



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, (J&K)
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
registrar@smvdu.ac.in

MINUTES OF THE 22ND MEETING OF THE EXECUTIVE COUNCIL OF SMVDU

1. The 22nd meeting of the Executive Council of Shri Mata Vaishno Devi University (SMVDU) was held at Conference Room, Matrika Auditorium, SMVD University Campus, at 11:00 A.M. on 21st November, 2014, under the Chairmanship of the Chancellor, Shri. N. N. Vohra (Governor of J&K State).

2. The following participated in the meeting:

- i) **Prof. Sudhir K Jain**Vice Chancellor, SMVDU
Vice Chancellor, SMVDU;
- ii) **Prof. Khurshid I. Andrabi**(Member Ex-Officio)
Vice Chancellor, University of Kashmir;
- iii) **Prof. R.D.Sharma**(Member Ex-Officio)
Vice Chancellor, University of Jammu;
- iv) **Shri R.P.Agrawal, IAS (Retd)**(Member)
Former Secretary to Govt. of India,
Ministry of Human Resource Development;
- v) **Prof. Vinayshil Gautam**(Member)
Chairman, D.K International Foundation
'O' 27, South City 1,
Gurgaon, Haryana-122001;
- vi) **Shri R. K. Gupta, IAS**Permanent Invitee(Ex-Officio)
Principal Secretary to Governor;
- vii) **Shri. M.K Bhandari, IAS**Permanent Invitee(Ex-Officio)
Chief Executive Officer, SMVDSB;
- viii) **Prof. Dinabandhu Mukhopadhyay**(Member)
Dean, Faculty of Management, SMVDU;
- ix) **Prof. V.K. Bhat**(Member)
Dean, Faculty of Sciences, SMVDU;
- x) **Prof. V. Verma**(Member)
Director, School of Biotechnology, SMVDU;
- xi) **Dr. Yugal Khajuria**(Member Ex-Officio)
I/c Dean of Students, SMVDU;
- xii) **Sh. Ajay Khajuria, KAS (Retd.)**(Secretary)
Registrar, SMVDU.



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3. Sh. R.S.Pawar was accorded Leave of Absence.
4. Vice Chancellor formally welcomed the Chancellor and all the members and participants in the Executive Council meeting. He also formally welcomed and introduced Prof. Khurshid I. Andrabi, Vice Chancellor, University of Kashmir; and Prof. R.D.Sharma, Vice Chancellor, University of Jammu, the new ex-officio members of the Executive Council.
5. Vice Chancellor made a Power Point Presentation to highlight the recent achievements of the University in various sectors. The following points emanated out of the presentation:-
 - a) The Council was apprised about the details of Admissions to various Programs which had, overall, shown an upward trend in the current year, particularly in the number of registered Ph.D. scholars which has now become 131. Shri R.P. Agrawal pointed out that DST has increased the amount of fellowship to Rs. 25,000/- per month for encouraging research. Chancellor observed that University should examine the possibility of enhancing Assistantship for attracting a larger number of Ph.D. scholars.
 - b) Chancellor emphasized the need for developing the University to trigger growth and excellence in identified key areas of teaching and research, to match the emerging challenges in the educational arena. He also stressed on the importance of nurturing moral and ethical values among students who should grow into honest professionals.
 - c) VC apprised the Council about the number of degrees awarded and the number of students who had qualified various competitive examinations viz UGC CSIR/NET JRF/GATE. Chancellor desired that the students who are preparing for GATE and other competitive examinations should be provided regular guidance/assistance through structured interventions, particularly since several organizations, including many PSU's, allow direct recruitment of GATE qualified graduates, based on their GATE scores.



