knowledge - Those who wish to upgrade their qualification and competence - Eligible working Professionals for gaining add on courses -Persons who can-not pursue higher education due to any reason - Affordable Fee structure - providing opportunities for higher education to a large segment of population especially disadvantaged groups living in remote and rural areas
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	-Course Curricula as Regular Academic Programme of the university in accordance with modern UGC curricula -Academic support from Parent Teaching Department -The programme prepares the students with Mathematical skills required to start their career in various functional areas of Mathematics such as teaching & research programme in public / private sectors, educational institutions, R&D wings of Industrial establishments towards the advancement of the scientific world.
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies (BoS), Faculty Council and Academic Council (copy attached) -The programme has been designed in semester system with four semesters during two years **2.Detailed Syllabi** Detailed syllabi are available on the

		university web-site (www.gjust.ac.in) - Course Curricula has similar components to a large extent with the syllabus being offered through regular Academic Programmes of the university **3.Duration of Programme** -Duration of the M.Sc. (Mathematics) Programme is Two years (Four semesters) and the maximum duration is four years **4. Faculty and Support Staff** -A course co-ordinator is appointed to run this programme -Supporting staff to deal with the problems of the students, help line for online admission, examination related work, study material delivery, grievance Redressal etc. (List attached) **5. Instructional Delivery Mechanism** -Self Instructional Material (SIM)/Self Learning Material (SLM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and Online availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each semester the PCPs are organised for 10 days with 10 contact hours per course per semester -Online availability of Practical assignments questions **6. Student Support Services** -Online Admission Portal -Online fee portal for students -SMS alert facility for the students for information related to PCPs, and Viva-voce etc. -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff -Online availability of Old Question Papers -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** Our whole admission process is online - **Eligibility** B.A. (Hons.)/B.Sc. (Hons.) in

		Mathematics or B.A./B.Sc. with Mathematics as one of the subject **Fee structure** 16000/- per year fees is taken in two instalments **2. Curriculum Transaction** - Academic Calendar (PCP schedule etc.) **3. Evaluation** - Internal assessment based on practical assignments is done by the approved panel of regular expert faculty of the Directorate and the parent teaching department (Department of Mathematics) - Term end evaluations are evaluated by the external expert teachers
G.	**Requirement of the laboratory support and Library Resources**	-One Well-Equipped Computer lab with latest version of MS Office and internet facility and required software for practical -Online e-library resources (accessibility of journals etc.) on University network
H.	**Cost estimate of the programme and the provisions**	Cost estimated of programme is based on following components: 1. Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. remuneration rates are attached 2. PCP and related activities remuneration rates are attached 4. Examination and evaluation related activities remuneration rates attached 5. Internal assessment including assignment preparation and evaluation 6. Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert 7. Salary to Teaching and Non–Teaching Staff
I.	**Quality assurance mechanism and expected programme outcomes**	
	Quality assurance mechanism	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance (Functions and List of members attached) -Updating of syllabus in view of requirement in job sectors -SLM as per the DEB Guidelines

		-PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.) -Rational Weightage of internal-external assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling -Centre for Internal Quality Assurance to be framed specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017
	Expected Programme Outcomes	M.Sc. (Mathematics) programme has been designed to prepare students for attaining the following program outcomes: 1. Ability to use acquired knowledge and skills and apply the methodology and techniques to real-life problems in both observational and designed studies 2. Develop analytical and computational skills and applying them to solve mathematical problems 3. Ability to create, analyze, and interpret mathematical concepts and models and to communicate sound arguments based on mathematical reasoning 4. Ability for pursuing research in basic sciences as well as in interdisciplinary areas of science, engineering and technology etc. 5. Able to serve as faculty/researchers in the public/private institutions/ universities/colleges and research organisations

Revd 12/09/17

12/9/17.

Chairperson
Department of Mathematics
Guru Jambheshwar University of
Science & Technology
HISAR - 125001

2145

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-In-Chief	(i) Rs. 4500/- lumpsum in case of one session/centre. (ii) Rs. 5500/- lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre) + Rs. 200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
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9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity)/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUSAT). This includes building rent/other charges
	Note :-	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

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4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

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Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce:	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
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5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i)	Haryana	Rs. 250/- per day.
(ii)	Chandigarh, Panchkula, Gurgaon & Faridabad	Rs. 800/- per day.
(iii)	Delhi and out side of Haryana State	As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/Supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/-per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar.

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6179 – 85 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Departments, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

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RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	4000
8	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) + Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DE)
Guru Jambheshwar University of Science & Tech. HISAR

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ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

Vice-Chancellor, GJUS&T, Hisar	Chairman
1. Dean, Academic Affairs , GJUS&T, Hisar	Member
2. Dean,(Colleges), GJUS&T, Hisar	Member
3. Registrar , GJUS&T, Hisar	Member
4. Director, HSB, GJUS&T, Hisar	Member
5. Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6. Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7. Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8. Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9. Director, Distance Education, GJUS&T, Hisar	Member
10. Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11. Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12. Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13. All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14. Head, UCIC, GJUS&T, Hisar	Member

17/09/17

Deputy Director (DE)
G.J.U. S &T., Hisar

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PROGRAMME PROJECT REPORT (PPR)

Post Graduate Diploma in Advertising and Public Relations (PGDA&PR)

Programme Project Report (PPR)

Post Graduate Diploma in Advertising and Public Relations (PGDA&PR)

Sr. No.	Content	Description
	Programme's Mission & Objective	
	Mission	The mission of Post Graduate Diploma in Advertising and Public Relations (PGDA&PR) Programme is in line with the mission of University to achieve excellence by introducing job oriented courses with a focus on holistic human development in the area of Public Relations and Advertising.
	Objectives	➢ To provide the exposure of communication functions, Advertising & Public Relations. ➢ To train students to become professional, broadcasters, graphics/artists, advertising & public relations practitioners. Who serve as liberally educated members of the institutions, communities and societies in which they live & work. ➢ To deliver skills for managing advertising businesses, by combining theoretical learning in the field of communication with the right blend of management education.
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	➢ Job Oriented Programme. ➢ Updated curriculum as per market trends. ➢ Diversified areas of media (Print Media, Electronic Media, Public Relations, Advertising, New media and Social Media). ➢ Quality training impart through interactive learning module. ➢ Competent and motivated faculty. ➢ Analytical and innovative learning resources. ➢ Interactive Pedagogy of teaching-learning. ➢ Flexible learning environment. ➢ Production Based learning. ➢ Rational Evaluation with constant Internal Assessment.
C.	**Nature of prospective target group of learners**	➢ Qualified graduates in any stream from any recognized University who wish to see their career in Advertising & Public Relations practitioners. ➢ Professionals who want to enhance their professional qualification and skills for

			getting promotions and growth of their career. ➢ Persons who cannot pursue graduation due to any reason. ➢ Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines. ➢ Persons who are not able to pay higher fees in regular mode (Affordable Fee structure). ➢ Home makers who want to acquire professional diploma certificate. ➢ Young entrepreneurs who wish to acquire managerial skills through media. ➢ University Employee by providing special fee concession according to their grade pay.
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**		➢ Mass Communication Programme is being offered in parent teaching department i.e. Communication Management and Technology (CMT) in conventional mode. ➢ Academic support from Parent Teaching Department. ➢ The programme develops students' special skills in to pursue their career goal in varied worlds of marketing, advertising, PR and media. ➢ The programme enhances skills for starting production house, Advertising & Public Relations consultancies, creative boutique, media house etc.
	Instructional Design		
	a)	**Curriculum Design**	➢ Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies& Research (BoS&R), Concerned Faculty and Academic Council. ➢ The programme has been designed in annual system mode.
	b)	**Detailed syllabi**	➢ Detailed scheme and syllabi are available on the University website site (www.gjust.ac.in) and the distance education prospectus. ➢ Course Curricula has majority of the course contents of programme as being offered through conventional mode.
	c)	**Duration of programme**	Minimum duration of the P.G. Diploma in Advertising and Public Relations (PGDA&PR) Programme is one year and the maximum duration is three years.

	d)	**Faculty and support staff requirement**	➢ A full time faculty is appointed to run this programme. ➢ Supporting staff look after with the problems of the students, online admission helpline, examination related work, study material delivery, grievance redressal etc.
	e)	**Instructional delivery mechanism**	➢ Self-Instructional Material (SIM) developed by expert faculty. ➢ Regular Updating of Study Material in SIM format. ➢ Printed and online availability of Study Material. ➢ Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner. ➢ The PCPs are organised for 15 days with 15 contact hours per course per Year. ➢ Online availability of internal assignments questions.
	f)	**Identification of media print, audio or video, online, computer aided**	➢ Audio video lecture is in under process. Soft copy of the developed study material is available on the university website. ➢ Well-equipped Computer Lab is exclusively available in Distance Education for download the e-books, journal for the students of Directorate Education.
	g)	**Student support service systems**	➢ Online Admission Portal. ➢ Online fee portal for students. ➢ SMS alert facility for the students regarding dissemination of information relating to conduct of PCPs and Production file submission deadlines etc. ➢ Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff. ➢ Online availability of Internal Assignments with Guidelines. ➢ Online availability of Old Question Papers. ➢ Student Help Desk.
	Procedure for admissions, Curriculum transaction and evaluation		
	a)	**Procedure for admissions**	

	i)	**Admission policy for the programme**	Admission is based on filling online Admission Form. The procedure of filling the online application form is a four step procedure, i.e. ➢ Candidate Registration. ➢ Payment option through Net Banking, Debit card or Credit card. ➢ Filling of application form. ➢ Uploading required scanned documents.
	ii)	**Minimum eligibility**	Qualified graduates in any stream from any recognized University.
	iii)	**Fee structure**	Rs. 10,000 /- per annum (taken in two instalments in a year)
	b)	**Curriculum transaction**	Academic Calendar (PCP schedule, Assignment submission deadlines etc.)
	c)	**Evaluation**	➢ Internal assessment is based on practical and the evaluation is done by expert in relevant fields ➢ External term end evaluation.
G.	**Requirement of the laboratory support and Library Resources**		➢ One Well-equipped Computer Lab required with licence software's such as Photoshop, CorelDraw, PageMaker, QuarkXPress, Final Cut Pro, SPSS, Tableau etc. and latest version of MS Office with internet facility ➢ Online e-library resources (accessibility of books and journals etc.
H.	**Cost estimate of the programme and the provisions**		Cost estimated of programme is based on following components: ➢ Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. remuneration rates are attached. ➢ PCP and related activities remuneration rates are attached. ➢ Examination and evaluation related activities remuneration rates attached. ➢ Internal assessment including assignment preparation and evaluation. ➢ Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert. ➢ Salary to Teaching and Non–Teaching Staff.

I.	**Quality assurance mechanism and expected programme outcomes**		
	a)	**Quality assurance mechanism**	Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance functions. The list of members of Advisory Committee attached. ➢ Updating of syllabus in view of market needs. ➢ SLM as per the DEB Guidelines. ➢ PCPs as per the DEB Guidelines. ➢ Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.). ➢ 70:30 Weightage of external-internal assessment. ➢ Internal assessment by expert faculty. ➢ Online submission and assessment of assignments under process. ➢ Student Counselling. ➢ Centre for Internal Quality Assurance (CIQA) will be constituted specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017).
	b)	**Expected programme outcomes**	Post Graduate Diploma in Advertising and Public Relations programme (PGDA&PR) has been designed to prepare graduates for attaining the following program outcomes: ➢ Students will be skilled to work in diverse advertising and public relations roles that transcend into the digital and social media space. ➢ Students will learn to write, edit and design advertisement, ad campaign, press release, press note, PR campaign, house journal, annual report, radio jingles, print and web advertisements, produce corporate films and documentaries, develop blogs, post tweets, make Facebook posts, create YouTube videos, etc. ➢ Student will explore strategic, operational and psychological aspects of Advertising, Public Relations (PR), Branding, Consumer Behaviour and Campaign Planning. ➢ Students will Identify and administer various

			media platform to communicate with diverse audiences about a wide range of topics. ➢ Students will be learn to work on the various software used in the Advertising & PR industry such as QuarkXPress, Final Cut Pro, Corel draw and Adobe Photoshop.

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs.200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt.	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Daftri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana — Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad — Rs. 800/- per day.
(iii) Delhi and out side of Haryana State — As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/-per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stabons of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superntendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129-65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+ T.A. as per University Rules
4.	Clerk/Asstt. during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	3000
8.	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DH)
Guru Jambheshwar University of Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs ; GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar., GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

13/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar

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PROGRAMME PROJECT REPORT (PPR)

Post Graduate Diploma in Bakery Science & Technology (PGDBST)

Project Report (PPR) for Post Graduate Diploma in Bakery Science & Technology (PGDBST)

Sr. No.	Contents	Description
	Programme's Mission & Objective	
	Mission	To develop highly skilled human resources through quality training to cater the need of bakery industry
	Learning Objectives	1.To impart knowledge and skills in different functional areas of baking science and technology 2. To prepare graduates for acquiring competence in bakery operations 4. To develop entrepreneurial skill among young professional 5. To develop innovative and analytical thinking in young professionals
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Industry oriented modular course curriculum -Updated curriculum as per market needs -Competent and motivated faculty -Vast Clientele Base of science and graduates -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -Rational Evaluation with constant Internal Assessment
C.	**Nature of prospective target group of learners**	-Qualified graduates in any field aiming to improve their understanding in the area of baking science and technology -Working Professionals for enhancing their fundamental knowledge and career opportunity -Home makers who want to acquire professional diploma certificate -Young entrepreneurs who wish to acquire baking science and technology skills
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode or acquire specific skills and competence**	-UG and PG Programmes are being offered in the Department of Food Technology in regular mode -Academic support from Parent Teaching Department -The programme prepares the students with skills required to start their career in various functional areas of Bakery Science and Technology. -The programme enhances entrepreneurial

		skills for starting business, family business or small scale venture in the remunerative field of baking and confectionary. -The programme is suitable for the working professionals who want to enhance their professional qualification and skills for getting promotions and growth of their career
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies& Research (BoS&R), Concerned Faculty and Academic Council -The programme has been designed in semester system mode (Two semesters) 2.**Detailed Syllabi** Detailed scheme and syllabi are available on the university web-site (www.gjust.ac.in) and prospectus -Course Curricula has majority of the course contents of programme as being offered through conventional mode **3.Duration of Programme** -Duration of the Programme is one year and maximum duration is three years **4. Faculty and Support Staff** -Supporting staff is appointed to look after with the problems of the students, online admission helpline, examination related work, study material delivery, grievance redressal etc. **5. Instructional Delivery Mechanism** -Self Instructional Material (SLM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and Online availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each semester the PCPs are organised for 10 days with 10 contact hours per course per semester - For each semester the PCPs are organised for 5 days 2 hours daily with 10 contact hours per course per semester for Practical courses -Online availability of Practical assignments questions

		6. Student Support Services -Online Admission Portal -Online fee portal for students -SMS alert facility for the students for information related to start of PCPs and term-end examinations, last date of submission of assignments and fees etc -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff -Research Project Based Assessment -Online availability of Old Question Papers -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** Our whole admission process is online - **Eligibility** Bachelor degree in any discipline from a recognized university. **Fee structure** 18000/-fees is taken in two instalments **2. Curriculum Transaction** - Academic Calendar (PCP schedule, Synopsis/Research Project submission deadlines etc.) (Copy attached) **3. Evaluation** - Internal assessment is based on practical and the evaluation is done by expert in relevant fields - External term end evaluation. - Comprehensiveviva-voce/practical examinations also conducted to know the outcome of learners
G.	**Requirement of the laboratory support and Library Resources**	-One well-equipped baking laboratory is required for hands on training of the students on various practical aspects of baking science and technology -On line e-library resources (accessibility of books and journals etc.)
H.	**Cost estimate of the programme and the provisions**	Cost estimated of programme is based on following components: 1. Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. remuneration rates are attached 2. PCP and related activities remuneration

		rates are attached 4. Examination and evaluation related activities remuneration rates attached 5. Internal assessment including assignment preparation and evaluation 6. Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert 7. Salary to Teaching and Non–Teaching Staff
	Quality assurance mechanism and expected programme outcomes	
	Quality assurance mechanism	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance functions. The list of members of Advisory Committee attached. -Updating of syllabus in view of market needs -Updating of syllabus in view of market needs -SLM as per the DEB Guidelines -PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.) -70:30 Weightage of external-internal assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling -Centre for Internal Quality Assurance(CIQA) will be constituted specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017)
	Expected Programme Outcomes	PGDBST programme has been designed to prepare graduates for attaining the following program outcomes: 1. Ability to understand basic principles of baking science and technology. 2. Understand, identify and analyze problems related to bakery industry. 3. Ability to find appropriate solutions to

		the common shop floor problems of bakery industry. 4. Ability to formulate, design and develop new formulations to meet the nutritional needs of consumers. 5. Ability to understand professional, legal, security and social issues. 6. Use appropriate techniques, skills, and modern tools in baking industry and academic profession. 7. An ability to function professionally with ethical responsibility as an individual as well as in teams in a project.

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

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9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

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(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

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3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana — Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad — Rs. 800/- per day.
(iii) Delhi and out side of Haryana State — As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

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(C) Local conveyance charges for Centre Superintendent and other invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/-per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129 - 65 Dated: 18.11.2013

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

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2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

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RATES OF REMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
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11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
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13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DH)
Guru Jambheshwar University of
Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs , GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

13/09/17

Deputy Director (DB)
G.J.U. S & T., Hisar

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PROGRAMME PROJECT REPORT (PPR)

Post Graduate Diploma in Computer Applications

(PGDCA)

Project Report (PPR) for Post Graduate Diploma in Computer Applications (PGDCA)

Sr. No.	Contents	Description
	Programme's Mission & Objective	
	Mission	The Post Graduate Diploma in Computer Applications (PGDCA) programme is in sync with the mission of institution to achieve excellence through blended learning mode and promoting quality of life through striking linkage with IT industries and professional bodies such as IEEE, CSI.
	Learning Objectives	1.To impart knowledge and skills in different functional areas of IT 2. To prepare graduates for acquiring competence in software development 3. To train human resources for Computer education and research 4. To develop specific add on skills among working IT professionals 5. To create and nurture entrepreneurial acumen among young graduates 6. To promote innovative and analytical thinking
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Industry oriented modular course curriculum -Updated curriculum as per market needs -Competent and motivated faculty -Vast Clientele Base of science, engineering, computers, commerce, economics graduates -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -one semester duration Project in industry -Rational Evaluation with constant Internal Assessment
C.	**Nature of prospective target group of learners**	-Qualified graduates in any field desirous of adding their software development skills and knowledge -Working Professionals for gaining add on courses -Persons who cannot pursue higher education due to any reason -Persons who are not able to pay higher fees in regular mode (Affordable Fee structure) -Home makers who want to enhance their career in IT and related areas -Young entrepreneurs who wish to acquire

		managerial skills through IT - Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines -Regular Students of Institution by providing special fee Concession -University Employee by providing special fee Concession according to their grade pay
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	-MCA Programme is being offered in parent teaching Department i.e Department of Computer Science and Engineering in conventional mode -Academic support from Parent Teaching Department -The programme prepares the students with skills required to start their career in various functional areas of IT including software development, software testing, analytics etc. -The programme enhances entrepreneurial skills for starting business, family business or small scale venture through IT -The programme is suitable for the young graduates or technical graduates and working professionals who want to add their professional qualification and IT based skills for getting promotions and growth of their career
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies & Research (BoS&R), Concerned Faculty and Academic Council -The programme has been designed in semester system mode (Two semesters) 2.**Detailed Syllabi** Detailed scheme and syllabi are available on the university web-site (www.gjust.ac.in) and prospectus -Course Curricula has majority of the course contents of programme as being offered through conventional mode **3.Duration of Programme** -Duration of the Programme is one year and maximum duration is three years **4. Faculty and Support Staff** -A Regular faculty is appointed to run this programme -Supporting staff is also appointed to look after with the problems of the students,

		online admission helpline, examination related work, study material delivery, grievance redressal etc. **5. Instructional Delivery Mechanism** -Self Instructional Material (SLM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and Online availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each semester the PCPs are organised for 10 days with 10 contact hours per course per semester - For each semester the PCPs are organised for 5 days 2 hours daily with 10 contact hours per course per semester for Practical courses -Online availability of Practical assignments questions **6. Student Support Services** -Online Admission Portal -Online fee portal for students -SMS alert facility for the students for information related to start of PCPs and term-end examinations, last date of submission of assignments and fees etc -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff -Research Project Based Assessment -Online availability of Old Question Papers -Comprehensive viva-voceis conducted after Term End examination in the University -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** Our whole admission process is online - **Eligibility** Bachelor degree in any discipline from a recognized university. **Fee structure** 18000/-fees is taken in two instalments **2. Curriculum Transaction** - Academic Calendar (PCP schedule, Synopsis/Research Project

		submission deadlines etc.) (Copy attached) **3. Evaluation** - Internal assessment is based on practical and the evaluation is done by expert in relevant fields - External term end evaluation. - Comprehensive viva-voce/practical examinations also conducted to know the outcome of learners
G.	**Requirement of the laboratory support and Library Resources**	-One Well-equipped Computer lab required with required licence softwares such as C, C++, DBMS, open source softwares for Java etc and latest version of MS Office with internet facility -On line e-library resources (accessibility of books and journals etc.)
H.	**Cost estimate of the programme and the provisions**	Cost estimated of programme is based on following components: 1. Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. remuneration rates are attached 2. PCP and related activities remuneration rates are attached 4. Examination and evaluation related activities remuneration rates attached 5. Internal assessment including assignment preparation and evaluation 6. Miscellaneous cost like advertising on FM radio broadcast, newspapers and SMS alert 7. Salary to Teaching and Non–Teaching Staff
	Quality assurance mechanism and expected programme outcomes	
	Quality assurance mechanism	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance functions. The list of members of Advisory Committee attached . -Updating of syllabus in view of market needs -Updating of syllabus in view of market needs -SLM as per the DEB Guidelines