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- d) With respect to research projects undertaken by the Faculty, it was suggested by Shri R.P. Agrawal that a system needs to be put into place to monitor the progress and timely completion of all Research Projects. Chancellor observed that effective support should be extended for the timely completion of every Project.
- e) With respect to Research Papers published, the Chancellor desired that the Impact Factor Analysis of research papers should also be done. It may also be ascertained whether the journals in which papers are published are truly international, wherever it is so claimed.
- f) The details provided in regard to Conferences, Workshops and Symposia were noted. Shri R.P. Agrawal suggested that since the University already has high speed net connection, the facility for viewing programs webcast by MIT/IIT's and other world class Universities/Institutions must be made full use of.
- g) Regarding Faculty Development Programmes, Chancellor desired that the proposal for setting up an HRD Centre (Academic Staff College) should be followed up with the UGC for very early approval.
- h) With respect to placements, Shri R.P. Agrawal suggested that apart from students who are picked up by various companies from the campus, a system should also be put in place to ascertain the number of students who manage to get jobs on their own. This would help in reporting the final figure of placements by the University. He also suggested that the VC could address the CEO's of major companies and invite them for campus placements. It was also suggested that efforts should be made to strengthen the Alumni network, which would also help in promoting campus placements.
- i) The Council noted the number of Significant and Major Events organized by the University and the resources available therefor.
- j) With respect to Infrastructure Development activities, the Chancellor observed that efforts need to be made to ensure availability of Hostel



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rooms in consonance with the proposed increase in the number of Programs and the corresponding intake of students.

- k) In respect of appointments, it was suggested by Shri R.P. Agrawal that appropriate benefits like Pension portability for senior level appointments should be very early considered for attracting senior Faculty to the University. The Chancellor desired that the benefits to be provided should be discussed by the Finance Committee in full detail, so that eminent academics are attracted to work in the University.
- l) Shri R.P. Agrawal suggested that the VC should earmark key result areas (targets) to be achieved and subsequently inform the Council about the results achieved. The targets could pertain to matters like Faculty Recruitment, Research Papers to be published by Faculty, Research plans, Utilization Certificates furnished, status of Construction Works etc.

6. The VC then brought up the Agenda Items; the deliberations/decisions/resolutions in regard thereto are recorded as hereunder:-

Item No. 22.1 Confirmation of the Minutes of the 21st Meeting of the Executive Council held on 21st March, 2014.

- 6.1.1. The Executive Council (EC) confirmed the Minutes of the 21st meeting of the Executive Council held on 21st March, 2014.

ACTION TAKEN REPORT

Item No. 22.2 Action Taken Report on the decisions taken in the 21st meeting of Executive Council held on 21st March, 2014.

- 6.2.1. While noting the reported position, the following observations were made in regard to certain issues listed in the Action Taken Report:



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i) **Application of UGC 2010 Guidelines with regard to re-designation/CAS norms. [Item No 21.3 sub para 4.3 (i)].**

The matter was discussed separately under Agenda Item no 22.7.

ii) **Construction of Roads, Drainage, Culvert, etc. in the rehabilitation Colony. [Item No 21.3 sub-para 4.3 (ii)].**

The position was noted by the EC.

iii) **Periodic review of the achievements of the various objectives in the MOU between SMVDU & IIIM [Item No 21.3 sub para 4.3 (iii)].**

The information was noted by the EC.

iv) **Proposal to set up Kiosks en-route to Shrine [Item No 21.3 sub para 4.3 (iv)].**

The Chancellor desired the VC to complete the installations of hoardings en-route to Shrine, without any further delay.

v) **Proposal for Teachers Training Programme. [Item No 21.3 sub para 4.3 (v)].**

The EC noted the information; the Chancellor desired that this should be followed up with UGC.

vi) **Proposal for UGC XII Five Year Plan Projections. [Item No 21.3 sub para 4.3 (vi)].**

The EC noted the information. The Chancellor desired that the complete details pertaining to utilization of UGC's funds may be provided to Shri. R.P.Agrawal by the VC and a policy be framed in this regard, in consultation with Shri Agrawal, for submission to EC in its next meeting.



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vii) SMVDU Proposed Plan (2014-15 to 2018-19) [Item No 21.3 sub para 4.3 (vii)].