		-PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.) -70:30 Weightage of external-internal assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling -Centre for Internal Quality Assurance(CIQA) will be constituted specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017)
	Expected Programme Outcomes	PGDCA programme has been designed to prepare graduates for attaining the following program outcomes: 1. An ability to apply knowledge of mathematics, computing and domain knowledge to solve problems. 2. An ability to analyze real world/scientific problems and convert them to computable algorithms/solutions. 3. An ability to evaluate, analyze and use available technological solutions to design and implement the same. 4. An ability to devise and conduct experiments, interpret data and provide well informed conclusions. 5. An ability to identify modern computing and/or development tools and techniques and use them to develop solutions. 6. An ability to function professionally with ethical responsibility as an individual as well as in teams in projects. 7. An ability to communicate effectively, both written and oral. 8. An ability to engage in lifelong learning in the field of computer science. 9. An ability to design a system to meet desired needs within realistic constraints such as safety, security

		and applicability. An ability to understand the impact of system solutions in a contemporary, global, legal, economical, environmental, and societal context for sustainable development

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs.200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt.	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Daftri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt. Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

, Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i) Haryana Rs. 250/- per day.
(ii) Chandigarh, Panchkula, Gurgaon & Faridabad Rs. 800/- per day.
(iii) Delhi and out side of Haryana State As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129-65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	3000
8.	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) – Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DH)
Guru Jambheshwar University of
Science & Tech. HISAR

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ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs , GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Sanoj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

13/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar



PROGRAMME PROJECT REPORT (PPR)

Post Graduate Diploma in Counselling and Behavior Modification (PGDCBM)

Programme Project Report (PPR)

PGDCBM

Sr. No.	Contents	Description
A	**Programme's Mission & Objective** **Mission:**	The Post Graduate diploma in Counselling and Behavior Modification (PGDCBM) programme is necessary to run keeping in view the drastic technological and societal changes happening in the society as well as it is in accordance with mission of the university to achieve excellence by innovations and promoting mental health and quality of life of people by introducing courses which will produce the quality and competent professionals in counselling fraternity to deal with the problems of all kinds in day to day life.
	Objectives	1. To impart knowledge and skills in understanding abnormality and psychopathology 2. To prepare young graduates for dealing with the demands of present time to make life more progressive 3. To train human resources to handle the clients problems from various psychological disorders. 4. To develop specific skills among students which may be instrumental in dealing with client problem 5. To develop entrepreneurial attitude among young graduates 6. To promote innovative strategies to inculcate the effective coping mechanism among students 7. To inculcate the knowledge, personal attitudes and skills to provide effective counselling services to clients diverse in age, gender and socioeconomic status. 8. Strong Identity as professional counsellor with a commitment to professional duties and possession of effective Counselling skills. 9. To develop skills to primarily intervene diverse population and preventative services using individual as well as small and large group interventions to differently ambled children. 10. To develop the ability to go beyond individual services and lead teams of teaching professionals developing and providing a comprehensive set of services as needed by the client population. 11. To acquire the skills helpful in career vision, planning and to provide counselling and skills training to facilitate decision-making and to work with developmental life transitions. 12. To inculcate knowledge and skills to use, technology resources in professional practice and to understand the application of ethical practice to use of assessment and psychotherapeutic skills in counselling process.
B	**Relevance of the**	-Counselling skills oriented modular course curriculum

	programme with Higher Educational Institution's (HEI's) Mission & Goals	-Updated curriculum as per recent developments in counselling field. -Competent and motivated faculty -Job oriented programme likely to enhance employability -Vast Clientele due to poor coping among students, children and ineffective parenting. -Diversified areas of specialisation (Career, Sports, Research, Marketing, Defense, Hospitals and so on) -Interactive Pedagogy of teaching-learning -Flexible learning environment -Rational Evaluation with constant Internal Assessment
C	**Nature of prospective target group of learners**	-Qualified graduates in any field desirous of adding their counselling skills and knowledge -Working Professionals for gaining add on courses -People who can-not afford to pursue higher education in regular mode due to any reason -Post Metric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines -Affordable Fee structure for people having financial constraints -Home makers who want to enrich their career as counselling field and related areas -Budding psychologist and graduates who wish to acquire therapeutic skills
D	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	-Course Curricula as Regular Academic Programme of the university in accordance with modern UGC curricula -Academic support from Parent Teaching Department -The programme equips the students with counselling skills required to start their career in various fields such as career counselling, sports counselling, family related issues, health care, marital issues, mental and behavioural disorders of neurotic spectrum. -The programme inculcates counselling and communication skills for starting own practice in the field of counselling -The programme is suitable for the young graduates in psychology or other disciplines who want to enhance their professional qualification and counselling skills for better job prospects
E	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies (BOS), Faculty Council and Academic Council (copy attached) -The programme has been designed in annual mode having one year **2.Detailed Syllabi** Detailed syllabi are available on the university web-site - Course Curricula has most of the components the syllabus of being offered through regular Academic Programmes of the

		university **3.Duration of Programme** -Duration of the PGDCBM Programmes is one year and the maximum duration is two years **4. Faculty and Support Staff** -A permanent faculty and course co-ordinator is appointed to run this programme -Supporting staff to deal with the problems of the students, on line admission help line, , examination related work, study material delivery, grievance Redressal etc. (List attached) **5. Instructional Delivery Mechanism** -Self Instructional Martial (SLM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and On line availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -PCPs are organised for 15 days with 15 contact hours per course per semester -On line availability of Practical assignments questions **6. Student Support Services** -On line Admission Portal -On line fee portal for students -SMS alert facility for the students for information related to PCPs etc. -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff - Assessment -Online availability of Old Question Papers -Student Help Desk
F	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** - Eligibility and fee structure etc.(Prospectus copy attached) **2. Curriculum Transaction** - Academic Calendar (PCP schedule) **3. Evaluation** - Internal assessment based on practical assignments is done by the approved panel of regular expert faculty of the Directorate and the parent teaching department i.e. Applied Psychology - Term end evaluation is evaluated by the approved panel of expert teachers.
G	**Requirement of the laboratory support and Library Resources**	-One Well-equipped Computer required with latest version of MS Office with internet facility -On line e-library resources (accessibility of journals etc.)

H	**Cost estimate of the programme and the provisions**	Cost estimated of programme is based on following components: 1. Study material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. Remuneration rates attached. 2. PCP and related activities remuneration rates attached. 3. Examination and evaluation related activities remuneration rates attached. 4. Internal assessment including assignment preparation and evaluation. 5. Miscellaneous Costs like advertising, FM radio broadcast, SMS alert etc. 6. Salary to Teaching and non-teaching staff
I	a) **Quality assurance mechanism**	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance (Functions and List of members attached) -Updating of syllabus in view of market needs -SLM as per the DEB Guidelines -PCPs as per the DEB Guidelines -Full Proof Examination System (Preparation of question papers by experts, term End Examinations, Rational Evaluation etc.) -30:70 weightage of internal-external assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling -Centre for Internal Quality Assurance to be framed specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations, 2017
	b) **Expected programme outcomes**	This diploma programme caters the needs of various fields organization, mental health, education and counselling services to needy people. The diploma will groom the students in counselling skills to impart effective counselling help to the clients and organizations. It will cultivate the required qualities/characteristics to become a successful counsellor in the field of mental health. This is instrumental in developing professional skills to help individuals and groups to handle commonly occurring client problems. It acquaints the learner with the ethical issues in counselling relationship and issues related to certification and other professional affiliations. It will transform a person in a professional who is well worse and competent in counselling skills and an able counsellor to

		promote the positive personality growth of people and growth of nation as well.

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Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

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1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
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9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note :-	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book).	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
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4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.300/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(E) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs. 100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules, No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(I) Haryana — Rs. 250/- per day.
(II) Chandigarh, Panchkula, Gurgaon & Faridabad — Rs. 800/- per day.
(III) Delhi and out side of Haryana State — As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/-per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129-65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

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RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

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11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DE)
Guru Jambheshwar University of Science & Tech. HISAR

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ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	Chairman
1.	Dean, Academic Affairs , GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

17/09/17

Deputy Director (DE)
G.J.U. S &T., Hisar



PROGRAMME PROJECT REPORT (PPR)

Post Graduate Diploma in Environmental Management (PGDEM)

Project Report (PPR) on P. G. Diploma in Environmental Management

Sr. No.	Contents	Details
1.	**Programme's Mission & Objective** **Mission:**	The PGDEM programme is in sync with the mission of university to achieve excellence by innovations and promoting quality of life through striking purposeful linkage with industry and professional bodies. By starting this PGDEM programme University will be able to provide the much needed purposeful technical education in the field of environment science and thereby development of well equipped and efficient and competent human resource. This PGDEM programme will further address following points: - Adverse impacts of pollution and ecological degradation through proper environmental management, industry and other professional bodies of national and international cooperation. - Job opportunities will be enormous for such a competent PGDEM graduates. - Delivery capacity of environmental professionals/other professionals will be increased by this programme and they will be well equipped to face the challenges in their stream of work. - This programme will develop the much needed manpower in every sections of the society whether it may be educational, industrial, agriculture, defence services, government offices, NGO's, media, judiciary etc. Thereby, this programme will be helpful in propagating and strengthening the GJUS&T mission and goals of introducing innovative job oriented courses, employing competent and motivated faculty as well as human resources, developing state-of-the-art infrastructure, striking purposeful linkages with industry and professional bodies.

	Objective:	Initiating this PGDEM will be in line with one of the objectives of the university enshrined in its preamble that is to facilitate and promote studies and research in the field of Environmental Studies and Non-Conventional sources. 1. To impart knowledge and skills in different functional areas of environmental science. 2. Imparting globally competitive education and comprehensive knowledge particularly in the field of environmental management. 3. Developing competent and motivated human resource in the field of environmental science. 4. Providing state-of-the-art education to people of various sections of the society about various aspects of environmental problems/issues and their management. 5. Increase understanding on key issues related to environmental sciences like environmental pollution, pollution control and management, energy as well as disaster management national as well as International environmental law and policies etc. 6. Overall holistic development of learners. 7. Prepare well informed manpower in various sections of society whether it be industry, educational, agriculture, defence, media etc. thereby promoting symbiotic relationship.
2.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	Industry oriented modular course curriculum Updated curriculum as per market trends Competent and motivated faculty Job oriented programme Vast Clientele Base of engineering, computers, commerce, economics graduates Diversified areas of specialisation (Production, Finance, Marketing, IB, IT and HRM) Analytical and innovative learning resources Interactive Pedagogy of teaching-learning Flexible learning environment Project Based learning Rational Evaluation with constant Internal Assessment
3.	**Nature of prospective target group of learners**	Target group will primarily be the people from every sections of the society whether it

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		may be educational, industrial, agriculture, defence services, government offices, NGO's, media, judiciary etc. - Qualified graduates in any field as mentioned above desirous of adding their environment management skills and knowledge about different functional areas of environmental science. - Working professionals for gaining add on courses related to environmental management - Persons who can-not pursue higher education due to any reason - Post matric scholarship (PMS) for SC students of Haryana as per the Government Guidelines - Persons who are not able to pay higher fees in regular mode (Affordable Fee structure) - Home makers who want to enhance their career in environmental management and related areas - Young entrepreneurs who wish to acquire environment management skills and knowledge about different functional areas of environmental science. - Small and family business owners
4.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	This course takes a multidisciplinary approach to current issues of global environmental concern. It is relevant to those who are concerned with the management of resources and the making and implementation of policies that have an environmental impact at local, national and international levels. The program is geared to enable learners to: - Quickly develop skills, improve competency, and build expertise in the subject area - Gain broad-based understanding of law and business environment and their interconnection - Appraise and appreciate strategic implications of local and global changes/ developments in each and every section of the society - Gain domain-specific knowledge and develop globally-relevant skills for academic and professional enhancement - Combine theoretical knowledge and

12.9.17

		practical expertise-qualities highly valued in contemporary global multicultural working environments - Explore career opportunities in private/ public sector organizations and government departments in industries including financial services, insurance, infrastructure, banking, IT &, consumer markets, education & training, healthcare, media & entertainment, manufacturing, and retail in a range of roles involving legal and business functions. - Academic support from Parent Teaching Department
5.	**Outcomes of the programme**	- The programme prepares the students with environmental management skills required to start their career in various functional areas of environmental management and environment science such as natural resource conservation and management, environment pollution, pollution control and management, energy and disaster management, environment awareness and legislation - This programme will also enhance the entrepreneurial skills in different areas of environment management.
	Instructional Design	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies (BoS), Faculty Council and Academic Council (copy attached) -The programme has been designed in semester system with four semesters during two years 2.**Detailed Syllabi** Detailed syllabi are available on the

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Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-In-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre) +Rs. 200/- Mobile charges.
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6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Daftri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 100/- per day.
9	Clerk with Supdt.-In-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-In-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUSAT). This includes building rent/other charges
	Note :-	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation or Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs. 500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(E) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs 500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs. 100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(I)	Haryana	Rs. 250/- per day.
(II)	Chandigarh, Panchkula, Gurgaon & Faridabad	Rs. 800/- per day.
(III)	Delhi and out side of Haryana State	As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stations of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar.

Controller of Examinations

Dated: 18.11.2013

Endst. No. Conduct/13/ 6129-65 Dated: 18.11.2013

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Assistant Registrar(Conduct)
For Controller of Examinations

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17/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar

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PROGRAMME PROJECT REPORT (PPR)

P.G. Diploma in Industrial Safety Management (PGDISM)

Programme Project Report (PPR)

PGDISM

Sr. No.	Contents	Description
	Programme's Mission & Objectives **Mission**	The PGDISM programme has been designed in line with the mission of the university which focuses on the student community to imbue them with passion for knowledge and creativity and to promote sustainable growth in academic resources, student placements, and holistic human development with a strong conviction for professional ethical, social and environmental issues.
	Objectives	1.To impart knowledge, skills and practical exposure to the young graduates from any discipline in emerging areas of environmental management and industrial safety 2. To prepare learners by skilling them with desired competence required to work as industrial safety professionals, EMS certifiers, pollution certifiers, environmental laws, safety legislations, quality control professionals and professionals required in related areas in industries, organisations and business houses 3. To equip the students with environmental acumen by enhancing their knowledge related to safety concerns in industrial organisations 4. To develop and strengthen theoretical, practical and applied knowledge base of industrial safety including and environmental laws 5. To promote job oriented approach among young graduates and post graduates 6. To enable the learners about the latest trends in industrial safety standards and environmental legislations
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Latest and updated modular course curriculum -Updated curriculum as per market trends -Competent and motivated faculty -Job oriented programme -Vast Clientele Base students in any discipline of study particularly including

		environmental science, arts, commerce, management and economics etc. -Specially designed for working professionals, engineers, quality control professionals and environmental law professionals -Diversified and specialised course structure catering to the needs of industry -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -Rational Evaluation with constant Internal Assessment
C.	**Nature of prospective target group of learners**	-Graduate or post graduate students from any stream desirous of adding their knowledge and skills to works as safety professionals in industrial organisations -Working Professionals and engineers/supervisors/quality control people/managerial level professionals who want to enhance their knowledge and skills for working as safety professionals in industrial concerns -Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines -Persons who are not able to pay higher fees in regular mode (Affordable Fee structure)
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	- PG and Ph.D. programmes in Environment Science and Technology are being offered in the Department of Environment Science & Engineering -Well-designed curricula suiting to the needs of the industry -Multi-disciplinary course structure blended with environmental studies, law and management -Academic support including development of study material, PCPs and syllabus design from Parent Teaching Departments related to management and environmental science -The programme prepares the students with specific knowledge and focused skills required to work as safety professionals -The programme is suitable for the young graduates in any discipline and working professionals who want to add their professional and academic qualifications in

		teaching, consultancy and in industrial safety and
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies (BoS), concerned Faculty and Academic Council -The programme has been designed in annual system with one year duration 2.**Detailed Syllabi** -Detailed scheme and syllabi are available on the university web-site (www.gjust.ac.in) – **3.Duration of Programme** -Duration of the PGDISM Programmes is one year and the maximum duration is three years **4. Faculty and Support Staff** - Regular faculty is looking after the programme as course co-ordinator -Supporting staff looks after the problems of the students, on line admission help line, examination related work, study material delivery, grievance Redressal etc. **5. Instructional Delivery Mechanism** -Self Instructional Martial (SIM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and On line availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each year the PCPs are organised for 15 days with 15 contact hours per course per Year -On line availability of Practical assignments questions **6. Student Support Services** -On line Admission Portal -On line fee portal for students -SMS alert facility for the students for information related to PCPs, Dissertation Deadlines and Viva-voce etc. -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff

		- Practical Questions Based Assignments -Online availability of Old Question Papers -Dissertation on field Work is a mandatory component of course curriculum of PGDISM based on which a dissertation is prepared after taking hands on experience by the students in any industry/organisation for 6-8 weeks as per the Guidelines -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** - On line Admissions - **Eligibility:** Bachelor degree in any discipline from a recognized university - **Fee structure** : Rs. 10000/- **2. Curriculum Transaction** - Academic Calendar (PCP schedule, Assignments submission deadlines etc.) (Copy attached) **3. Evaluation** - Internal assessment based on practical assignments is done by the approved panel of regular expert faculty of the Directorate and the parent teaching department - Term end evaluation and Dissertations are evaluated by the expert teachers. - Dissertation on Field Work is a course related to industry interaction to know the actual outcome of learners by taking hands on experience from any industry/organisation in any area of industrial safety - Evaluation is based on Dissertation carried out mandatorily by every student.
F.	**Requirement of the laboratory support** **Library Resources**	- One Well-equipped Computer lab with latest version of MS Office and internet facility -On line e-library resources namely INFLIBNET -Accessibility of books and journals etc.
G.	**Cost estimate of the programme and the provisions**	Cost estimates of programme is based on following components: 1. Study Material development and delivery

		such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. (remuneration rates are attached) 2. PCP and related activities (remuneration rates are attached) 4. Examination and evaluation related activities (remuneration rates attached) 5. Internal assessment including assignment preparation and evaluation 6. Miscellaneous costs like advertising on FM radio broadcast, newspapers and SMS alert 7. Salary to Teaching and Non–Teaching Staff
I.	**Quality Assurance Mechanism**	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance (Functions and List of members attached) -Updating of syllabus in view of market needs -SIM as per the DEB Guidelines -PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.) -30:70 weightage of internal-external assessment - Internal assessment by expert faculty -Online submission and assessment of assignments under process -Student Counselling - Centre for Internal Quality Assurance (CIQA) to be framed specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations), 2017
	Expected Programme Outcome	This post graduate diploma programme is a focused programme which produces a qualified pool professional human resources equipped with knowledge and skills required in industrial safety, environmental laws, EMS, quality control, pollution certifiers, higher education and research institutions.

Guru Jambheshwar University of Science . & Technology, Hisar

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5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

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In addition to above the following Hotel Charges have also been Approved:

(i) Haryana Rs. 250/- per day.
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In addition to above the following rate of remuneration have also been approved :-

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(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/- per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 8129-65 Dated: 18.11.2013

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10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DB)
Guru Jambheshwar University of
Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs, GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar, GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators; DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

13/09/17

Deputy Director (DB)
G.J.U. S & T., Hisar

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PROGRAMME PROJECT REPORT (PPR)

P.G. Diploma in Taxation (PGDT)

Programme Project Report (PPR)

P.G.D.T.

Sr. No.	Contents	Description
	Programme's Mission & Objective **Mission:**	The PGDT programme has been designed in line with the mission of the university to promote innovative and job oriented courses for ensuring holistic human development with a strong conviction for professional and ethical standards.
	Objectives:	1.To impart knowledge, skills and practical exposure to the young graduates from any discipline in emerging areas of corporate taxation, GST and Direct Tax Laws 2. To prepare learners by skilling them with desired competence required to work as tax consultants, tax professionals and independent financial advisers (self-employed and corporate both) 3. To equip the students with latest changes in the tax regime 4. To develop and strengthen theoretical, practical and applied knowledge base of Tax laws in Indian context 5. To promote job oriented approach among young graduates and post graduates
B.	**Relevance of the programme with Higher Educational Institution's (HEI's) Mission & Goals**	-Latest and updated modular course curriculum -Updated curriculum as per market trends in including GST -Competent and motivated faculty -Job oriented programme -Vast Clientele Base of students in any discipline of study particularly commerce, management and economics -Specially designed for working professionals, finance professionals and tax law professionals -Diversified and specialised course structure catering to the needs of industry -Analytical and innovative learning resources -Interactive Pedagogy of teaching-learning -Flexible learning environment -Rational Evaluation with constant Internal Assessment

C.	**Nature of prospective target group of learners**	-Graduate or post graduate students from any stream desirous of adding their knowledge and skills to work as tax professionals in public, private and government organisations. -Working Professionals and managerial level professionals who want to enhance their knowledge and skills for working as tax consultants -Post Matric Scholarship (PMS) for SC students of Haryana as per the Government Guidelines -Persons who are not able to pay higher fees in regular mode (Affordable Fee structure)
D.	**Appropriateness of programme to be conducted in Open and Distance Learning mode of acquire specific skills and competence**	- PG Programme related to commerce is being offered in the parent Department i.e. Haryana School of Business. -Well-designed curricula suiting to the needs of the industry -Multi-disciplinary course structure including tax laws , business concepts and GST. -Academic support including development of study material, PCPs and syllabus design from Parent Teaching Department related to management i.e. Haryana School of Business. -The programme prepares the students with specific knowledge and focused skills required to work as tax professionals. -The programme is suitable for the young graduates in any discipline and working professionals who want to add their professional and academic qualifications in the field of taxation including tax laws, GST and tax consultancy.
E.	**Instructional Design**	**1.Curriculum Design** -Curriculum and syllabi are approved by the statutory bodies of the universities i.e. Board of Studies (BoS), concerned Faculty and Academic Council. -The programme has been designed in annual system with two years duration. **2.Detailed Syllabi** -Detailed scheme and syllabi are available on the university web-site (www.gjust.ac.in) **3.Duration of Programme** -Duration of the PGDT Programmes is one year and the maximum duration is three

		years. **4. Faculty and Support Staff** - Regular faculty is looking after the programme as course co-ordinator -Supporting staff looks after the problems of the students, on line admission help line, examination related work, study material delivery, grievance Redressal etc. **5. Instructional Delivery Mechanism** -Self Instructional Martial (SIM) developed by expert faculty -Regular Updating of Study Material in SIM format -Printed and On line availability of Study Material -Personal Contact Programmes (PCPs) conducted in the university as per the schedule mentioned in the Academic Planner -For each semester the PCPs are organised for 15 days with 15 contact hours per course per Year -On line availability of Practical assignments questions **6. Student Support Services** -On line Admission Portal -On line fee portal for students -SMS alert facility for the students for information related to PCPs, Dissertation Deadlines and Viva-voce etc. -Student Support Service is provided through online mode and grievance handling mechanism is adopted with the help of supporting technical staff - Practical Questions Based Assignments -Online availability of Old Question Papers -Practical Training is a mandatory component of course curriculum of PGDT based on which a Practical Training Report (PTR) is prepared and by the students who undergo a hands on experience on taxation aspects and issues in any organisation as per the Guidelines available on web-site. -Student Help Desk
F.	**Procedure for admissions, Curriculum transaction and evaluation**	**1. Procedure for Admissions** - On line Admissions - **Eligibility**: Any Graduate or Post-Graduate degree from recognized University or Fellow of

		ICSI/ICFAI/ICWAI/ ICAI. **Fee structure:** Rs. 12000/- **2. Curriculum Transaction** - Academic Calendar (PCP schedule, Assignments submission deadlines etc.) **3. Evaluation** - Internal assessment based on practical assignments is done by the approved panel of regular expert faculty of the Directorate and the parent teaching department - Term end evaluation and Practical Training Reports are evaluated by expert teachers. - Practical Training is a mandatory component of course curriculum of PGDT based on which a Practical Training Report (PTR) is prepared by the students who undergo a hands on experience on real life taxation aspects and issues in any organisation as per the Guidelines.
G.	**Requirement of the Laboratory Support** **Library Resources**	- One Well-equipped Computer lab with MS Office and internet facility -On line e-library resources namely INFLIBNET -Accessibility of books and journals etc.
H.	**Cost estimate of the programme and the provisions**	Cost estimates of programme is based on following components: 1. Study Material development and delivery such as cost of writing, vetting, editing, SIM conversion, printing and despatch etc. (remuneration rates are attached) 2. PCP and related activities (remuneration rates are attached) 4. Examination and evaluation related activities (remuneration rates attached) 5. Internal assessment including assignment preparation and evaluation 6. Miscellaneous costs like advertising on FM radio broadcast, newspapers and SMS alert 7. Salary to Teaching and Non–Teaching Staff

I.	**Quality Assurance Mechanism**	-Advisory Committee headed by the Vice-Chancellor has been constituted to monitor activities of the Directorate along-with matters related to quality assurance (Functions and List of members attached) -Updating of syllabus in view of market needs -SIM as per the DEB Guidelines -PCPs as per the DEB Guidelines -Fool Proof Examination System (Preparation of question papers by experts, conduct of viva-voce, Practical and term End Examinations, Rational Evaluation etc.) -30:70 Weightage of internal-external assessment. -Online submission and assessment of assignments under process. -Student Counselling. - Centre for Internal Quality Assurance (CIQA) will be constituted specially for DE programmes as per the latest University Grants Commission (Open and Distance Learning Regulations), 2017.
	Expected Programme Outcomes	This post graduate diploma programme is instrumental in creating a pool of professional human resources equipped with knowledge and skills required for tax professionals in companies/organisations and helps them starting their career as independent tax consultants and tax advisers

Guru Jambheshwar University of Science . & Technology, Hisar

Notification

The Executive Council vide its resolution No. 8 of its meeting held on 06.11.2013 has revised the rates of remuneration payable to theory and practical examiners, paper-setters, evaluation, Convenor/Members Flying Squads/Observer, Superintendent-in-Chief, Centre Superintendent, Supervisory Staff and Supporting staff and other staff for performing examination duty as under:

(A) Rate of Remuneration Payable to Supervisory/Supporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Sr. No.	Particular	Approved Rates
1	Supdt.-in-Chief	(i) Rs. 4500/- Lumpsum in case of one session/centre. (ii) Rs. 5500/- Lumpsum in case of more than one session /centre.
2	Convenor/Members Flying Squads/Observer	Rs. 250/- per session (TA/DA will be paid as per university rules).
3	Centre Supdt.	Rs. 250/- per session (one additional session for opening and one session for winding up the examination centre).+Rs.200/- Mobile charges.
4	Dy. Centre Supdt.	Rs. 225/- per session.
5	Invigilator/Asstt. Supdt.	Rs. 200/- per session.
6	Centre Clerk	Rs. 190/- per session (one additional session for opening and one session for winding up the examinations centre)
7	Daftri/Peon/ Waterman/ Sweeper/Security Guard	Rs. 100/- per session.
8	Chowkidar	Rs. 300/- per day.
9	Clerk with Supdt.-in-Chief/ Addl. Asstt Superintendent	Rs. 1200/- lumpsum. (To be appointed by Supdt.-in-Chief from amongst ministerial staff).
10	Rent of Examination Centre (Including of Electricity/ Furniture Charges).	Rs. 5000/- upto 15 actual exams. days in case of more than 15 actual examination days. Rs. 10000/- (except study centres/affiliated/maintained colleges of GJUS&T). This includes building rent/other charges
	Note : -	Teachers and Supporting Staff of Teaching Departments and affiliated /maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/ Sundays in respective institution.

(B) Paper Setting for Theory and Practical Examinations.

1	Paper Setting (per set) (Theory)	Rs. 800/- per paper. Rs. 100/- per question paper will be paid extra if detailed instructions for evaluation are prepared with solution/marking/scheme etc.
2	Examiner of Evaluation/ Re-evaluation (per Answer book)	Rs. 15/- for both PG & UG with a minimum of Rs. 150/-
3	Paper Setting (per group) (Practical)	Rs. 200/- each to both examiners. One batch of each of minimum 20 students be made, if the strength of students is more.
4	Evaluation of Performance (per paper) (Practical)	Rs. 15/- per candidate with a minimum amount of Rs.500/- each to both examiners.
5	Lab. Staff (Practical)	Rs. 10/- per candidate with a minimum Rs. 200/-
	Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated Colleges of other Universities are to be paid remuneration at double the rates for performing the examinations duties during vacations/ holidays/Sundays in respective institution.

Ph.D.

1	Evaluation	Rs. 2000/- per thesis.
2	Viva-Voce	Rs. 2000/- per student.

(D) M.Tech.

1	Evaluation +Viva-Voce	Rs. 200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs. 300/-.

(F) Other Courses Project / Training

1	Evaluation + Viva-Voce	Rs. 60/- + Rs. 15/- Minimum Rs.500/-
2	Comprehensive Viva-Voce	Rs. 20/- per candidates subject to a minimum of Rs. 500/-.
3	Evaluation of Project Synopsis	Rs. 15/- per candidate.
4	Expert report of UMC	Rs. 15/- per candidate with a minimum of Rs.100/- irrespective of subject.
5	Chairman, Member Secretary, Members of Standing Committee on Unfair means Cases.	Rs. 500/- each per day.

Teachers Welfare Fund (TWF) will be deducted as per GJUS&T rules. No deduction will be made except teaching staff of GJUS&T, Hisar.

In addition to above the following Hotel Charges have also been Approved:-

(i)	Haryana	Rs. 250/- per day.
(ii)	Chandigarh, Panchkula, Gurgaon & Faridabad	Rs. 800/- per day.
(iii)	Delhi and out side of Haryana State	As per entitlement.

In addition to above the following rate of remuneration have also been approved :-

(A) Hotel charges of Rs. 400/- per day will be applicable for University Officials assigned the work of distribution of Confidential/Non-Confidential materials and windup the exams centres at Chandigarh, Panchkula, Gurgaon & Faridabad and Rs. 250/- per day for stabons of other Haryana.

(B) Local conveyance charges for daily dispatch of used answer sheet from examination centre to nearest post office/courier agency/Controller of Examinations office in case of local exams centre and back will be @Rs. 6/- per kilometer.

(C) Local conveyance charges for Centre Superintendent and other Invigilators/supporting staff on holiday/Sunday is increased from Rs. 15/- per day for both side to Rs. 25/-per day for both side. The above local conveyance charges will also be applicable for Centre Superintendent from hotel to examination centre and back, during all exams days in case of Centre Superintendents appointed from Guru Jambheshwar University of Sc. & Technology, Hisar

Controller of Examinations

Dated : 18.11.2013

Endst. No. Conduct/13/ 6129 – 65 Dated: 18.11.2013

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

1. All Deans/Chairpersons/Incharges of the concerned University Teaching Department, GJUS&T, Hisar.
2. All Branch Officers of the concerned office, GJUS&T, Hisar.
3. SVC(for kind information of the Vice-Chancellor), GJUS&T, Hisar.
4. Joint Director(Audit), GJUS&T, Hisar.
5. OSD to Registrar(for kind information of Registrar), GJUS&T, Hisar.
6. Assistant Registrar(Result/Secrecy), GJUS&T, Hisar.
7. P.A. to Controller of Examinations (for kind information of the COE), GJUS&T, Hisar.

Assistant Registrar(Conduct)
For Controller of Examinations

RATES OF REMMUNERATION/HONORARIUM
Approved by Executive council meeting held on 18.05.2017

S.No	Item	Rate(in ₹)
1.	Rate of per lecture of one hour	1000
2.	Rate of Practical for a period of 2 hours	1000
3.	Rate of Resource Person Per lecture and TA/DA as per University Rules	1000+T.A. as per University Rules
4.	Clerk/Asstt during PCP to be appointed by concerned Chairperson of the department	2000 Lumpsum
5.	Lab Attendant during PCP (wherever applicable) to be appointed by concerned Chairperson of the department	2000 Lumpsum
6.	Peon during PCP to be appointed by concerned Chairperson of the department	1000 Lumpsum
7.	Lesson writing per lesson	3000
8.	Vetting per lesson	1000
9.	Modification/Revision of already written lessons (per lesson) + Typing charges	1000
10.	Proof reading of lessons after editing per Subject to be done by Subject Expert (only in case of fresh writing/modification/revision)	1000
11.	Typing charges except Hindi, Maths and Computer including self-typing	15 per page
12.	Typing charges for Hindi, Maths and Computer including self-typing	25 per page
13.	Preparation of assignments	300 per assignment
14.	Evaluation of assignments (with a minimum of Rs. 150/-)	15 per assignment

Director (DE)
Guru Jambheshwar University of
Science & Tech. HISAR

ADVISORY COMMITTEE OF DIRECTORATE OF DISTANCE EDUCATION

	Vice-Chancellor, GJUS&T, Hisar	**Chairman**
1.	Dean, Academic Affairs , GJUS&T, Hisar	Member
2.	Dean,(Colleges), GJUS&T, Hisar	Member
3.	Registrar , GJUS&T, Hisar	Member
4.	Director, HSB, GJUS&T, Hisar	Member
5.	Chairman, Deptt. of CSE, GJUS&T, Hisar	Member
6.	Chairman, Deptt. of CM&T, GJUS&T, Hisar	Member
7.	Chairman, Deptt. of Mathematics, GJUS&T, Hisar	Member
8.	Director, Distance Education, Kurukshetra University, Kurukshetra	Member
9.	Director, Distance Education, GJUS&T, Hisar	Member
10.	Prof. H. Bansal, HSB, GJUS&T, Hisar	Member
11.	Prof. Saroj, Deptt. of CSE, GJUS&T, Hisar	Member
12.	Prof. Manoj Dayal, Deptt. of CM&T, GJUS&T, Hisar	Member
13.	All Course Co-ordinators, DE, GJUS&T, Hisar	Members
14.	Head, UCIC, GJUS&T, Hisar	Member

13/09/17

Deputy Director (DE)
G.J.U. S & T., Hisar

ABSTRACT TAKEN FROM THE MINUTES OF THE 51st MEETING OF THE ACADEMIC COUNCIL HELD ON 08.03.2018 AT 11.00 A.M. IN THE COMMITTEE ROOM OF GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.

24. **Noted** the actions taken by the Vice-Chancellor U/s 11 (5) of the Guru Jambheshwar University of Science & Technology, Hisar Act, 1995, in anticipation of approval of the Academic Council for submitting online proposal for the approval of Distance Learning Programmes for 2018-19:

1. To apply to DEB, UGC for approval of the New Courses i.e. M.A. (Economics), M.A. (Education), B.Com. and B.A. from the academic session 2018-19.
2. To approve all the Programme Project Reports (PPR) of existing as well as new courses.
3. Approval of Academic Planner 2018-19.

Resolved that the action taken by the Vice-Chancellor be noted and approved.

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DIRECTORATE OF DISTANCE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR
(Established by State Legislature Act 17 of 1995)

'A' Grade, NAAC Accredited

Notification

The Hon'ble Vice-Chancellor has been pleased to approve the Academic Planner 2018-19 and Programme Project Reports (PPRs) of the following programmes (16 existing as well as 04 new) under section 11(5) in anticipation of the approval of Academic Council:-

Post Graduate Programmes

1. Master of Business Administration (MBA)
2. Master of Commerce (M.Com.)
3. M.Sc. (Computer Science)
4. Master of Computer Applications (MCA-3 Years)
5. MCA (5-Years Integrated)
6. M.A. (Mass Communication)
7. M.Sc. (Mathematics)

P.G. Diploma Programmes

8. P.G. Diploma in Computer Applications (PGDCA)
9. P.G. Diploma in Environmental Management (PGDEM)
10. P.G. Diploma in Taxation (PGDT)
11. P.G. Diploma in Advertising & Public Relations (PGDA & PR)
12. P.G. Diploma in Bakery Science and Technology (PGDBST)
13. P.G. Diploma in Counselling and Behaviour Modification (PGDCBM)
14. P.G. Diploma in Industrial Safety Management (PGDISM)

Graduate Programmes

15. Bachelor of Business Administration (BBA)
16. B.A. (Mass Communication)

New Programmes proposed w.e.f. next academic session i.e. 2018-19:-

1. MA(Economics)
2. MA(Education)
3. B.Com.
4. B.A

Director (D.E.),

Endst. No. DDE/2017/3-3/159-180 Dated 16/9/17

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

1. All Chairmans of concerned Teaching Departments, GJUS&T, Hisar.
2. All the Course Coordinators, Distance Education, GJUS&T, Hisar.
3. Head, UCIC, GJUS&T, Hisar.
4. Dy. Registrar (Academic), GJUS&T, Hisar.
5. SVC (for kind information of the Hon'ble Vice Chancellor), GJUS&T, Hisar.
6. P.A. to Registrar (for kind information of the Registrar) GJUS&T, Hisar.
7. P.S. to Director, Distance Education (for kind information of the Director), GJUS&T, Hisar.

16/9/17

Dy. Director (D.E.)
for Director(DE)

DIRECTORATE OF DISTANCE EDUCATION

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR

(Established by State Legislature Act 17 of 1995)

'A' Grade, NAAC Accredited

NOTIFICATION

The Vice Chancellor has been pleased to approve the recommendations of the Committee of its meetings held on 03/06/2010 and 05/08/2010 regarding enhancement in the rates of lesson writing, vetting/revision and typing along with guidelines for writers and vetters as under: -

Sr. No.	Name of Course	Rates per Lesson	
		Writing	Vetting/revision
1.	All distance learning Courses	Rs.2000/-	Rs.500/-
2.	Typing charges for all papers except Hindi, Maths, Computer along with CD.		Rs.10/- per page
3.	Typing charges for the papers of Hindi, Maths, Computer along with CD.		Rs.15/- per page

The guidelines for writer and Vetter

1. The Chapter scheme for study material will be finalized and approved by a Committee of three members comprising of Director, Distance Education, Chairman of the Department concerned or one senior teacher from the Department and Course Coordinator concerned.
2. The number of chapters/lessons of the study material of a paper should normally be 10 and should in no case exceed 12.
3. The lesson writer will write the lesson strictly in SIM format as provided by the Directorate of Distance Education of this University through the Coordinator.
4. The number of pages per lesson/unit should be 25 to 30 pages typed in double space on A-4 size paper with font size of 12 in Times New Roman style.
5. Since the Vetter has to see overall quality comprising the literary representation, the contents and format of the lesson, he/she should be senior in experience/designation to the writer of the chapter. The specialization of the writer/Vetter should be same. There will be no vetting in case the author is a Professor.
6. The Vetter will give a certificate that the quality and contents of chapter are up to the mark, as per objectives of the lessons in SIM format, and the guidelines are taken care of.
7. The vetted copy of the chapter in Vetter's hand-writing and corrected hard and soft copy done by writer will be submitted to the Directorate along the Writer's and Vetter's bills for payment.

9/8/10

Course Coordinator &c.

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8. The lesson writer will ensure that all the sources consulted/quoted are duly acknowledged and the necessary provisions of the copyright Act are not violated.

9. The language/literary presentation of the material should be simple so that it is easily comprehensible by the students as per spirit of the SIM format.

10. Wherever statistical data is required to be given, the material/data/information given in the chapter should be authentic and updated.

11. The graphs/diagrams should be neat, clean and legible so that the same are reproducible.

12. Where all the lessons of a particular paper are written by one person, the author will ensure that the table of contents is given in the beginning as is given in the standard text book. Where there is more than one writer, this job will be performed by the coordinator concerned.

13. The panel of lesson writers and Vetter's will be sent by the respective Coordinator ~~through the Chairperson of the Department~~ to the Directorate. The panel will indicate the name, designation, specialization, experience and contact address of the proposed writer/vetter.

Deputy Registrar (DE)
for DIRECTOR (DE)

Endst.No.DE/2010/ 1622-41 Dated: 09/09/2010

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

1. All Course Coordinators (DE), GJUS&T, Hisar.
2. Supdt.-I/II, DS-III (Internal).
3. All sets of the Directorate (Internal).