Discussed under separate Agenda Item no. 22.3.3.

viii) Proposal for Introduction of NRI Seats at UG and PG Level in Each Degree Programme of the Schools. [Item No 21.3 sub para 4.3 (viii)].

Discussed under Agenda Item no. 22.3.6.

ix) Considering minutes of the meeting of the Board of Studies of School of Philosophy & Culture and Institution of "Chair in Religious Philosophy" in the School of Philosophy & Culture. [Item No 21.3 sub para 4.3 (ix)].

The position was noted by the EC. The Chancellor desired that consultative feedback/views regarding the establishment of "Chair in Religious Philosophy" should be secured from some eminent academicians/professionals in the country.

x) Setting up of Technology & Business Incubation Centre at SMVDU. [Item No 21.3 sub para 4.3 (x)].

Discussed as Agenda Item no. 22.3.15.

xi) IPR policy [Item No 21.3 sub para 4.3 (xi)].

The action taken was noted by Executive Council.

xii) Report of the Task Force constituted for examination of records related to income and expenditure under the capital and revenue heads in SMVDU [Item No 21.3 sub para 4.3 (xii)].

Discussed as Agenda Item no. 22.24.2 of Supplementary Agenda.



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- xiii) Ratification of the recommendations of Screening-cum-Evaluation Committee for re-designation and CAS promotions of the Lecturers to Assistant Professors in School of Biotechnology, College of Management, School of Computer Science & Engineering at SMVD University. [Item No 21.3 sub para 4.3 (xiii)].

Discussed as Agenda Item no. 22.13.

- xiv) Status of Admissions to various UG & PG courses, for the Academic Year 2013-14. [Item No 21.3 sub para 4.3(xiv)].

The M.A. (Philosophy) Program, in its present form has been suspended.

The construction of Hostels for students has been given the topmost priority in the works program.

- xv) Status of Admissions to various UG & PG courses, for the Academic Year 2013-14. [Item No 21.3 sub-para 4.3(xv)].

EC noted the position.

- xvi) Proposal for creating "Scholarship Donation Fund Account" for receiving Tied- Donations. [Item No 21.3 sub para 4.3(xvi)]

The action taken was noted by the EC.

Recommendations of Finance Committee in its 16th Meeting held on 5th March, 2014

- xvii) Revision in the Fee Structure of University. [Item No 21.4.1 sub para 4.4.1.1 & 4.4.1.2]

The action taken was noted by the EC.



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xviii) Consideration of approval to the recommendations of Finance Committee for creation of "SMVDU Mess Fund Account". [Item No 21.4.2 sub para 4.4.2]

The matter, as reported, regarding the creation of a separate SMVDU Mess Fund Account and SMVDU Student Welfare Fund Account, and their mode of operation, was noted by the EC.

xix) Consideration of recommendation of Finance Committee regarding creation of Corpus Fund. [Item No 21.4.3 sub para 4.4.3]

Discussed under Agenda Item no. 22.24.9 of Supplementary Agenda.

xx) Professional Development Assistance (PDA) to SMVDU Faculty Members. [Item No 21.4.4 sub para 4.4.4.1, 4.4.4.2 & 4.4.4.3]

The action taken was noted by the EC.

xxi) Enhancement of DA from existing Rate of 90% to 100% [Item No 21.4.5 sub para 4.4.4.5]

The action taken was noted by the EC.

xxii) Proposal for amending the Regulations governing Purchase & Management of Stores [Item No 21.5 sub para 4.5]

The action taken was noted by the EC.

xxiii) Change in Nomenclature of Honorary Professors to Honorary Emeritus Professors [Item No 21.6 sub para 4.6]

The action taken was noted by the EC.

xxiv) Reallocation of the Vacant Posts of Section Officer to Assistant Security Officer. [Item No 21.7 sub para 4.7]

Discussed under Agenda Item no. 22.8 of Agenda.