Deputy Registrar (DE)

Academic Staff

Sr. No.	Name of Permanently Dedicated for ODL	ODL Programme	Qualification	Designation	Experience (in years)	W orks at (Headquarter/ Regional Centre/ Study Centre)
1	Prof. M.C. Garg	Director	M.Com. M.Phil. Ph.D.	Director	9. Yrs. As lect, 3 yrs. as Reader, 3 yrs. as Asstt.Prof. Since. 01.01.09	Headquarter
2.	Prof. B.S. Khatkar	Post Graduate Diploma in Bakery Science and Technology	M.Sc. Ph.D.	Professor & Chairman	8 yrs. as Reader and Professor since 29.07.05	Headquarter
3.	Prof. Asha Gupta	Post Graduate Diploma in Environmental Management	M.Sc. Ph.D.	Professor & Chairman	9 yrs. as lect., 2yrs. Reader, 3 yrs. as Asstt. Prof. Since. 08.03.11	Headquarter
4.	Prof. Tilak Sethi	M.A.(Economics)	MBA, MA(Eco),Ph.D.	Professor	11 yrs. as lect. 3 yrs. as Asstt. Prof. as per since 31.03.15	Headquarter
5.	Dr. Vandana Punia	M.A.(Education)	M.A., M.Ed., Ph.D.	Professor	Since. 23.07.17	Headquarter
6.	Dr. Om Parkash Sangwan	Master of Computer Application , Master of Science (Computer Science), Post Graduate Diploma in Computer Applications , Master Of Applications (5-Years Integrated)	M.Tech,, Ph.D.	Professor	Since 05.02.2014	Headquarter
7.	Vinod Goyal		M.Tech.	Assistant Professor.	Since 22.07.2014	Headquarter
8.	Dr.Tika Ram	Master of Business Administration, Master of Commerce, Post Graduate Diploma in Industrial Safety Management, Bachelor Business Administration, Bachelor of Commerce, Post Graduate Diploma in Taxation	MBA,Ph.D	Professor	Since 10.11.2005	Headquarter
9.	Dr. Sanjay Tiwari		M.B.A, Ph.D.	Assistant Professor.	Since 03.11.2005	Headquarter

10	Dr. M.R.Patra	Master of Science (Mass Communication), Post graduate Diploma in Advertising and Public Relation, Bachelor of Arts (Mass Communication)	Ph.D	Associate Prof.	Since 17.07.1995	Headquarter
11.	Dr. Sunaina		M.Sc.,Ph.D	Assistant Professor	Since 2006	Headquarter
12.	Dr, Kapil	Master of Science (Mathematics)	Ph.D	Associate Prof.	Since 16.06.16	Headquarter
13.	Dr. Vizender Singh		Ph.D	Assistant Professor	Since 05.02.18	Headquarter
14.	Dr. Taruna	Bachelor of Arts	M.A., Ph.D.	Assistant Professor	Since. 16.06.16	Headquarter
15.	Dr. Sanjay	Post Graduate Diploma in Counseling Behavior Modification	M.A., Ph.D.	Asstt. Prof.	Since. 16.06.16	Headquarter

- Appointment order shall be attached with the details as mentioned above.

F:\balwan\ENM\office orders.docx

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

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3/6/16

OFFICE ORDER

The Vice-Chancellor has been pleased to appoint Prof. Mahesh Chand Garg, Haryana School of Business as Director, Distance Education in addition to his own duties till further orders relieving thereby Prof. Yogesh Chaba with immediate effect.

REGISTRAR

Endst. No. ENM/2016/ 17537-17587 Dated: 03/06/2016

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

1. All Deans/Directors/Chairpersons/, Guru Jambheshwar University of Science and Technology, Hisar
2. Prof. Mahesh Chand Garg, Haryana School of Business, Guru Jambheshwar University of Science and Technology, Hisar
3. Prof. Yogesh Chaba, Director, Distance Education, Guru Jambheshwar University of Science and Technology, Hisar.
4. Secretary to Vice-Chancellor, Guru Jambheshwar University of Science and Technology, Hisar (for kind information of the Vice-Chancellor).
5. PA to Registrar, Guru Jambheshwar University of Science and Technology, Hisar (for kind information of the Registrar).

Deputy Registrar (Estt.)
for Registrar

DR(DLS)
6/6/16
6/6/2016

Ps.

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GURU JAMBHESHWAR UNIVERSITY, HISAR

No.F-III/05/ 2651
Dated : 31/10/05

To

Sh. Sanjay Tiwari,
S/o Sh. Hare Ram Tiwari,
508-A, Shiv Colony,
Rewari - 123401

Sub.: **Appointment to the post of Lecturer in the Directorate of Distance Education.**

1. Please refer to your application for the post of Lecturer in the Department of Business Management.

2. On the recommendations of the Selection Committee, and with the approval of the Executive Council vide resolution No.14 of its meeting held on 11.10.2005, you are hereby offered the post of Lecturer at a basic salary of Rs.8000/- in the pa y scale of Rs.8000-275-13500/-.

3. You will be on probation for a period of two years extendable by a period of one year in case of unsatisfactory performance. During this period, if your work and conduct are not found satisfactory or if you want to leave the service of the University, the appointment can be terminated from either side with one month's notice or with one month's salary in lieu thereof. You will be confirmed on the post of Lecturer only after your self-appraisal and performance reports during the probation are found good and your antecedents are also verified to be good by the appropriate authority. After confirmation a notice of three months or salary in lieu thereof will be required from either side for termination of service.

4. Other conditions of your service in so far as these are not specified in this letter will be governed by the rules of this University as may be in force from time to time.

5. You will be required to execute an agreement bond on stamp paper of Rs. 15/- in the prescribed form soon after you join this post.

6. Your present place of posting will be in the Directorate of Distance Education, Guru Jambheshwar University, Hisar. However, you can be transferred to any Centre/maintained Institute of the University outside Hisar in the exigencies of your services.

7. At the time of joining you are required to submit an affidavit duly attested by a Notary/Magistrate Ist Class to the effect that you have not been dismissed from Govt. / Semi Govt. service and have not been punished for any act of moral turpitude.

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8. You should bring with you the under mentioned documents while reporting:

(a) Original certificates/testimonials in support of your date of birth/educational qualifications etc.
(b) Attested copy of each of the documents mentioned against (a).
(c) "No Objection and Relieving Certificate" if you are at present employed in a Govt./Semi Govt./Govt. aided Institution, Central/State Undertaking etc.

9. In case any information furnished by you in your application form is found to be false or the documents submitted by you are found fake/forged, at any time during your service in this University, your appointment as such shall stand cancelled, ab initio, and you shall also be liable for punitive action under the rules.

10. If you accept this offer, you should report to this office immediately but not later than 10th of November 2005, alongwith medical fitness certificate issued by the Chief Medical Officer, Hisar, failing which your appointment as such shall stand cancelled.

11. No T.A./D.A. is admissible for joining this post.

31.10.05
REGISTRAR

Endst.No.F-III/2005/ 2652-55 Dated : 31/10/05

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

1. The Director, Directorate of Distance Education, Guru Jambheshwar,University, Hisar.
2. The Assistant Registrar(A/Cs.), Guru Jambheshwar University, Hisar.
3. The Joint Director (Audit), Guru Jambheshwar University, Hisar.
4. The Chief Medical Officer, General Hospital, Hisar.

31/10/05
Superintendent (Faculty)
for Registrar

2998
997

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

Registered

No.F-III/2014/ 2010
Dated: 22.07.2014

To

Sh. Vinod S/o Sh. Surender Pal Goyal,
House No.1418, Sector – 13,
Hisar.

Sub.: Appointment to the post of Assistant Professor(Computer Science) in the Directorate of Distance Education under Self Financing Scheme.

1. Please refer to your application for the post of Assistant Professor(Computer Science) in the Directorate of Distance Education under Self Financing Scheme.

2. On the recommendations of the Selection Committee and with the approval of the Executive Council vide resolution No.18 of its meeting held on 22.07.2014, you are hereby offered the post of Assistant Professor(Computer Science) in the Directorate of Distance Education in the pay band of Rs.15600-39100+6000AGP under Self Financing Scheme. Your appointment will be co-terminus with the course or the date of superannuation, whichever is earlier.

3. You will be placed in the running pay scale and you will be entitled to usual allowances and benefits as per University rules to be framed from time to time under Self Financing Scheme.

4. You will be governed by the terms and conditions of the services to be decided by the University under the rules of Self Financing Scheme to be framed or to be amended from time to time.

5. Other terms and conditions of your appointment in so far as they are not specified in this letter will be governed by the rules of Self Financing Scheme of this University as are to be framed or as in force from time to time.

6. You will be required to execute an agreement bond on stamp paper of Rs.15/- in the prescribed form of agreement of service for University Teachers appointed under Self Financing Scheme soon after you join this post.

7. If your work and conduct are not found satisfactory or if you want to leave the service under the scheme or in the event of dis-continuation of the scheme activities or the course, the appointment can be terminated with one month's notice from either side or with one month's salary in lieu thereof.

8. Your present place of posting will be in the Directorate of Distance Education in Guru Jambheshwar University of Science & Technology, Hisar. However, you can be transferred to any Centre/maintained Institute of the University outside Hisar in the exigencies of your services.

9. At the time of joining you are required to submit an affidavit duly attested by a Notary/Magistrate Ist Class to the effect that you have not been dismissed from

Govt./Semi Govt. service and have not been punished for any act of moral turpitude.

10. You should bring with you the under mentioned documents while reporting:
   a. Original certificates/testimonials in support of your date of birth/educational qualifications etc. alongwith one set of attested photocopies thereof.
   b. "No Objection and Relieving Certificate" if you are at present employed in a Govt./Semi Govt./Govt. aided Institution, Central/State Undertaking etc.
   c. Certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.
   d. An undertaking to the effect that you have one living spouse in case you are married.

11. Your character and antecedents will be got verified after joining. In case any adverse fact comes to the notice of the University, your services shall be liable to be terminated.

12. You will have to stay in the municipal limits of Hisar city or of your place of posting.

13. In case any information furnished by you in your application form is found to be false or the documents submitted by you are found fake/forged, at any time during your service in this University, your appointment as such shall stand cancelled, ab initio, and you shall also be liable for punitive action under the rules.

14. If you accept this offer, you may report to this office immediately but not later than 05.08.2014, failing which your appointment as such shall stand cancelled.

15. No T.A./D.A. is admissible for joining this post.

REGISTRAR 22/7/14

Endst.No.F-III/2014/ 2011-15 Dated: 22.07.2014

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

1. The Chief Medical Officer, Civil Hospital, Hisar. He is requested to medically examine Sh. Vinod as soon as he reports him for the purpose.
2. The Director(Distance Education), Guru Jambheshwar University of Science & Technology, Hisar.
3. The Assistant Registrar(A/Cs.), Guru Jambheshwar University of Science & Technology, Hisar.
4. The Assistant Registrar(Internal Audit Cell), Guru Jambheshwar University of Science & Technology, Hisar.
5. The Deputy Director(Audit), Guru Jambheshwar University of Science & Technology, Hisar.

Deputy Registrar(Facility)
22/7/14

804

Advt guest faculty 2014-15

-2- (977) -71-

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited

No. F-III/16/ 2344
Dated: 23/9/16

To

Dr.(Ms.) Sunaina W/o Mr. Hitesh Grover,
H.No.1950, Rampura Mohalla, Street No.6,
Hisar – 125001(Hry.).

Sub: **Re-appointment as Assistant Professor on contract basis for Mass Communication in the Directorate of Distance Education.**

Reference your application dated 07.08.2014 for the post of Teaching Associate on contract basis in the Deptt. of Advertising Management & Public Relations.

In view of the orders passed by the Hon'ble Punjab and Haryana High Court, Chandigarh in CWP No.7535 of 2015 titled Dr.Vizender Singh & others & CWP No.9544 of 2015 titled Sh. Pawan Kumar & others Vs. GJUS&T, Hisar, the University has decided to offer you appointment without conducting interview for the session 2016-17 as Assistant Professor on contract basis for Mass Communication in the Directorate of Distance Education on a consolidated salary of Rs.27,000/- per month upto 29.08.2016 i.e. next date of hearing in the Hon'ble Court in the aforesaid writ petitions.

Your appointment is subject to the following terms and conditions:-

1. You will not be entitled to claim regularization of service or regular pay scale.
2. Your appointment is liable to be terminated at any time without any notice.
3. You will be entitled only to casual leave as per University rules.

If you accept this offer, you may submit your joining report to the Director, Distance Education at the earliest, but not later than 26.08.2016, failing which it will be presumed that you are not interested in joining the post and the offer of appointment shall be treated as cancelled. No TA/DA is admissible for joining this post.

Deputy Registrar(Faculty)
for Registrar
23/9/16

Endst. No.F-III/16/ 2345-2349 Dated: 23/9/16

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

1. The Director, Distance Education, GJUS&T, Hisar. He is requested to kindly relieve Sh. M.R. Patra, Assistant Professor to join his duties in the Deptt. of Communication Management & Technology. The salary of Dr.(Ms.) Sunaina may be drawn against the vacant post of Professor in the Deptt. of CMT.
2. The Chairperson, Deptt. of Communication Management & Technology, GJUS&T, Hisar.
3. Sh. M.R. Patra, Assistant Professor, Deptt. of Communication Management & Technology, GJUS&T, Hisar.
4. The Financial Advisor, GJUS&T, Hisar.
5. The Deputy Director (Audit), GJUS&T, Hisar.

Deputy Registrar(Faculty)
23/9/16

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.

(Established by State Legislature Act 17 of 1995)

'A' Grade NAAC accredited State Govt. University

DDE

OFFICE ORDERS

15726
19/9/17

The Vice Chancellor is pleased to order that the following teachers will work as Course Co-ordinator for the subjects mentioned against each in addition to their own duties:-

Sr.No.	Name of Teacher	Designation	Department	Discipline for which Co-ordinator is appointed
1.	Dr. Tilak Sethi	Professor	HSB	Economics
2.	Dr. (Mrs.) Vandana Punia	Associate Professor	HRDC	Education
3.	Dr.(Mrs.) Taruna	Assistant Professor	Applied Psychology	B.A. (Undergraduate)

They will be paid remuneration only after the start of course/ approval.

REGISTRAR

Endst.No.F-III/17/3939-51 Dated : 19/09/2017

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

1. Director, Distance Education, GJUS&T, Hisar.
2. Director/ Chairperson, Haryana School of Business, Human Resource Development Centre and Deptt. of Applied Psychology, GJUS&T, Hisar.
3. Deputy Registrar (Acad.), GJUS&T, Hisar.
4. Joint Director (Audit), GJUS&T, Hisar.
5. Assistant Registrar (Accounts), GJUS&T, Hisar.
6. Assistant Registrar (Internal Audit), GJUS&T, Hisar.
7. Secretary to Vice Chancellor (for kind information of the Vice Chancellor), GJUS&T, Hisar.
8. P.A. to Registrar (for kind information of the Registrar), GJUS&T, Hisar.
9. Teachers concerned

Deputy Registrar (Faculty)

DIRECTORATE OF DISTANCE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY,
HISAR

OFFICE OFDER

The Vice Chancellor has ordered that in a course of distance education where the strength of students is below 20, the Chairman will look after the course or depute some other teacher to look after the same without payment. The above orders shall be effective w.e.f. 27.05.2006.

Endst. No. DE-03/2006/ 9361322 DIRECTOR
Dated : 16.12.06

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

1 The Chairman, Deptt, of Business Mgt., CSE,CMT,Env. Sc. and Food Tech, GJUS&T Hisar
2 Course Co-ordinators of all the Distance Learning Programmes of GJUS&T, Hisar.
3 All the Superintendents, Directorate of Distance Education, GJUS&T, Hisar.

DE, S-I

Dy. Registrar (DE)
for DIRECTOR

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.

(Established by State Legislature Act 17 of 1995)

'A' Grade NAAC accredited State Govt. University

OFFICE ORDERS

The Vice Chancellor is pleased to order that the following teachers will work as Additional Course Co-ordinator for the subjects mentioned against each in addition to their own duties:-

Sr.No.	Name of Teacher	Designation	Department	Discipline for which Co-ordinator is appointed
1.	Dr. M.R. Patra	Associate Professor	CMT	Mass Communication
2.	Dr. Tika Ram	Associate Professor	HSB	Management & Commerce
3.	Dr. O.P. Sangwan	Associate Professor	CSE	Computer
4.	Dr. Kapil Kumar	Assistant Professor	Mathematics	Mathematics

They will be paid remuneration only after the start of course/ approval.

REGISTRAR

Endst.No.F-III/17/3982-96 Dated : 20.09.2017

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

1. Director, Distance Education, GJUS&T, Hisar.
2. Director/ Chairperson, HSB, and Deptt. of CMT,CSE and Mathematics, GJUS&T, Hisar.
3. Deputy Registrar (Acad.), GJUS&T, Hisar.
4. Joint Director (Audit), GJUS&T, Hisar.
5. Assistant Registrar (Accounts), GJUS&T, Hisar.
6. Assistant Registrar (Internal Audit), GJUS&T, Hisar.
7. Secretary to Vice Chancellor (for kind information of the Vice Chancellor), GJUS&T, Hisar.
8. P.A. to Registrar (for kind information of the Registrar), GJUS&T, Hisar.
9. Teachers concerned.

Deputy Registrar (Faculty)

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.
(Established by State Legislature Act 17 of 1995)
'A' Grade NAAC accredited State Govt. University

OFFICE ORDERS

The Vice Chancellor is pleased to order that the following teachers may be relieved from the Directorate of Distance Education. They will work as Course Co-ordinator of their respective subjects in the Directorate of Distance Education till further orders in addition to their own duties:-

1. Dr. Sanjay Kumar, Assistant Professor, Deptt. of Applied Psychology
2. Ms. Renu, Assistant Professor, Deptt. of Mathematics

The Vice Chancellor has further ordered that Sh. M.R. Patra, Assistant Professor, Deptt. of Comm. Mgt. & Tech. will work as Course Co-ordinator for the subject of Mass Communication in the Directorate of Distance Education during the leave period of Dr.(Mrs.) Sunaina, Assistant Professor (Contract basis), who has proceeded on maternity leave.

REGISTRAR

Endst.No.F-III/17/ 481-492 Dated : 16/1/17

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

1. Director, Distance Education, GJUS&T, Hisar.
2. Chairperson, Deptt. of Communication Management & Technology, GJUS&T, Hisar.
3. Chairperson, Deptt. of Applied Psychology, GJUS&T, Hisar.
4. Chairperson, Deptt. of Mathematics, GJUS&T, Hisar.
5. Deputy Registrar (Acad.), GJUS&T, Hisar.
6. Financial Advisor, GJUS&T, Hisar.
7. Joint Director (Audit), GJUS&T, Hisar.
8. Assistant Registrar (Internal Audit), GJUS&T, Hisar.
9. Secretary to Vice Chancellor (for kind information of the Vice Chancellor), GJUS&T, Hisar.
10. P.A. to Registrar (for kind information of the Registrar), GJUS&T, Hisar.
11. Teachers concerned

Deputy Registrar (Faculty)
13/01/17

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.
(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

Registered

No.F-III/18/656
Dated: 05.02.2018

To

Dr. Vizender Singh S/o Sh. Ramphal,
V.P.O. Data,
Tehsil Hansi, Distt. Hisar(Hry.)-125049.

Sub.: Appointment to the post of Assistant Professor (Mathematics) in the Directorate of Distance Education under Self Financing Scheme.

1. Please refer to your application for the post of Assistant Professor (Mathematics) in the Directorate of Distance Education under Self Financing Scheme.

2. On the recommendations of the Selection Committee and with the approval of the Executive Council vide resolution No.40 of its meeting held on 03.02.2018, you are hereby offered the post of Assistant Professor (Mathematics) in the Directorate of Distance Education under Self Financing Scheme in the pay band of Rs.15600-39100+6000AGP.

3. You will be on probation for a period of one year extendable by a period of one year in case of unsatisfactory performance. During this period, if your work and conduct are not found satisfactory or if you want to leave the service of the University, the appointment can be terminated from either side with one month's notice or with one month's salary in lieu thereof. You will be confirmed on the post of Assistant Professor (Mathematics) in the Directorate of Distance Education under Self Financing Scheme only after your self-appraisal and performance reports during the probation are found good and your antecedents are also verified to be good by the appropriate authority. After confirmation a notice of three months or salary in lieu thereof will be required from either side for termination of service.

4. Other terms and conditions of your service in so far as these are not specified in this letter will be governed by the rules of this University as may be in force from time to time.

5. You will be required to execute an agreement bond on stamp paper of Rs. 15/- in the prescribed form of agreement of service for University Teachers appointed under Self Financing Scheme soon after you join this post.

6. Your present place of posting will be in the Directorate of Distance Education in Guru Jambheshwar University of Science & Technology, Hisar. However, you can be transferred to any Centre/maintained Institute of the University outside Hisar in the exigencies of your services.

7. At the time of joining you are required to submit an affidavit duly attested by a Notary/Magistrate Ist Class to the effect that you have not been dismissed from Govt./Semi Govt. service and have not been punished for any act of moral turpitude.

8. You should bring with you the under mentioned documents while reporting:
   a. Original certificates/testimonials in support of your date of birth/educational qualifications etc. alongwith one set of attested photocopies thereof.
   b. "No Objection and Relieving Certificate" if you are at present employed in a Govt./Semi Govt./Govt. aided Institution, Central/State Undertaking etc.
   c. Certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.
   d. An undertaking to the effect that you have one living spouse in case you are married.

9. Your character and antecedents will be got verified after joining. In case any adverse fact comes to the notice of the University, your services shall be liable to be terminated.

10. You will have to stay in the municipal limits of Hisar city or of your place of posting.

11. In case any information furnished by you in your application form is found to be false or the documents submitted by you are found fake/forged, at any time during your service in this University, your appointment as such shall stand cancelled ab initio, and you shall also be liable for punitive action under the rules.

12. If you accept this offer, you should report to this office immediately but not later than 19.02.2018, failing which your appointment as such shall stand cancelled.

13. No TA/ DA is admissible for joining this post.

REGISTRAR

Endst.No.F-III/18/657-662 Dated: 05.02.2018

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

1. The Chief Medical Officer, Civil Hospital, Hisar. He is requested to medically examine Dr. Vizender Singh as soon as he/ she reports him/her for the purpose.
2. The Director, Distance Education, Guru Jambheshwar, University of Science & Technology, Hisar.
3. The Deputy Registrar (Accounts), Guru Jambheshwar University of Science & Technology, Hisar.
4. The Deputy Registrar(General), Guru Jambheshwar University of Science & Technology, Hisar.
5. The Joint Director(Audit), Guru Jambheshwar University of Science & Technology, Hisar.
6. The Assistant Registrar(Internal Audit Cell) Guru Jambheshwar University of Science & Technology, Hisar.

Assistant Registrar (Fa

DIRECTORATE OF DISTANCE EDUCATION

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR

ADMINISTRATIVE STAFF

Sr. No.	Name of the Administrative Staff	Qualification	Designation	Experience (in Years)	Appointment Order	Works at (Headquarter/ Regional Centre/ Study Centre)
1.	Dr Sanjay Tiwari	Ph.D.	Deputy Director	8/2/2017	Attached	Headquarter
2.	Balbir Singh	BA	Deputy Registrar	19.9.2017	Attached	Headquarter
3	Ram Niwas Verma	M.A	P.S	09/11/2012	Attached	Headquarter
4	Asha Rani	B.Ed.	Supdt.	17/04/2015	Attached	Headquarter
5	Bharat Bhushan	M.A	Supdt.	01/12/1991	Attached	Headquarter
6	Mansa Rani	B.A	Dy. Supdt	04/09/2003	Attached	Headquarter
7	Surender Singh	M.A	Assistant	18/10/2004	Attached	Headquarter
8	Neelam Rani	B.A	Assistant	18/10/2004	Attached	Headquarter
9	Ram Singh Yadav	B.A	Assistant	18/10/2004	Attached	Headquarter
10	Raghuvir Singh	M.A	Tech.Asstt. Gr.1	2/08/2005	Attached	Headquarter
11.	Ramphal	M.A	Store-Keeper	21/06/2013	Attached	Headquarter
12.	Naresh Kumar		Steno		Attached	Headquarter
13.	Satvir Singh	B.A	Clerk	26/02/2009	Attached	Headquarter
14.	Bharpur Singh	B.A	Clerk	16/09/2010	Attached	Headquarter
15.	Raj Pal	Matric	Clerk	12/11/1997	Attached	Headquarter
16.	Ravi Dutt	B.A	Clerk	08/01/2014	Attached	Headquarter
17.	Munna Lal	B.A	Clerk	25/07/2014	Attached	Headquarter
18.	Mahender	Graduation for Army	Clerk	24/01/2014	Attached	Headquarter
19	Mani Ram	8th for Army	Peon	14/082006	Attached	Headquarter
			Result (Distance)			
1.	Sunita Katria	M.A	Assistant Registrar	30/03/2015	Attached	Headquarter
2.	Anju	B.A	Dy. Supdt	09/11/2012	Attached	Headquarter
3.	Manju Gandhi	M.A	Assistant	18/10/2004	Attached	Headquarter
4.	Ashok Kumar	B.A	Assistant	03/05/2010	Attached	Headquarter
5.	Mamta Goel	M.A	Assistant	03/05/2010	Attached	Headquarter
6.	Sunil Kumar	10+2	Assistant	16/08/2005	Attached	Headquarter
7.	Naveen	B.Com, MBA	Clerk	25/02/2009	Attached	Headquarter
8.	Ishwar Singh	M.A (Mass.Comm)	Clerk	17/11/1997	Attached	Headquarter
9.	Shamsher Singh	10+2	Clerk	21/10/2011	Attached	Headquarter
10.	Pardeep	JBT, B.Ed.	Clerk	08/01/2014	Attached	Headquarter

11.	Sushil	B.Com	Clerk	10/01/2014	Attached	Headquarter
12.	Mukesh Jarapa	10+2	Clerk	31/07/2014	Attached	Headquarter

- Appointment order and transfer order in DDE shall be attached with the details as mentioned above.

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

2074
8/2/17

OFFICE ORDER

The Vice-Chancellor has been pleased to order that :-

1. Dr. Sanjay Tiwari, Assistant Professor, Distance Education will look after the work of Deputy Director (Distance Education) in addition to his own duties till further orders relieving thereby Dr. Rajesh Punia,Asistant Professor.
2. Dr. Rajesh Punia, Assistant Professor, Department of Physics is appointed as Liaisoning Officer. He will do liaison with UGC, AICTE and other funding agencies for release of funds etc.

REGISTRAR

Endst. No. EN-M/M-559/2017/905-964 Dated: 08.02.2017

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

1. All Deans/Directors/Chairpersons/Incharges, University Teaching Departments, Guru Jambheshwar University of Science and Technology, Hisar
2. Dr. Sanjay Tiwari, Assistant Professor, Distance Education, Guru Jambheshwar University of Science and Technology, Hisar
3. Dr. Rajesh Punia, Assistant Professor, Deptt. of Physics, Guru Jambheshwar University of Science and Technology, Hisar
4. Head, UCIC, Guru Jambheshwar University of Science and Technology, Hisar.
5. All Head of Offices/Branch Officers, Guru Jambheshwar University of Science and Technology, Hisar
6. Secretary to Vice-Chancellor, Guru Jambheshwar University of Science and Technology, Hisar (for kind information of Vice-Chancellor).
7. PA to Registrar, Guru Jambheshwar University of Science and Technology, Hisar (for kind information of Registrar).
8. EN-~~M~~ IV (internal set)

~~Deputy Registrar~~ (Estt.)
for Registrar

P.S.

8.2.2017

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

No. EN-M/2015/_____
Dated : _____

To,

Smt. Sunita Rani, Superintendent,
Results Branch-DE,
Guru Jambheshwar University of
Science & Technology, Hisar

Sub:- **Promotion to the post of Assistant Registrar.**

On the recommendations of the Establishment Committee and with the approval of the Executive Council vide Resolution No. 12 of its meeting held on 28.03.2015, the Vice-Chancellor has been pleased to promote you to the post of Assistant Registrar in the pay band of Rs.15600-39100 with Grade Pay of Rs. 5400/- subject to final outcome of court case filed by Scheduled Caste Employees Welfare Association, GJUS&T, Hisar Vs. GJUS&T, Hisar and another in the Hon'ble Civil Court at Hisar. Your pay will be fixed as per rules.

1. You will be on probation for a period of one year in the first instance. During this period if your work and conduct are not found satisfactory, you will be liable to be reverted to your substantive post of Superintendent.
2. In so far as the other terms and conditions of your promotion as Assistant Registrar are concerned, the same will be governed by the Rules and Regulations of Guru Jambheshwar University of Science & Technology, Hisar as may be existing or to be framed/amended from time to time.
3. If you accept this promotion, you may submit your joining report immediately.

REGISTRAR

Endst. No. EN-M/2015/1625-1629 Dated : 28.3.2015

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

1. Deputy Registrar (Accounts), Guru Jambheshwar University of Science & Technology, Hisar.
2. Assistant Registrar (General), Guru Jambheshwar University of Science & Technology, Hisar.
3. Assistant Registrar (Results-DE), Guru Jambheshwar University of Science & Technology, Hisar.
4. Deputy Director, (Audit), Guru Jambheshwar University of Science & Technology, Hisar.
5. EN-I Set (internal)

28/3/15

Assistant Registrar (Estt.)
for Registrar

3129

-245-

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited

OFFICE ORDER

On the recommendations of the Departmental Promotion Committee made in its meetings held on 04.2010 and with the approval of the Vice-Chancellor, the following officials are promoted in the Pay Band with Grade Pay as mentioned against each, with immediate effect except in those cases mentioned in the column of remarks:-

Sr. No.	Name & Designation	Promoted As	Pay Band with Grade Pay	Remarks
1.	Sh. Rakesh Bhukal, Dy. Superintendent	Superintendent	Rs. 9300-34800 with Grade Pay Rs. 4200+200 SP	--
2.	Sh. Rakesh Kataria, Dy. Superintendent	Superintendent	Rs. 9300-34800 with Grade Pay Rs. 4200+200 SP	Against the post of Section Officer of Academic Staff College
3.	Mrs. Hem Lata, Dy. Superintendent	Superintendent	Rs. 9300-34800 with Grade Pay Rs. 4200+200 SP	Against the leave vacancy of Sh. S.C. Lather
4.	Sh. Sanjeev Jain, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	--
5.	Mrs. Saroj Devi, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	--
6.	Sh. Ashok Kumar, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	--
7.	Sh. Mukesh Kumar, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	--
8.	Sh. Manish Kumar, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	--
9.	Sh. Sushil Kumar, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	--
10.	Sh. Devender Kumar, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	--
11.	Sh. Krishan Kumar, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	--
12.	Sh. Devender Singh, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	w.e.f. 03.05.2010 against the vacancy of Superintendent
13.	Mrs. Asha Rani, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	w.e.f. 03.05.2010 against the post of Private Secretary
14.	Sh. Surender Kumar, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	w.e.f. 03.05.2010 against the post of Personal Assistant

15.	Sh. Bharat Bhushan, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	w.e.f. 03.05.20 the post of cum-Stat. Asstt.
16.	Sh. Shishu Pal Saini, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	w.e.f. 03.05.2010 the post of Div Accountant
17.	Sh. Ramesh Kumar, Asstt.-cum-DEO	Dy. Superintendent	Rs. 9300-34800 with Grade Pay Rs. 3600+150 SP	w.e.f. 03.05.2010 ag the post of Divis Accountant
18.	Mrs. Sital Devi, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
19.	Sh. Mahender Sachdeva, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
20.	Mrs. Sunita Malik, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
21.	Sh. Kamal Kumar, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
22.	Mrs. Ruby Verma, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
23.	Sh. Surender Kumar, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
24.	Sh. Vivek Kumar, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
25.	Sh. Sanjay Kumar, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
26.	Sh. Jagbir, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
27.	Sh. Lal Chand, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
28.	Sh. Ved Parkash, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
29.	Mrs. Bimla Devi, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
30.	Mrs. Inderpal Kaur, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
31.	Sh. Khushvir Singh, Clerk-cum-TO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
32.	Sh. Mahender Singh, Clerk-cum-TO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	--
33.	Sh. Suresh Chander, Clerk-cum-TO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	w.e.f. 03.05.2010 against the resultant vacancy.
34.	Mrs. Usha Narula, Clerk-cum-TO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	w.e.f. 03.05.2010 against the resultant vacancy
35.	Sh. Ram Pal Chauhan, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	w.e.f. 03.05.2010 against the resultant vacancy
36.	Sh. Jag Pal, Clerk-cum-JDEO	Asstt.-cum-DEO	Rs. 9300-34800 with Grade Pay Rs. 3600	w.e.f. 03.05.2010 against the resultant vacancy.

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

OFFICE ORDER

On the recommendations of the Departmental Promotion Committee made in its meeting held on 09.11.2012 and with the approval of the Vice-Chancellor, the following officials are promoted in the pay band with Grade Pay, as mentioned against each, with immediate effect:-

Sr. No.	Name & Designation	Promoted as	Pay Band with Grade Pay (in ₹)
85 1	Sh. Sanjeev Jain, Dy. Supdt.	Superintendent	9300-34800+4200+200 SP
33 2	Smt. Saroj, Dy. Supdt.	Superintendent	9300-34800+4200+200 SP
86 3	Sh. Ashok Kaushik, Dy. Supdt.	Superintendent	9300-34800+4200+200 SP
34 4	Sh. Mukesh Kumar, Dy. Supdt.	Superintendent	9300-34800+4200+200 SP
5	Sh.Manish Kumar, Dy. Supdt.	Superintendent	9300-34800+4200+200 SP
35 6	Sh. Sushil Kumar, Dy. Supdt.	Superintendent	9300-34800+4200+200 SP
88 7	Sh. Devender Kumar, Dy. Supdt.	Superintendent against the post of Section Officer	9300-34800+4200+200 SP
90 8	Smt. Sunita Kumari, Assistant-cum-DEO	Deputy Superintendent against the resultant vacancy of Sh. Devender Kumar.	9300-34800+3600+150 SP
92 9	Sh. Ram Niwas, Personal Assistant	Private Secretary	9300-34800+4200+200 SP

These promotions are subject to the following terms and conditions:-

1. That the above employees will be on probation for a period of one year in the first instance from the date of their joining as such. During this period, if their work and conduct is not found satisfactory, they will be liable to be reverted to his original posts.
2. That the promotion of Sr. No. 1 to 8 are temporary and subject to final outcome of CWP No. 7801 of 2010 titled as "Harish Chawla versus Guru Jambheshwar University of Science & Technology, Hisar".
3. That in so far as the other terms and conditions of their promotion are concerned, the same will be governed by the rules and regulations of Guru Jambheshwar University of Science and Technology, Hisar as may be existing or framed/amended from time to time.

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

No.ENM/M-598/2015/**2471**
Dated: **17th April 2015**

To

Smt. Asha Rani, Deputy Superintendent,
Distance Education,
Guru Jambheshwar University of Science & Technology,
Hisar

Sub: Promotion to the post of Superintendent.

On the recommendation of the Departmental Promotion Committee, the Vice Chancellor has been pleased to promote you to the post of Superintendent in the pay band of Rs. 9300-34800+200 SP+4200 GP, with immediate effect. Your pay will be fixed as per rules.

2. You will be put on probation for a period of one year in the first instance. During this period if your work and conduct are not found satisfactory, you will be liable to be reverted to your original post.

3. In so far as the other terms and conditions of your promotion as Superintendent are concerned, the same will be governed by the Rules and Regulations of Guru Jambheshwar University, Hisar as may be existing or to be framed/amended from time to time.

4. If you accept this promotion, you may submit your joining report immediately.

Deputy Registrar (Estt.)
for Registrar

Endst. No. EN-M/M-598/2015/**2472-77** Dated: **17th April 2015**

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

1. The Director, Distance Education, Guru Jambheshwar University of Science & Technology, Hisar
2. The Deputy Registrar (General), Guru Jambheshwar University of Science & Technology, Hisar.
3. The Deputy Registrar (Accounts), Guru Jambheshwar University of Science & Technology, Hisar.
4. The Assistant Registrar (Internal Audit Cell), Guru Jambheshwar University of Science & Technology, Hisar.
5. The Deputy Director (Audit), Guru Jambheshwar University of Science & Technology, Hisar.
6. EN-I (internal)

Deputy Registrar (Estt.)
for Registrar

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

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OFFICE ORDERS

On the recommendations of the Departmental Promotion Committee made in its meeting held on 11.07.2016, the Vice-Chancellor has been pleased to promote the following officials in the Pay Band with Grade Pay, as mentioned against each with immediate effect purely on temporary basis:-

Sr. No.	Name of employees	Poromotional Post	Pay Band + Grade Pay of Promotional Post
1.	Sh. Bharat Bhushan, Deputy Superintendent	Promoted as Superintendent against the clear vacancy vacated by Smt Sushila Siwach.	9300-34800 with Grade Pay of Rs. 4200+200 SP
2.	Sh. Shishu Pal, Deputy Superintendent	Promoted as Superintendent temporarily against the post of Section Officer vacated by Sh. Surender Kumar, Superintendent after his regularization against the post of vacated by Sh. Dinesh Kumar.	9300-34800 with Grade Pay of Rs. 4200+200 SP
3.	Sh. Kamal Kishore, Assistant	Promoted as Deputy Superintendent against the resultant clear vacancy of Sh. Bharat Bhushan.	9300-34800 with Grade Pay of Rs. 4000+150 SP
4.	Sh. Satpal Singh, Assistant	Promoted as Deputy Superintendent temporarily against the resultant vacancy of Sh. Shishu Pal.	9300-34800 with Grade Pay of Rs. 4000+150 SP
5.	Sh. Subhash S/o Sh. Bishna Ram, Clerk	Promoted as Assistant against the resultant clear vacancy of Sh. Kamal Kishore.	9300-34800 with Grade Pay of Rs. 3600
6.	Sh. Naveen Chander S/o Sh. Om Prakash, Clerk	Promoted as Assistant temporarily against the resultant vacancy of Sh. Satpal Singh.	9300-34800 with Grade Pay of Rs. 3600
7.	Sh. Balwan Singh, Clerk	Promoted as Assistant temporarily against the vacant post of Senior Assistant (UGC-HRDC) which is in the pay scale of Assistant.	9300-34800 with Grade Pay of Rs. 3600
8.	Sh. Jaibir Singh, Clerk	Promoted as Assistant temporarily against the leave vacancy of Ms. Sangeeta Rani, Assistant who is on Extra Ordinary Leave (without pay)	9300-34800 with Grade Pay of Rs. 3600
9.	Sh. Deepak Jangra, Clerk	Promoted as Assistant temporarily against the vacant post of Research-cum-Stat. Assistant (SC/ST Cell) which is in the pay scale of Rs 9300-34800+4000GP.	9300-34800 with Grade Pay of Rs. 3600
10.	Sh. Chatter Singh, Peon	Promoted as Clerk against the resultant clear vacancy of Sh. Subhash Chander S/o Sh. Bishna Ram	5200-20200 with [illegible] of Rs 1900+[illegible]

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These promotions are subject to the following terms and conditions:-

1. The promotion of the above officials will be on temporary basis. The employees who are promoted against the officials who are on EOL will be reverted back to their original post as and when the officials on EOL joins back his/her services in the University. Accordingly, the junior most of that cadre will also be reverted back to his/her original post.
2. The employees mentioned from Sr. No. 10 will have to pass a qualifying course in the use of computers and internet to be conducted by the University within a year otherwise he will not earn annual increment.
3. That in so far as the other terms and conditions of their promotion are concerned, the same will be governed by the rules and regulation of Guru Jambjeshwar University of Science and Technology, Hisar as may be existing or framed/ amended from time to time.
4. That if they accept this promotion, they may submit their joining report through their Chariperson/ Branch Officer concerned.

REGISTRAR

Endst. No. EN-M/M-598/2016/18983-19007 Dated: 12.07.2016

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

1. Controller of Examinations, Guru Jambheshwar University of Science & Technology, Hisar.
2. Incharge, TEQUIP-II, Guru Jambheshwar University of Science & Technology, Hisar.
3. Chairperson, Department of Pharmaceutical Sci., Guru Jambheshwar University of Science & Technology, Hisar.
4. Incharge, IQAC, Guru Jambheshwar University of Science & Technology, Hisar.
5. Financial Advisor, Guru Jambheshwar University of Science & Technology, Hisar.
6. Deputy Registrar (Faculty) Guru Jambheshwar University of Science & Technology, Hisar.
7. Assistant Registrar (General), Guru Jambheshwar University of Science & Technology, Hisar.
8. Assistant Registrar (Internal Audit Cell), Guru Jambheshwar University of Science & Technology, Hisar.
9. Deputy Director (Audit), Guru Jambheshwar University of Science & Technology, Hisar.
10. Public Relations Officer, Guru Jambheshwar University of Science & Technology, Hisar.
11. EN-I-II-III Sets, Establishment Branch, Guru Jambheshwar University of Science & Technology, Hisar.

Deputy Registrar (Estt.)
for Registrar

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Estt. 2697 383 Emp. No. 2738
13/7/16 Dt. 12/7/16

To

The Adviser (Exams.)
Guru Jambheshwar University of
Science & Technology, Hisar.

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Subject : Joining Report for promotion to the Post of Superintendent.

Sir,

Thank you very much for offering me promotion to the post of Superintendent vide office orders issued by the Estt. Branch letter Endst.No.EN-M/M-598/2016/18983-19007 dated 12.07.2016, I hereby submit my joining report for the post of Superintendent today i.e. 12.07.2016 in the afternoon.

Thanking you,

Yours faithfully,

Dated : 12.07.2016 (A.N.)

(BHARAT BHUSHAN)
Superintendent 12-7-16

Sen.

QR (estt)

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EN-I

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

No. EN-I/2014/ 3110
Dated : 29/5/2014

To

Mrs. Anju, Asstt.-cum-DEO,
Results Branch,
Guru Jambheshwar University of
Science & Technology, Hisar

Sub: Promotion to the post of Deputy Superintendent.

On the recommendations of the Departmental Promotion Committee made in its meeting held on 28.05.2014, the Vice-Chancellor has been pleased to promote you to the post of Deputy Superintendent against the vacant post of Research-cum-Statistical Assistant in the pay band of Rs. 9300-34800+3600 GP from 09.11.2012 to 23.07.2013 and thereafter against the clear vacancy of Deputy Superintendent w.e.f. 24.07.2013 in the pay band of Rs. 9300-34800+3600 Grade Pay+150 Special Pay subject to the following terms and conditions:-

1. That you will be on probation for a period of one year in the first instance from the date of your joining as such. During this period, if your work and conduct is not found satisfactory, you will be liable to be reverted to your original post.
2. That is so far as the other terms and conditions of your promotion are concerned, the same will be governed by the rules and regulations of Guru Jambheswar University of Science and Technology, Hisar as may be existing or framed/amended from time to time.
3. That your pay will be fixed as per rules.
4. That if you accept this promotion, you may submit your joining report through your controlling officer concerned.

Asstt. Registrar (Estt.)
for Registrar

Endst. No.EN-I/2014/_____ Dated_____

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

1. The Controller of Examinations, Guru Jambheshwar University of Science & Technology, Hisar.
2. The Secretary to Vice-Chancellor (For kind information of the Vice-Chancellor), Guru Jambheshwar University of Science & Technology, Hisar.
3. The Deputy Director (Audit), Guru Jambheshwar University of Science & Technology, Hisar.
4. The Assistant Registrar (Accounts), Guru Jambheshwar University of Science & Technology, Hisar.
5. OSD to Registrar (For kind information of the Registrar), Guru Jambheshwar University of Science & Technology, Hisar.
6. The Assistant Registrar (Internal Audit Cell), Guru Jambheshwar University of Science & Technology, Hisar.

Asstt. Registrar (Estt.)
For Registrar

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GURU JAMBH[illegible]NIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

14880 19/12/16

OFFICE ORDER

The following transfers of the officials have been ordered with immediate effect: -

Sr. No	Name of Officer/Officials (Sh./Smt.)	From	To
1.	Prem Monga, A.T.O.	P.R.O.	P.R.O. & Security Office
2.	Anil Kumar, Dy. Supdt.	Security Office	Results Branch
3.	Anju, Dy. Supdt.	Results Branch	Distance Education
4.	Indraj Singh, Assistant	General Branch	EDP Cell
5.	Parminder Kataria, Assistant	Internal Audit Cell	Secrecy Branch
6.	Ved Kumar, Assistant	Accounts Branch	Secrecy Branch
7.	Jagpal, Assistant	Internal Audit Cel	Secrecy Branch
8.	Jagbir Singh, Assistant	Secrecy Branch	Internal Audit Cell
9.	Kamal Kumar, Lab Technician	Haryana School of Business	Physiotherapy
10.	Jaivir, Lab Technician	Physiotherapy	Haryana School of Business
11.	Pawan Hooda, Clerk	Training & Placement Cell	General Branch
12.	Sandeep Rana, Store-Keeper	Secrecy Branch	Training & Placement Cell
13.	Ramphal, Store-Keeper	Haryana School of Business	Distance Education
14.	Rakesh Kumar, Clerk	Distance Education	Establishment Branch
15.	Ashwani Kumar, Clerk	Secrecy	Dept. of Pharmaceutical Scs.
16.	Mohinder Singh, Clerk	Deptt. of Chemistry	Distance Education
17.	Rajesh Kumar, Clerk	Distance Education	Results Branch
18.	Abhishek, Clerk	Estt. Branch	Haryana School of Business
19.	Ms. Manjeet, Clerk	Electronics Comm. & Engg.	Girls Hostel-IV
20.	Ajay Kumar, Clerk	Establishment Branch	Electronics Comm. & Engg.
21.	Sourabh, Steno-typist	Establishment	Physiotherapy (1st half) Establishment (2nd half)

REGISTRAR

Endst. No. EN-M/2016/22797-22801 **Dated : 16.12.2016**

A copy of the above is forwarded to the following for information and necessary acation-

1. All concerned Deans/Directors/Chairperson/HODs/Branch Officers, Guru Jambheshwar University of Science & Technology, Hisar.
2. Financial Advisor, Guru Jambheshwar University of Science & Technology, Hisar
3. Joint Director (Audit), Guru Jambheshwar University of Science & Technology, Hisar.
4. Persons concerned
5. Internal- EN-I/II/III

Deputy Registrar (Estt.)
for Registrar 16/12/16.

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GURU JAMBHESHWAR UNIVERSITY, HISAR

No.EN-II/2005/ 7261
DATE : 1/8/05

To

Sh. Raghubir Singh, Store Keeper,
Dept. of Pharma Sc.,
Guru Jambheshwar University,
Hisar.

Sub.: Promotion to the post of Technical Assistant GR-I.

On the recommendations of the Departmental Promotion Committee, the Vice Chancellor has been pleased to promote you to the post of Technical Assistant GR-I in the pay scale of Rs. 5500-175-8300-EB-175-9000. Your pay will be fixed as per rules.

2. You will be on probation for a period of one year in the first instance from the date of your joining as such, which may be extended for another year. During this period if your work and conduct are not found satisfactory, you will be liable to be reverted to your original post.

3. You will continue to discharge your duties of Store Keeper as before.

4. In so far as the other terms and conditions of your promotion as Technical Assistant GR-I are concerned, the same will be governed by the Rules and Regulations of Guru Jambheshwar University, Hisar as may be existing or to be framed/amended from time to time.

5. If you accept this promotion, you may submit your joining report indicating acceptance of promotion through your Chairperson/Branch Officer immediately.

Asstt. Registrar (Estt.)
for Registrar

Dated : 1/8/05

Endst. No. EN-II/2005/ 7262-66

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

1. Chairperson/Branch Officer concerned.
2. Asstt. Registrar (Accounts), Guru Jambheshwar University, Hisar.
3. Secretary to Vice Chancellor (for kind information of the Vice Chancellor), Guru Jambheshwar University, Hisar.
4. Joint Director (Audit), Guru Jambheshwar University, Hisar.
5. P.A. to Registrar (for kind information of the Registrar), Guru Jambheshwar University, Hisar.

Asstt. Registrar (Estt.)
for Registrar

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GURU JAMBHESHWAR UNIVERSITY, HISAR

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OFFICE ORDER

On the recommendations of the Departmental Promotion Committee made in its meeting held on 16.10.2004 & with the approval of the Vice-Chancellor, the following officials are promoted to the post of Assistant-cum-DEO in the pay scale of Rs. 5450-150-6950-EB-150-8000+60 S.P. with immediate effect:-

Sr.No.	Name of the official
1.	Sh. Santokh Singh
2.	Sh. Girish Arora
3.	Sh. Bhushan Garg
4.	Sh. Ram Singh
5.	Sh. Parminder Kataria
6.	Ms. Sudesh Vermani
7.	Sh. Baldev Kumar
8.	Ms. Anjali Chawla
9.	Ms. Manju Bala
10.	Sh. Manoj Kumar
11.	Sh. Ramesh Kumar
12.	Sh. Krishan Kumar
13.	Sh. Naresh Kumar
14.	Ms. Kamlesh Rani
15.	Sh. Pardeep Anand
16.	Ms. Neelam Rani
17.	Ms. Paramjeet Kaur
18.	Sh. Mohinder Kumar
19.	Sh. Naveen Kumar
20.	Sh. Harish Kumar
21.	Sh. Hoshiar Singh
22.	Sh. Vinod Kumar
23.	Sh. Karamvir (SC(B) against SC(A) post)
24.	Sh. Sanjay Mittal
25.	Sh. Indraj (SC(B)against SC(A) post)

Their promotion is subject to the following terms and conditions:

1. That their promotions are subject to final decision in the CWP No 3176/2004 R.C.Moury & others Vs GJU, Hisar in the Hon'ble High Court. They shall have to pass a qualifying course in the use of computers and Internet to be conducted by the University within a year, otherwise the official will not earn annual increment.
2. That they will perform the duties of Clerk-cum-JDEOs in addition to their own duties till regular recruitment of Clerk-cum-JDEOs is made.
3. That they will be on probation for a period of one year in the first instance from the date of their joining as such. During this period, if their work and conduct are not found satisfactory, they will be liable to be reverted to their original post of Clerk-cum-JDEO.
4. That in so far as the other terms and conditions of their promotion as Assistant-Cum-DEO are concerned, the same will be governed by the Rules and Regulations of Guru Jambheshwar University, Hisar as may be existing or framed/amended from time to time.
5. That if they accept this promotion, they may submit their joining report immediately through their Chairperson/Branch Officer concerned.

REGISTRAR

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Endst. No. EN-HI/04/ 8924-8926 Dated: 16/8/2004

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

1. Chairman/Incharge/Branch Officers of the Department/Branch concerned.
2. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), GJU, Hisar.
3. J.D. (Audit), GJU, Hisar.
4. Assistant Registrar (Accounts), GJU, Hisar.
5. P.A. to Registrar (for kind information of the Registrar), GJU, Hisar.
6. Persons concerned.

Deputy Registrar (Estt.)
for Registrar

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GURU JAMBHESHWAR UNIVERSITY, HISAR

OFFICE ORDER

On the recommendations of the Departmental Promotion Committee made in its meeting held on 16.10.2004 & with the approval of the Vice-Chancellor, Sh. Surinder Singh, Clerk-cum-JDEO is promoted provisionally to the post of Assistant-cum-DEO in the pay scale of Rs. 5450-150-6950-EB-150-8000+60 S.P. with immediate effect and his work and conduct will be watched for one year.

His promotion is subject to the following terms and conditions:

1. That his promotions is subject to final decision in the CWP No 3176/2004 R.C.Moury & others Vs GJU, Hisar in the Hon'ble High Court. He shall have to pass a qualifying course in the use of computers and Internet to be conducted by the University within a year, otherwise the official will not earn annual increment.
2. That he will perform the duties of Clerk-cum-JDEO in addition to his own duties till regular recruitment of Clerk-cum-JDEOs is made.
3. That in so far as the other terms and conditions of his promotion as Assistant-Cum-DEO are concerned, the same will be governed by the Rules and Regulations of Guru Jambheshwar University, Hisar as may be existing or framed/amended from time to time.
4. That if he accepts this promotion, he may submit his joining report immediately through his Branch Officer.

REGISTRAR

Endst. No.EN-III/04/ 9047-53 Dated: 16/12/04

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

1. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), GJU, Hisar.
2. J.D. (Audit), GJU, Hisar.
3. Assistant Registrar (Accounts), GJU, Hisar.
4. Assistant Registrar (General), GJU, Hisar.
5. P.A. to Registrar (for kind information of the Registrar), GJU, Hisar.
6. Person concerned.

Deputy Registrar (Estt.)
for Registrar
16/12/04

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GURU JAMBHESHWAR UNIVERSITY, HISAR

No. EN-I/2003/M-598/____
Dated : _____

To

Smt. Mansa Rani, Steno-typist
Establishment Branch,
Guru Jambheshwar University,
Hisar

Sub: **Promotion to the post of Assistant on adhoc basis**

On the recommendation of the Departmental Promotion Committee, the Vice-Chancellor has been pleased to promote you to the post of Assistant on adhoc basis in the pay scale of Rs. 5450-150-6950-EB-150-8000+60 S.P. for a period of six months on the following terms and conditions with immediate effect.

1. That this promotion is against the resultant vacancy caused due to the promotion of senior most Assistant to the post of Dy. Supdt. on adhoc basis. In case any of the Assistants, who has been promoted as Dy. Supdt. is reverted to his substantive post, you or the junior most Assistant will stand automatically reverted to the substantive post of Steno-typist. Further during this period, if your work and conduct are not found satisfactory, you will be liable to be reverted to your original post of Steno-typist. Your pay will be fixed as per rules.
2. You will also look after work of Steno-typist in addition to your own duties as Assistant.
3. You will be required to learn computer and pass test to be conducted by the University for confirmation, if this promotion is converted into a regular one in due course.
4. Insofar as the other terms and conditions of your promotion as Assistant on adhoc basis are concerned, the same will be governed by the Rules and Regulations of Guru Jambheshwar University, Hisar as may be existing or framed/amended from time to time.
5. If you accept this adhoc promotion, you may submit your joining report immediately through your branch officer. You are also required to submit an undertaking with regard to the conditions referred to above at the time of your joining.

Sd/-
Deputy Registrar (Estt.)
for Registrar

Endst. No. EN-I/2003/M-598/ 3927 - 31 dated 03-09-03

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

1. Deputy Registrar (Accounts), Guru Jambheshwar University, Hisar.
2. Deputy Registrar (Estt.), Guru Jambheshwar University, Hisar
3. Secy. to Vice-Chancellor (for kind information of the Vice-Chancellor), Guru Jambheshwar University, Hisar.
4. Joint Director (Audit), Guru Jambheshwar University, Hisar.
5. P.A. to Registrar (for kind information of the Registrar), Guru Jambheshwar University, Hisar.

Dy. Registrar (Estt.)
for Registrar

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GURU JAMBHESHWAR UNIVERSITY, HISAR

No.EN-III/2005/ 7833
DATE : 16/8/05

To

Sh. Sunil Kumar, Clerk-cum-JDEO,
Security Office,
Guru Jambheshwar University,
Hisar.

Sub.: Promotion to the post of Assistant-cum-DEO.

On the recommendations of the Departmental Promotion Committee, the Vice Chancellor has been pleased to promote you to the post of Assistant-cum-DEO in the pay scale of Rs. 5450-150-6950-EB-150-8000 + 60 SP with immediate effect. Your pay will be fixed as per rules.

2. You will be on probation for a period of one year in the first instance from the date of your joining as such, which may be extended for another year. During this period if your work and conduct are not found satisfactory, you will be liable to be reverted to your original post.

3. Insofar as the other terms and conditions of your promotion as Assistant-cum-DEO are concerned, the same will be governed by the Rules and Regulations of Guru Jambheshwar University, Hisar as may be existing or to be framed/amended from time to time.

4. That your promotion is subject to final decision in the CWP No. 3176/2004 RC Morya & others Vs GJU, Hisar and 12167/2005 Ms. Paramjeet Kaur & others Vs GJU, Hisar in the Hon'ble High Court.

5. You shall have to pass a qualifying course in the use of computers and internet to be conducted by the University within a year, otherwise, you will not earn annual increments.

6. That you will perform the duties of Clerk-cum-JDEO in addition to your own duties till regular recruitment of Clerk-cum-JDEO is made.

7. If you accept this promotion, you may submit your joining report indicating acceptance of promotion through your Chairperson/Branch Officer immediately.

Asstt. Registrar (Estt.)
for Registrar
Dated : 16/8/05

Endst. No. EN-III/2005/ 7834-38

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

1. Chairperson/Branch Officer concerned. 17/8/05
2. Asstt. Registrar (Accounts), Guru Jambheshwar University, Hisar.
3. Secretary to Vice Chancellor (for kind information of the Vice Chancellor), Guru Jambheshwar University, Hisar. 17/8
4. Joint Director (Audit), Guru Jambheshwar University, Hisar. 17/8/05
5. P.A. to Registrar (for kind information of the Registrar), Guru Jambheshwar University, Hisar.

Asstt. Registrar (Estt.)
for Registrar

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(18) 333

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

No. EN-M/2013/2929
Dated : 20.06.2013

REGISTERED POST

To,

Roll No. **80203**
SH. RAMPHAL S/O HARDE RAM,
V.P.O. – BHAINI AMIRPUR, TH. NARNOUND,
DISTT. HISAR (HARYANA) – 125039

Sub : **Appointment to the Post of Store Keeper.**

Reference your application for the post cited as subject.

2. On the recommendations of the Selection Committee and approval of the State Govt., the Vice-Chancellor has been pleased to appoint you as Store Keeper in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.3200 per month in Guru Jambheshwar University of Science and Technology, Hisar with effect from the date you report yourself for duty in the Establishment Branch of this University.

3. a) You shall be on probation for a period of one year in the first instance. The appointment can, however, be terminated with one month's notice on either side or with one month's salary in lieu thereof, if your work and conduct are not found satisfactory or if you want to leave the service of this University. After confirmation whenever effected, three months' notice or three months' salary in lieu thereof, will be required on either side for termination of service.

b) You will be required to produce certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.

c) You will submit an undertaking before joining the duties to the effect that you have one living spouse in case you are married.

d) You will be liable to transfer to any other place/work for administrative reasons without affecting your emoluments at any time as and when it is considered necessary by the competent authority. It will also be opened to the University to depute you to work elsewhere for specified period.

e) You will be required to produce relieving certificate from your present employer before joining, if in service.

f) You will be entitled to the benefits of Contributory Provident Fund, Leave, TA according to the provisions as are in force or may be amended/introduced from time to time, by GJUS&T, Hisar.

g) You will be liable for removal from service and such other action as may be deemed necessary, if any declaration given or information furnished by you is false or if you are found to have willfully suppressed any information.

(P.T.O.)

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h) Your character and antecedents will be got verified after joining. In case any adverse facts come to the notice of the University your services shall be liable to be terminated.

i) You will have to stay within the municipal limits of Hisar city or of your place of posting.

j) You are also required to submit an affidavit at the time of your joining to the effect that you are not dismissed from any Govt./Semi-Govt. service and have not been punished for any act of moral turpitude.

k) Other conditions of your service in so far as they are not specified in this letter will be governed by the rules of this university as in force from time to time.

4. Your appointment is subject to verification of original certificates and other documents. Therefore, you should bring with you the under mentioned documents:-

i) Original certificates/testimonials in support of your date of birth/educational qualifications etc alongwith one set of attested photocopies thereof.

ii) 'No Objection Certificate' if you are at present employed in a Govt./Semi-Govt. Institution or State Undertaking.

5. Your appointment is subject to final decision of CWP No. 5674 of 2013 titled Satyawan versus GJUS&T Hisar

6. If you accept this offer, you may report to this office immediately but not later than 10 days failing which the offer of appointment is liable to be cancelled and no request for further extension in joining time will be entertained.

7. No TA/DA will be paid to you for this purpose.

Assistant Registrar (Estt.)
for Registrar

Endst. No: EN-M/2013/2930-34 Dated : 20/6/2013

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

1. Chief Medical Officer, Civil Hospital, Hisar. He is requested to kindly medically examine MR. SH. RAMPHAL S/O HARDE RAM as soon as he reports to him for this purpose.
2. Financial Advisor, Accounts Branch, Guru Jambheshwar University of Science and Technology, Hisar.
3. Deputy Registrar (Internal Audit Cell), Guru Jambheshwar University of Science and Technology, Hisar.
4. Deputy Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar.
5. ✓ EN-I (Internal).

Satya 20/6/13
Assistant Registrar (Estt.)
for Registrar

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REGISTERED

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited

EN-III/2009/1305
Dated: 21.02.2009

To,

Roll No. 55375
SATVIR SINGH S/D/o Sh. BHAG SINGH
VPO BHODA HOSHNAK, ,
FATEHABAD,
HARYANA - 125047

Sub : Appointment to the Post of Clerk-cum-Junior Data Entry Operator.

Reference your application for the post cited as subject.

2. The Vice-Chancellor, Guru Jambheshwar University of Science and Technology, Hisar is pleased to appoint you to the post of Clerk-cum-Junior Data Entry Operator at a starting salary of Rs. 3050+40 S.P. per month in the pay scale of Rs.3050-75-3950-EB-80-4590+40 S.P. in Guru Jambheshwar University of Science and Technology, Hisar with effect from the date you report yourself for duty in the office of Assistant Registrar (Estt.), Guru Jambheshwar University of Science and Technology, Hisar.

3. a) You shall be on probation for a period of one year in the first instance. The appointment can, however, be terminated with one month's notice on either side or with one month's salary in lieu thereof, if your work and conduct are not found satisfactory or if you want to leave the service of this University. After confirmation whenever effected, three months' notice or three months' salary in lieu thereof, will be required on either side for termination of service.

b) You will be required to produce certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.

c) You will be liable to transfer to any other place/work for administrative reasons without affecting your emoluments at any time as and when it is considered necessary by the competent authority. It will also be opened to the University to depute you to work else where for specified period.

d) You will be required to produce before joining, relieving certificate from your present employer, if in service.

e) You will be entitled to the benefits of General Provident Funds, Leave, Gratuity, TA according to the provisions as are in force or may be amended/introduced from time to time, by GJUS&T, Hisar.

f) You will be liable for removal from service and such other action as may be deemed necessary, if any declaration given or information furnished by you is false or if you are found to have willfully suppressed any information.

g) Your character and antecedents will be got verified after joining. In case any adverse facts come to the notice of the University your services shall be liable to be terminated.

h) You will have to stay within the municipal limits of Hisar city or of your place of posting.

i) You are also required to submit an affidavit at the time of your joining, to the effect that you are not dismissed from any Govt/Semi-Govt. service and have not been punished for any act of moral turpitude.

P.T.O.

j) Other conditions of your service in so far as they are not specified in this letter will be governed by the rules of this university as in force from time to time.

k) Your appointment is subject to verification of original certificates and other documents. Therefore, you should bring with you the under mentioned documents:-

i) Original certificates/testimonials in support of your date of birth/educational qualifications etc alongwith one set of attested photocopies thereof.

ii) 'No Objection Certificate' if you are at present employed in a Govt/Semi-Govt. Institution or State Undertaking.

l) You will have to pass qualifying course in the use of computers and internet as prescribed by the University within a period of one year from the date of joining the University service, failing which you will not earn annual increment.

4. If you accept this offer, you may report to this office immediately but not later than **09.03.2009** failing which the offer of appointment is liable to be cancelled.

5. No TA/DA will be paid to you for this purpose.

o/c REGISTRAR

Endst. No: EN-III/2009/**1306-1308** Dated : **21.02.2009**

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

1. Chief Medical Officer, Civil Hospital, Hisar. He is requested to kindly medically examine Mr/Ms **SATVIR SINGH** as soon as he/she reports to him for this purpose.
2. Deputy Registrar (Accounts), Guru Jambheshwar University of Science and Technology, Hisar.
3. Deputy Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar.

Assistant Registrar (Estt.)
for Registrar

o/c

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited

No. EN-M/2014/322

Dated : 06-01-2014

REGISTERED POST

To,

ROLL NO. 74638

MAHINDER SINGH S/D/o SH. RAM KISHAN,
VPO BHAINSWAN KHURD, TH- GOHANA,
SONEPAT, HARYANA - 131301

Sub: Appointment to the Post of Clerk-cum-Junior Data Entry Operator.

Reference your application for the post cited as subject.

2. The Vice-Chancellor has been pleased to appoint you as Clerk-cum-Junior Data Entry Operator in the Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900 plus Rs. 40 Special Pay per month in Guru Jambheshwar University of Science and Technology, Hisar with effect from the date you report yourself for duty in the office of Assistant Registrar (Estt.), Guru Jambheshwar University of Science and Technology, Hisar.

3. a) You shall be on probation for a period of one year in the first instance. The appointment can, however, be terminated with one month's notice on either side or with one month's salary in lieu thereof, if your work and conduct are not found satisfactory or if you want to leave the service of this University. After confirmation whenever effected, three months' notice or three months' salary in lieu thereof, will be required on either side for termination of service.

b) You will be required to produce certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.

c) You will submit an undertaking before joining the duties to the effect that you have one living spouse in case you are married.

d) You will be liable to transfer to any other place/work for administrative reasons without affecting your emoluments at any time as and when it is considered necessary by the competent authority. It will also be opened to the University to depute you to work else where for specified period.

e) You will be required to produce relieving certificate from your present employer before joining, if in service.

f) You will be entitled to the benefits of Contributory Provident Fund, Leave, TA according to the provisions as are in force or may be amended/introduced from time to time, by GJUS&T, Hisar.

g) You will be liable to removal from service and such other action as may be deemed necessary, if any declaration given or information furnished by you is false or if you are found to have willfully suppressed any information.

(P.T.O)

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h) Your character and antecedents will be got verified after joining. In case any adverse facts come to the notice of the University, your services shall be liable to be terminated.

i) You will have to stay within the municipal limits of Hisar city or of your place of posting.

j) You are also required to submit an affidavit at the time of your joining to the effect that you are not dismissed from any Govt./Semi-Govt. service and have not been punished for any act of moral turpitude.

k) Other conditions of your service in so far as they are not specified in this letter will be governed by the rules of this university as in force from time to time.

l) Your appointment is subject to verification of original certificates and other documents. Therefore, you should bring with you the under mentioned documents:-

i) Original certificates/testimonials in support of your date of birth/educational qualifications etc along with one set of attested photocopies thereof.

ii) 'No Objection Certificate' if you are at present employed in a Govt./ semi-Govt. Institution or State Undertaking.

m) You will have to pass qualifying course in the use of computer and internet as prescribed by the University within a period of one year from the date of joining the University service, failing which you will not earn annual increment.

4. If you accept this offer, you may report to this office immediately but not later than 21.01.2014 failing which the offer of appointment is liable to be cancelled and no request for further extension in joining time will be entertained.

5. The aforesaid appointment is subject to the decision of CWP No. 19808 of 2012.

6. No TA/DA will be paid to you for this purpose.

Assistant Registrar (Estt.)
for Registrar

Endst. No: EN-M/2014/323-328

Dated : 06.01.2014

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

1. Chief Medical Officer, Civil Hospital, Hisar. He is requested to kindly medically examine Mr./Ms. MAHINDER SINGH as soon as he/she reports to him for this purpose.
2. Assistant Registrar (Accounts), Guru Jambheshwar University of Science and Technology, Hisar.
3. Assistant Registrar (General), Guru Jambheshwar University of Science and Technology, Hisar.
4. Assistant Registrar (Internal Audit Cell), Guru Jambheshwar University of Science and Technology, Hisar.
5. Deputy Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar.
6. EN-III (Internal).

Satya 6/1/14

Assistant Registrar (Estt.)
for Registrar

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

No. EN-M/2014/5172
Dated : 21.07.2014

REGISTERED POST

To,

ROLL NO. 72464,
MUNNA LAL PAHADIA S/D/o SH. KANHIYA LAL PAHADIA,
JULAHA-PORA-BHUSAWAR, TH. WAIR,
, BHARATPUR,
RAJASTHAN - 321406

Sub: Appointment to the Post of Clerk-cum-Junior Data Entry Operator.

Reference your application for the post cited as subject.

2. The Vice-Chancellor has been pleased to appoint you as Clerk-cum-Junior Data Entry Operator on temporarily basis in the Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900 plus Rs. 40 Special Pay per month in Guru Jambheshwar University of Science and Technology, Hisar with effect from the date you report yourself for duty in the office of Assistant Registrar (Estt.), Guru Jambheshwar University of Science and Technology, Hisar.

3. a) You shall be on probation for a period of one year in the first instance. The appointment can, however, be terminated with one month's notice on either side or with one month's salary in lieu thereof, if your work and conduct are not found satisfactory or if you want to leave the service of this University. After confirmation whenever effected, three months' notice or three months' salary in lieu thereof, will be required on either side for termination of service.

b) You will be required to produce certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.

c) You will submit an undertaking before joining the duties to the effect that you have one living spouse in case you are married.

d) You will be liable to transfer to any other place/work for administrative reasons without affecting your emoluments at any time as and when it is considered necessary by the competent authority. It will also be opened to the University to depute you to work else where for specified period.

e) You will be required to produce relieving certificate from your present employer before joining, if in service.

f) You will be entitled to the benefits of Contributory Provident Fund, Leave, TA according to the provisions as are in force or may be amended/introduced from time to time, by GJUS&T, Hisar.

g) You will be liable to removal from service and such other action as may be deemed necessary, if any declaration given or information furnished by you is false or if you are found to have willfully suppressed any information.

(P.T.O)

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h) Your character and antecedents will be got verified after joining. In case any adverse facts come to the notice of the University, your services shall be liable to be terminated.

i) You will have to stay within the municipal limits of Hisar city or of your place of posting.

j) You are also required to submit an affidavit at the time of your joining to the effect that you are not dismissed from any Govt./Semi-Govt. service and have not been punished for any act of moral turpitude.

k) Other conditions of your service in so far as they are not specified in this letter will be governed by the rules of this university as in force from time to time.

l) Your appointment is subject to verification of original certificates and other documents. Therefore, you should bring with you the under menticned documents:-

   i) Original certificates/testimonials in support of your date of birth/educational qualifications etc along with one set of attested photocopies thereof.

   ii) 'No Objection Certificate' if you are at present employed in a Govt./ semi-Govt. Institution or State Undertaking.

m) You will have to pass qualifying course in the use of computer and internet as prescribed by the University within a period of one year from the date of joining the University service, failing which you will not earn annual increment.

4. If you accept this offer, you may report to this office immediately but not later than **31.07.2014** failing which the offer of appointment is liable to be cancelled and no request for further extension in joining time will be entertained.

5. The aforesaid appointment is subject to the decision of CWP No. 19808 of 2012.

6. No TA/DA will be paid to you for this purpose.

Assistant Registrar (Estt.)
for Registrar

Endst. No: EN-M/2014/5173-5178 Dated : 21.07.2014

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

1. Chief Medical Officer, Civil Hospital, Hisar. He is requested to kindly medically examine Mr./Ms. MUNNA LAL PAHADIA as soon as he/she reports to him for this purpose.
2. Assistant Registrar (Accounts), Guru Jambheshwar University of Science and Technology, Hisar.
3. Assistant Registrar (General), Guru Jambheshwar University of Science and Technology, Hisar.
4. Assistant Registrar (Internal Audit Cell), Guru Jambheshwar University of Science and Technology, Hisar.
5. Deputy Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar.
6. EN-III (Internal).

21.7.2014

Assistant Registrar (Estt.)
for Registrar

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

No. EN-M/2014/427
Dated : 06-01-2014

REGISTERED POST

To,

ROLL NO: 72484
RAVI DUTT S/D/o SH. KANWAR SINGH,
VPO BHARAWAS, ,
REWARI, HARYANA - 123401

Sub: Appointment to the Post of Clerk-cum-Junior Data Entry Operator.

Reference your application for the post cited as subject.

2. The Vice-Chancellor has been pleased to appoint you as Clerk-cum-Junior Data Entry Operator in the Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900 plus Rs. 40 Special Pay per month in Guru Jambheshwar University of Science and Technology, Hisar with effect from the date you report yourself for duty in the office of Assistant Registrar (Estt.), Guru Jambheshwar University of Science and Technology, Hisar.

3. a) You shall be on probation for a period of one year in the first instance. The appointment can, however, be terminated with one month's notice on either side or with one month's salary in lieu thereof, if your work and conduct are not found satisfactory or if you want to leave the service of this University. After confirmation whenever effected, three months' notice or three months' salary in lieu thereof, will be required on either side for termination of service.

b) You will be required to produce certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.

c) You will submit an undertaking before joining the duties to the effect that you have one living spouse in case you are married.

d) You will be liable to transfer to any other place/work for administrative reasons without affecting your emoluments at any time as and when it is considered necessary by the competent authority. It will also be opened to the University to depute you to work else where for specified period.

e) You will be required to produce relieving certificate from your present employer before joining, if in service.

f) You will be entitled to the benefits of Contributory Provident Fund, Leave, TA according to the provisions as are in force or may be amended/introduced from time to time, by GJUS&T, Hisar.

g) You will be liable to removal from service and such other action as may be deemed necessary, if any declaration given or information furnished by you is false or if you are found to have willfully suppressed any information.

(P.T.O.)

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h) Your character and antecedents will be got verified after joining. In case any adverse facts come to the notice of the University, your services shall be liable to be terminated.

i) You will have to stay within the municipal limits of Hisar city or of your place of posting.

j) You are also required to submit an affidavit at the time of your joining to the effect that you are not dismissed from any Govt./Semi-Govt. service and have not been punished for any act of moral turpitude.

k) Other conditions of your service in so far as they are not specified in this letter will be governed by the rules of this university as in force from time to time.

l) Your appointment is subject to verification of original certificates and other documents. Therefore, you should bring with you the under mentioned documents:-

   i) Original certificates/testimonials in support of your date of birth/educational qualifications etc along with one set of attested photocopies thereof.
   ii) 'No Objection Certificate' if you are at present employed in a Govt./ semi-Govt. Institution or State Undertaking.

m) You will have to pass qualifying course in the use of computer and internet as prescribed by the University within a period of one year from the date of joining the University service, failing which you will not earn annual increment.

4. If you accept this offer, you may report to this office immediately but not later than **21.01.2014** failing which the offer of appointment is liable to be cancelled and no request for further extension in joining time will be entertained.

5. The aforesaid appointment is subject to the decision of CWP No. 19808 of 2012.

6. No TA/DA will be paid to you for this purpose.

Assistant Registrar (Estt.)
for Registrar

Endst. No: EN-M/2014/**428-433** Dated : **06.01.2014**

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

1. Chief Medical Officer, Civil Hospital, Hisar. He is requested to kindly medically examine Mr./Ms. RAVI DUTT as soon as he/she reports to him for this purpose.
2. Assistant Registrar (Accounts), Guru Jambheshwar University of Science and Technology, Hisar.
3. Assistant Registrar (General), Guru Jambheshwar University of Science and Technology, Hisar.
4. Assistant Registrar (Internal Audit Cell), Guru Jambheshwar University of Science and Technology, Hisar.
5. Deputy Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar.
6. EN-III (Internal).

6/1/14

Assistant Registrar (Estt.)
for Registrar

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited

OFFICE ORDER

On the recommendations of the Departmental Promotion Committee made in its meetings held on 2010 and with the approval of the Vice-Chancellor, the following officials are promoted temporarily on the in the Pay Band with Grade Pay as mentioned against each, with immediate effect:-

	Name & Designation	Promoted As	Pay Band with Grade Pay	Remarks
1.	Sh. Raj Narain, Peon	Clerk-cum-JDEO	₹ 5200-20200 with Grade Pay ₹ 1900+ ₹ 40 SP	--
2.	Sh. Bharpur Singh, Peon	Clerk-cum-JDEO	₹ 5200-20200 with Grade Pay ₹ 1900+ ₹ 40 SP	--
3.	Sh. Sukhdev, Peon	Clerk-cum-JDEO	₹ 5200-20200 with Grade Pay ₹ 1900+ ₹ 40 SP	against the post vacated by Sh. Ashok Ghai temporarily
4.	Sh. Raj Pal, Peon	Clerk-cum-JDEO	₹ 5200-20200 with Grade Pay ₹ 1900+ ₹ 40 SP	against the post vacated by Mrs. Mamta Goel temporarily
5.	Mrs. Mukesh Mor, Peon	Clerk-cum-JDEO	₹ 5200-20200 with Grade Pay ₹ 1900+ ₹ 40 SP	against the post vacated by Sh. Rajesh Kumar temporarily
6.	Sh. Prahlad Singh, Peon	Clerk-cum-JDEO	₹ 5200-20200 with Grade Pay ₹ 1900+ ₹ 40 SP	against the post vacated by Sh. Rajesh Kumar temporarily
7.	Sh. Mahesh Kumar, Peon	Clerk-cum-JDEO	₹ 5200-20200 with Grade Pay ₹ 1900+ ₹ 40 SP	against the post vacated by Sh. Ved Parkash temporarily
8.	Mrs. Santosh Rani, Peon	Clerk-cum-JDEO	₹ 5200-20200 with Grade Pay ₹ 1900+ ₹ 40 SP	against the post vacated by Sh. Chhabil Dass temporarily

These promotions are subject to the following terms and conditions:-

1) That the promotions of the above employees are temporary. They will be put on probation after regularization of their promotion.

2) That they will have to pass a qualifying course in the use of computers and Internet to be conducted by the University within a year, otherwise the officials will not earn annual increment.

3) That the above promotees will be imparted training of 15 days for 02 hours daily by the Head, Computer Centre for feeding data in computer and their operation, including office procedure.

4) That the promotions of the employees mentioned from Sr. No. 3 to 8 is subject to the condition that he/she will be reverted to their substantive post if the employees against whom the promotions are being made joins back and the vacancies are not available. Such employees will have to give an undertaking to this effect.

5) That in so far as the other terms and conditions of their promotion are concerned, the same will be governed by the rules and regulations of Guru Jambheshwar University Hisar as may be existing o framed/amended from time to time.

6) That if they accept this promotion, they may submit their joining report through thei Chairperson/Branch Officer concerned.

REGISTRAR

19/1/10

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Endst. No. EN-II/2010/ 12-85 Dated : 16/9/10.

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

1. The Proctor, Guru Jambheshwar University of Science and Technology, Hisar.
2. The Chairman, Department of Environmental Science & Engg., Guru Jambheshwar University of Science and Technology, Hisar.
3. The Chairperson, Deptt. of Advertising Management & PR, Guru Jambheshwar University of Science and Technology, Hisar.
4. The Senior Medical Officer, University Health Centre, Guru Jambheshwar University of Science and Technology, Hisar.
5. The Deputy Registrar (Accounts), Guru Jambheshwar University of Science and Technology, Hisar.
6. The Secretary to Vice-Chancellor, Guru Jambheshwar University of Science and Technology, Hisar (for kind information of Vice-Chancellor).
7. The Head, University Computer & Informatics Centre, Guru Jambheshwar University of Science and Technology, Hisar.
8. The Incharge, Guru Jambheshwar Institute of Religious Studies, Guru Jambheshwar University of Science and Technology, Hisar.
9. The Public Relations Officer, Guru Jambheshwar University of Science and Technology, Hisar.
10. The Deputy Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar.
11. The PA to Registrar, Guru Jambheshwar University of Science and Technology, Hisar (for kind information of Registrar).
12. Persons concerned.

Assistant Registrar (Estt.)
for Registrar

16/9/10

16/9/10

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U JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited

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12/8/16

OFFICE ORDER

The English Shorthand Test of the following Steno-Typist will be held on 23/8/2016 at 11:00AM in the Committee Room near V.C. office:-

Sr. No.	Name of Employee	Place of posting
1	Sh. Madan, Steno-Typist	Deptt. of Mathematics
2	Sh. Naresh Kumar, Steno-Typist	Distance Education
3	Sh. Satish Kumar, Steno-Typist	VC Office

The passage (paper) will be comprising of 500 words and it will be dictated in 5 minutes with 8% mistakes admissible. The candidates will be allowed 25 minutes time to transcribe the same at the speed of 20 w.p.m in English. Test will be conducted on Computer.

REGISTRAR

Endst. No. EN-M/2016/ 19753-58 Dated: 12/8/2016

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

1. Director, Distance Education, Guru Jambheshwar University of Science & Technology, Hisar.
2. Chairperson, Deptt. of Mathematics, Guru Jambheshwar University of Science & Technology, Hisar.
3. Secretary to Vice-Chancellor, Guru Jambheshwar University of Science & Technology, Hisar.
4. Persons concerned.

Deputy Registrar (Estt.)
for Registrar

DD (DE)
Plz. inform the concerned
16/8/2016

Mr. Naresh Kr. do note, pl.
16/8/16

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REGISTERED

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited

EN-III/2009/1257
Dated: 21.02.2009

To,

Roll No. 58468
NAVEEN S/D/o Sh. RAMESH CHANDER
B NO28, W NO 3, H NO. 11, GANDHI NAGAR,
ROHTAK,
HARYANA - 124001

Sub : Appointment to the Post of Clerk-cum-Junior Data Entry Operator.

Reference your application for the post cited as subject.

2. The Vice-Chancellor, Guru Jambheshwar University of Science and Technology, Hisar is pleased to appoint you to the post of Clerk-cum-Junior Data Entry Operator at a starting salary of Rs. 3050+40 S.P. per month in the pay scale of Rs.3050-75-3950-EB-80-4590+40 S.P. in Guru Jambheshwar University of Science and Technology, Hisar with effect from the date you report yourself for duty in the office of Assistant Registrar (Estt.), Guru Jambheshwar University of Science and Technology, Hisar.

3. a) You shall be on probation for a period of one year in the first instance. The appointment can, however, be terminated with one month's notice on either side or with one month's salary in lieu thereof, if your work and conduct are not found satisfactory or if you want to leave the service of this University. After confirmation whenever effected, three months' notice or three months' salary in lieu thereof, will be required on either side for termination of service.

b) You will be required to produce certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.

c) You will be liable to transfer to any other place/work for administrative reasons without affecting your emoluments at any time as and when it is considered necessary by the competent authority. It will also be opened to the University to depute you to work else where for specified period.

d) You will be required to produce before joining, relieving certificate from your present employer, if in service.

e) You will be entitled to the benefits of General Provident Funds, Leave, Gratuity, TA according to the provisions as are in force or may be amended/introduced from time to time, by GJUS&T, Hisar.

f) You will be liable for removal from service and such other action as may be deemed necessary, if any declaration given or information furnished by you is false or if you are found to have willfully suppressed any information.

g) Your character and antecedents will be got verified after joining. In case any adverse facts come to the notice of the University your services shall be liable to be terminated.

h) You will have to stay within the municipal limits of Hisar city or of your place of posting.

i) You are also required to submit an affidavit at the time of your joining, to the effect that you are not dismissed from any Govt/Semi-Govt. service and have not been punished for any act of moral turpitude.

P.T.O.

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j) Other conditions of your service in so far as they are not specified in this letter will be governed by the rules of this university as in force from time to time.

k) Your appointment is subject to verification of original certificates and other documents. Therefore, you should bring with you the under mentioned documents:-

i) Original certificates/testimonials in support of your date of birth/educational qualifications etc alongwith one set of attested photocopies thereof.

ii) 'No Objection Certificate' if you are at present employed in a Govt/Semi-Govt. Institution or State Undertaking.

l) You will have to pass qualifying course in the use of computers and internet as prescribed by the University within a period of one year from the date of joining the University service, failing which you will not earn annual increment.

4. If you accept this offer, you may report to this office immediately but not later than **09.03.2009** failing which the offer of appointment is liable to be cancelled.

5. No TA/DA will be paid to you for this purpose.

REGISTRAR

Endst. No: EN-III/2009/**1258-1260** Dated : **21.02.2009**

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

1. Chief Medical Officer, Civil Hospital, Hisar. He is requested to kindly medically examine Mr/Ms **NAVEEN** as soon as he/she reports to him for this purpose.
2. Deputy Registrar (Accounts), Guru Jambheshwar University of Science and Technology, Hisar.
3. Deputy Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar.

Assistant Registrar (Estt.)
for Registrar

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

No. EN-M/2014/441
Dated : 06-01-2014

REGISTERED POST

To,

ROLL NO. 76518
PARDEEP KUMAR S/D/o SH. SURENDER SINGH,
DEVI MENDIR ROAD, WARD NO 8,
KALANAUR,
ROHTAK, HARYANA - 124113

Sub: Appointment to the Post of Clerk-cum-Junior Data Entry Operator.

Reference your application for the post cited as subject.

2. The Vice-Chancellor has been pleased to appoint you as Clerk-cum-Junior Data Entry Operator in the Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900 plus Rs. 40 Special Pay per month in Guru Jambheshwar University of Science and Technology, Hisar with effect from the date you report yourself for duty in the office of Assistant Registrar (Estt.), Guru Jambheshwar University of Science and Technology, Hisar.

3. a) You shall be on probation for a period of one year in the first instance. The appointment can, however, be terminated with one month's notice on either side or with one month's salary in lieu thereof, if your work and conduct are not found satisfactory or if you want to leave the service of this University. After confirmation whenever effected, three months' notice or three months' salary in lieu thereof, will be required on either side for termination of service.

b) You will be required to produce certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.

c) You will submit an undertaking before joining the duties to the effect that you have one living spouse in case you are married.

d) You will be liable to transfer to any other place/work for administrative reasons without affecting your emoluments at any time as and when it is considered necessary by the competent authority. It will also be opened to the University to depute you to work else where for specified period.

e) You will be required to produce relieving certificate from your present employer before joining, if in service.

f) You will be entitled to the benefits of Contributory Provident Fund, Leave, TA according to the provisions as are in force or may be amended/introduced from time to time, by GJUS&T, Hisar.

g) You will be liable to removal from service and such other action as may be deemed necessary, if any declaration given or information furnished by you is false or if you are found to have willfully suppressed any information.

(P.T.O)

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h) Your character and antecedents will be got verified after joining. In case any adverse facts come to the notice of the University, your services shall be liable to be terminated.

i) You will have to stay within the municipal limits of Hisar city or of your place of posting.

j) You are also required to submit an affidavit at the time of your joining to the effect that you are not dismissed from any Govt./Semi-Govt. service and have not been punished for any act of moral turpitude.

k) Other conditions of your service in so far as they are not specified in this letter will be governed by the rules of this university as in force from time to time.

l) Your appointment is subject to verification of original certificates and other documents. Therefore, you should bring with you the under mentioned documents:-

i) Original certificates/testimonials in support of your date of birth/educational qualifications etc along with one set of attested photocopies thereof.

ii) 'No Objection Certificate' if you are at present employed in a Govt./ semi-Govt. Institution or State Undertaking.

m) You will have to pass qualifying course in the use of computer and internet as prescribed by the University within a period of one year from the date of joining the University service, failing which you will not earn annual increment.

4. If you accept this offer, you may report to this office immediately but not later than **21.01.2014** failing which the offer of appointment is liable to be cancelled and no request for further extension in joining time will be entertained.

5. The aforesaid appointment is subject to the decision of CWP No. 19808 of 2012.

6. No TA/DA will be paid to you for this purpose.

Assistant Registrar (Estt.)
for Registrar

Endst. No: EN-M/2014/**442-447**

Dated : **06.01.2014**

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

1. Chief Medical Officer, Civil Hospital, Hisar. He is requested to kindly medically examine Mr./Ms. PARDEEP KUMAR as soon as he/she reports to him for this purpose.
2. Assistant Registrar (Accounts), Guru Jambheshwar University of Science and Technology, Hisar.
3. Assistant Registrar (General), Guru Jambheshwar University of Science and Technology, Hisar.
4. Assistant Registrar (Internal Audit Cell), Guru Jambheshwar University of Science and Technology, Hisar.
5. Deputy Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar.
6. EN-III (Internal).

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Assistant Registrar (Estt.)
for Registrar

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

No. EN-M/2014/434
Dated : 06-01-2014

REGISTERED POST

To,

ROLL NO. **76162**
SUSHIL KUMAR S/D/o SH. SITA RAM,
36, GRAIN MARKET, ,
HISAR, HARYANA - 125001

Sub: Appointment to the Post of Clerk-cum-Junior Data Entry Operator.

Reference your application for the post cited as subject.

2. The Vice-Chancellor has been pleased to appoint you as Clerk-cum-Junior Data Entry Operator in the Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900 plus Rs. 40 Special Pay per month in Guru Jambheshwar University of Science and Technology, Hisar with effect from the date you report yourself for duty in the office of Assistant Registrar (Estt.), Guru Jambheshwar University of Science and Technology, Hisar.

3. a) You shall be on probation for a period of one year in the first instance. The appointment can, however, be terminated with one month's notice on either side or with one month's salary in lieu thereof, if your work and conduct are not found satisfactory or if you want to leave the service of this University. After confirmation whenever effected, three months' notice or three months' salary in lieu thereof, will be required on either side for termination of service.

b) You will be required to produce certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.

c) You will submit an undertaking before joining the duties to the effect that you have one living spouse in case you are married.

d) You will be liable to transfer to any other place/work for administrative reasons without affecting your emoluments at any time as and when it is considered necessary by the competent authority. It will also be opened to the University to depute you to work else where for specified period.

e) You will be required to produce relieving certificate from your present employer before joining, if in service.

f) You will be entitled to the benefits of Contributory Provident Fund, Leave, TA according to the provisions as are in force or may be amended/introduced from time to time, by GJUS&T, Hisar.

g) You will be liable to removal from service and such other action as may be deemed necessary, if any declaration given or information furnished by you is false or if you are found to have willfully suppressed any information.

(P.T.O)

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h) Your character and antecedents will be got verified after joining. In case any adverse facts come to the notice of the University, your services shall be liable to be terminated.

i) You will have to stay within the municipal limits of Hisar city or of your place of posting.

j) You are also required to submit an affidavit at the time of your joining to the effect that you are not dismissed from any Govt./Semi-Govt. service and have not been punished for any act of moral turpitude.

k) Other conditions of your service in so far as they are not specified in this letter will be governed by the rules of this university as in force from time to time.

l) Your appointment is subject to verification of original certificates and other documents. Therefore, you should bring with you the under mentioned documents:-

   i) Original certificates/testimonials in support of your date of birth/educational qualifications etc along with one set of attested photocopies thereof.
   ii) 'No Objection Certificate' if you are at present employed in a Govt./ semi-Govt. Institution or State Undertaking.

m) You will have to pass qualifying course in the use of computer and internet as prescribed by the University within a period of one year from the date of joining the University service, failing which you will not earn annual increment.

4. If you accept this offer, you may report to this office immediately but not later than **21.01.2014** failing which the offer of appointment is liable to be cancelled and no request for further extension in joining time will be entertained.

5. The aforesaid appointment is subject to the decision of CWP No. 19808 of 2012.

6. No TA/DA will be paid to you for this purpose.

Assistant Registrar (Estt.)
for Registrar

Endst. No: EN-M/2014/**435-440**

Dated : **06.01.2014**

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

1. Chief Medical Officer, Civil Hospital, Hisar. He is requested to kindly medically examine Mr./Ms. SUSHIL KUMAR as soon as he/she reports to him for this purpose.
2. Assistant Registrar (Accounts), Guru Jambheshwar University of Science and Technology, Hisar.
3. Assistant Registrar (General), Guru Jambheshwar University of Science and Technology, Hisar.
4. Assistant Registrar (Internal Audit Cell), Guru Jambheshwar University of Science and Technology, Hisar.
5. Deputy Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar.
6. EN-III (Internal).

6/1/14

Assistant Registrar (Estt.)
for Registrar

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

No. EN-M/2014/5179
Dated : 21.07.2014

REGISTERED POST

To,

ROLL NO. 75137,
MUKESH JANGRA S/D/o SH. RAMESHWER DAYAL,
WARD NO-2,VAKIL COLONY, SIWANI MANDI,
, BHIWANI,
HARYANA - 127046

Sub: Appointment to the Post of Clerk-cum-Junior Data Entry Operator.

Reference your application for the post cited as subject.

2. The Vice-Chancellor has been pleased to appoint you as Clerk-cum-Junior Data Entry Operator on temporarily basis in the Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900 plus Rs. 40 Special Pay per month in Guru Jambheshwar University of Science and Technology, Hisar with effect from the date you report yourself for duty in the office of Assistant Registrar (Estt.), Guru Jambheshwar University of Science and Technology, Hisar.

3. a) You shall be on probation for a period of one year in the first instance. The appointment can, however, be terminated with one month's notice on either side or with one month's salary in lieu thereof, if your work and conduct are not found satisfactory or if you want to leave the service of this University. After confirmation whenever effected, three months' notice or three months' salary in lieu thereof, will be required on either side for termination of service.

b) You will be required to produce certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.

c) You will submit an undertaking before joining the duties to the effect that you have one living spouse in case you are married.

d) You will be liable to transfer to any other place/work for administrative reasons without affecting your emoluments at any time as and when it is considered necessary by the competent authority. It will also be opened to the University to depute you to work else where for specified period.

e) You will be required to produce relieving certificate from your present employer before joining, if in service.

f) You will be entitled to the benefits of Contributory Provident Fund, Leave, TA according to the provisions as are in force or may be amended/introduced from time to time, by GJUS&T, Hisar.

g) You will be liable to removal from service and such other action as may be deemed necessary, if any declaration given or information furnished by you is false or if you are found to have willfully suppressed any information.

(P.T.O)

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h) Your character and antecedents will be got verified after joining. In case any adverse facts come to the notice of the University, your services shall be liable to be terminated.

i) You will have to stay within the municipal limits of Hisar city or of your place of posting.

j) You are also required to submit an affidavit at the time of your joining to the effect that you are not dismissed from any Govt./Semi-Govt. service and have not been punished for any act of moral turpitude.

k) Other conditions of your service in so far as they are not specified in this letter will be governed by the rules of this university as in force from time to time.

l) Your appointment is subject to verification of original certificates and other documents. Therefore, you should bring with you the under mentioned documents:-

   i) Original certificates/testimonials in support of your date of birth/educational qualifications etc along with one set of attested photocopies thereof.
   ii) 'No Objection Certificate' if you are at present employed in a Govt./ semi-Govt. Institution or State Undertaking.

m) You will have to pass qualifying course in the use of computer and internet as prescribed by the University within a period of one year from the date of joining the University service, failing which you will not earn annual increment.

4. If you accept this offer, you may report to this office immediately but not later than **31.07.2014** failing which the offer of appointment is liable to be cancelled and no request for further extension in joining time will be entertained.

5. The aforesaid appointment is subject to the decision of CWP No. 19808 of 2012.

6. No TA/DA will be paid to you for this purpose.

Assistant Registrar (Estt.)
for Registrar

Endst. No: EN-M/2014/5180-5185 Dated : 21.07.2014

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

1. Chief Medical Officer, Civil Hospital, Hisar. He is requested to kindly medically examine Mr./Ms. MUKESH JANGRA as soon as he/she reports to him for this purpose.
2. Assistant Registrar (Accounts), Guru Jambheshwar University of Science and Technology, Hisar.
3. Assistant Registrar (General), Guru Jambheshwar University of Science and Technology, Hisar.
4. Assistant Registrar (Internal Audit Cell), Guru Jambheshwar University of Science and Technology, Hisar.
5. Deputy Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar.
6. EN-III (Internal).

21/07/2014

Assistant Registrar (Estt.)
for Registrar

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-27- 367 (39)

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR

No: EN-II/2006/ 54113
Dated : 11.08.2006

To

MANI RAM S/D/o Sh. CHIRANJI LAL,
VPO SINGHWA KHAS, TEH HANSI,
DISTT HISAR,
HARYANA - 125042

Sub : **Appointment to the Post of Peon.**

Reference your application for the post cited as subject.

2. The Vice-Chancellor, Guru Jambheshwar University of Science and Technology, Hisar is pleased to offer you the appointment as Peon in the pay scale of Rs.2550-55-2660-EB-60-3200+30 S.P. in Guru Jambheshwar University of Science and Technology, Hisar with effect from the date you report yourself for duty in the office of Assistant Registrar (Estt.) subject to the following :-

a) You shall be on probation for a period of one year in the first instance. The appointment can, however, be terminated with one month's notice on either side or with one month's salary in lieu thereof, if your work and conduct are not found satisfactory or if you want to leave the service of this University. After confirmation whenever effected, three months' notice or three months' salary in lieu thereof, will be required from either side for termination of service.

b) You will be required to produce certificate of medical fitness from the Chief Medical Officer of the Civil Hospital, Hisar before you are allowed to join.

c) You will be liable to transfer to any other place/work for administrative reasons at any time as and when it is considered necessary by the competent authority. It will also be opened to the University to depute you to work else where for specified period.

d) You will be required to produce before joining, relieving certificate from your present employer, if in service.

e) You will be entitled to the other benefits like General Provident Fund, Leave, Gratuity, etc. according to the provisions as are in force or may be amended/introduced from time to time, by the University.

f) You will be liable to removal from service and such other action as may be deemed necessary, if any declaration given or information furnished by you is false or if you are found to have willfully suppressed any information.

g) Your character and antecedents will be got verified after joining. In case any adverse facts come to the notice of the University your services shall be liable to be terminated.

h) You will have to stay within the municipal limits of Hisar city or of your place of posting.

i) You are also required to submit an affidavit at the time of your joining, to the effect that you are not dismissed from any Govt/ Semi-Govt. service and have not been punished for any act of moral turpitude.

j) Other conditions of your service in so far as they are not specified in this letter will be governed by the rules of this university as in force from time to time.

P.T.O.

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k) Your appointment is subject to verification of original certificates and other documents. Therefore, you should bring with you the under mentioned documents: -

i) Original certificates/testimonials in support of your date of birth/educational qualifications etc alongwith one set of attested photocopies thereof.

ii) 'No Objection Certificate' if you are at present employed in a Govt/ semi-Govt. Institution or State Undertaking.

l) If you accept this offer, you may report to this office immediately but not later than 25.08.2006 failing which the offer of appointment is liable to be cancelled.

m) No TA/DA will be paid to you for joining this post.

7/11/06
REGISTRAR

Endst. No: EN-II/2006/54114-54116 Dated : 11.08.2006

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

1. Chief Medical Officer, Civil Hospital, Hisar. He is requested to kindly medically examine Mr/Ms MANI RAM as soon as he/she reports to him for this purpose.
2. Assistant Registrar (Accounts), Guru Jambheshwar University of Science and Technology, Hisar.
3. Joint Director (Audit), Guru Jambheshwar University of Science and Technology, Hisar.

Assistant Registrar (Estt.)
for Registrar

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GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

OFFICE ORDER

On the recommendations of the Departmental Promotion Committee made in its meeting held on 29.12.2010 and with the approval of the Vice-Chancellor, the following officials are promoted in the pay band with Grade Pay, as mentioned against each, with immediate effect except Sr. No. 5, who has been promoted w.e.f. 16.9.2010:-

Sr. No.	Name & Designation Sarvshri	Promoted as	Pay Band with Grade Pay (in ₹)	Remarks
1	Virender Kumar, Sr. Scale Stenographer	Personal Assistant	9300-34800+3600 +150 SP	
2	Rajnish Kumar, Assistant-cum-DEO	Deputy Superintendent	9300-34800+3600 +150 SP	On temporary basis against the post of Superintendent.
3	Om Parkash, Clerk-cum-JDEO	Assistant-cum-DEO	9300-34800+3600	On temporary basis against the vacant post of Deputy Superintendent of SC category
4	Sanjay Kumar, Clerk-cum-JDEO	Assistant-cum-DEO	9300-34800+3600	On temporary basis against the resultant vacancy of Sh. Rajnish Kumar.
5	Ishwar Singh Peon	Clerk-cum-JDEO	5200-20200+1900 +40 SP	w.e.f. 16.9.2010 against the post of Junior Assistant sanctioned for Academic Staff College and thereafter his promotion will be against the resultant vacancy of Shri Sanjay Kumar. His pay from back date will be fixed as per rules.
6	Balraj s/o Sh. Prabhu Dayal, Peon	Clerk-cum-JDEO	5200-20200+1900 +40 SP	On temporary basis against the resultant vacancy of Sh. Om Parkash,

These promotions are subject to the following terms and conditions:-

1. That the employee mentioned at Sr. 1 & 5 will be on probation for a period of one year in the first instance from the date of their joining as such. During this period, if their work and conduct is not found satisfactory, they will be liable to be reverted to his original posts.

2. That the promotion of Shri Rajnish Kumar is temporary and subject to final outcome of CWP No. 7801 of 2010 titled as "Harish Chawla versus Guru Jambheshwar University of Science & Technology, Hisar".

Contd..P/2..

31/12/10

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3. That the employees mentioned at Sr. 5 & 6 will have to pass a qualifying course in the use of computers and Internet to be conducted by the University within a year, otherwise the officials will not earn annual increment.

4. That the promotions of the employees at Sr. No. 2,3,4 & 6 is subject to the condition that they will be reverted to their substantive post if the vacant posts ceases to exist for any reason. Such employees will have to give an undertaking to this effect.

5. That in so far as the other terms and conditions of their promotion are concerned, the same will be governed by the rules and regulations of Guru Jambheshwar University of Science and Technology, Hisar as may be existing or framed/amended from time to time.

6. Their pay will be fixed as per rules.

7. That if they accept this promotion, they may submit their joining report through their Controlling Officer concerned.

REGISTRAR

Endst. No. ENM/M-598/10/7953-66 Dated: 31st December 2010

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

1. The Chairman, Department of Computer Science & Engineering, Guru Jambheshwar Univ. of Science & Technology, Hisar
2. The Librarian, Guru Jambheshwar Univ. of Science & Technology, Hisar
3. The Deputy Registrar (Accounts), Guru Jambheshwar Univ. of Science & Technology, Hisar
4. The Secretary to Vice-Chancellor, Guru Jambheshwar Univ. of Science & Technology, Hisar (for kind information of Vice-Chancellor).
5. The Deputy Registrar (Legal), Guru Jambheshwar Univ. of Science & Technology, Hisar
6. The Deputy Director (Audit), Guru Jambheshwar University of Science & Technology, Hisar
7. The Assistant Registrar (General), Guru Jambheshwar Univ. of Science & Technology, Hisar
8. The Assistant Registrar (Pre-Audit Cell), Guru Jambheshwar Univ. of Science & Technology, Hisar
9. Persons concerned.

31/12/10

Assistant Registrar (Estt.)
for Registrar

354



हरियाणा HARYANA

T 075220

Affidavit

I, Dr. Anil Kumar Pundir, Registrar of Guru Jambheshwar University of Science & Technology, Hisar do hereby solemnly affirm and declare as under:

1. That our university namely Guru Jambheshwar University of Science & Technology, Hisar wish to apply for the recognition of programmes to be offered under Open and Distance Learning mode with effect from the academic session 2018-19 beginning in July, 2018.

2. I have fully understood the clauses, terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning) Regulations, 2017 along with two amendments thereon notified on 11.10.2017 and 06.02.2018.

3. That university has submitted the proposal as per the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments as mentioned in para 2 above.

4. That university has submitted the proposal ONLINE through the designated portal and is also submitting duly certified three hard copies of the same proposal along with all the annexures, within the specified period, to UGC.

5. That university is eligible in all respect to apply for offering education through open and distance learning mode as per UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.

6. It is also declared that academic and instructional facilities at its Regional Centres and Learning Support Centres (Study Centres) meet all the

conditions of UGC (ODL) Regulations, 2017, its amendments as mentioned in para 2 above and guidelines issued from time to time, and are commensurate with the number of academic programmes and learner's strength thereto. It is also declared that these are as per the other applicable Regulations of UGC.

7. That the University has been offering education through open and distance learning mode with the approval of UGC/erstwhile DEC and has not violated any of the terms and conditions as stipulated in the approval/recognition letter No. F. No. UGC/DEB/GJU/HAR/2016 dated August 24, 2016 and norms issued by the relevant/concerned statutory bodies from time to time.

8. That the university shall scrupulously abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above while imparting education through open and distance learning mode after getting the approval of UGC.

9. That all the information given by the university in the proposal submitted to UGC is complete, true and correct.

10. That I am fully aware of the consequences, if the University fails to abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.

11. That I am fully aware that in case any information, documentary evidence submitted/produced by the University is found to be false or fake at a later stage or in case of any violation, the recognition of University shall be withdrawn and UGC may also take other punitive measures mentioned in UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above. I am also fully aware that it is the sole responsibility of the University for the career consequences of students, if any, arising out of the same.

DEPONENT

Verification:

I, the above named deponent do hereby verify on 25/04/2018 at Hisar that the contents mentioned above are correct and true statements.

DEPONENT

Attested as identified
25/4/18
NOTARY
HISAR (Haryana)