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xxv) Re-structuring of Council of Students Affairs (CSA) [Item No 21.8 sub para 4.8]

Discussed under Agenda Item no. 22.5 of Agenda.

xxvi) Creation of Provision of 'Mercy Chance' as a form of relief for such students who fail to complete the degree requirements within the permissible time period. [Item No 21.9 sub para 4.9]

The action taken was noted by the EC.

REPORTING ITEM(S)

xxvii) Progress of Civil Works [Item No 21.21 sub para 4.21.1 & 4.21.2]

The EC noted the progress made in adopting the Pre-Engineered Steel Structure buildings for future development of the University. It was reported that as per the bids received for the construction of C & D Blocks & Dining Hall of Basohli Boys Hostel as a pre-engineered steel structured building the cost was much lower than the cost estimated earlier for construction as per the traditional system, through the Police Housing Corporation. The revised cost also included additional cost of 2 lifts, furniture etc., which did not figure in the cost estimates worked out earlier. Chancellor desired to know whether construction of such buildings is safe from the point of view of seismic activities and was apprised by Principal Secretary to Governor that this aspect had been looked into and the buildings so constructed are safe. The EC gave its approval to the project subject to accord of Administrative Approval, after due technical vetting by the Technical Advisor of SMVDSB.



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SUPPLEMENTARY AGENDA ITEMS

Recommendations of Academic Council in its 21st Meeting held on 19th March, 2014

xxviii) Re-structuring of Council of Students Affairs (CSA) and replacing
CSA by Student Affairs Council (SAC) [Item No 21.24.1 sub para
4.24.1.1]

The action taken was noted by the EC.

xxix) Fee Structure and Faculty remuneration for Summer Courses [Item
No 21.24.2 sub para 4.24.2.1]

The action taken was noted by the EC.

xxx) Proposal for introducing of new Academic Programmes [Item No
21.24.4 sub para 4.24.4.1]

The action taken was noted by the EC.

xxxi) Intake of seats for the various Academic Programmes for the year
2014-15 [Item No 21.24.5 sub para 4.24.5.1]

The action taken was noted by the EC.

xxxii) Consideration of approval for relaxing the requirement in favour of
part-time research scholars of the University (including
faculty/staff of SMVDU) for the six months Leave for pursuing
Ph.D. course-work at SMVDU [Item No 21.24.8 sub para 4.24.8.1]

The action taken was noted by the EC.

xxxiii) Consideration of approval for the providing of TA and Local
Hospitality in favour of External Ph.D. Supervisor of research
scholars registered at SMVDU [Item No 21.24.12 sub para
4.24.12.1]



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The action taken was noted by the EC.

xxxiv) Introduction of Post-Doctoral Fellowships [Item No 21.24.13 sub para 4.24.13.1]

The action taken was noted by the EC.

xxxv) Introduction of Scheme for improvement in Grade(s) obtained by students in various Courses [Item No 21.24.14 sub para 4.24.14.1, 4.24.14.2 & 4.24.14.3]

The action taken was noted by the EC.

xxxvi) Providing Assistantship to the Ph.D. scholars qualifying UGC-NET subsequently while pursuing Ph.D. [Item No 21.24.15 sub para 4.24.15.1]

The action taken was noted by the EC.

Recommendations of Finance Committee in its 17th Meeting held on 19th March, 2014.

xxxvii) Annual Budget estimates for 2014-15 along with revised Estimates for 2013-14 [Item No 21.25.1 sub para 4.25.1.1 & 4.25.1.2]

The matter was noted by the EC. Chancellor desired that the capital cost of the projected civil works, to be taken up during the ensuing financial year, should be estimated precisely at the beginning of every year and the estimated costs got timely approved from the Finance Committee for inclusion in the Annual Budget.

xxxviii) Report of Financial Consultant Sh. M.R.Dogra, Director, Finance (Retd.) [Item No 21.25.2 sub para 4.25.2.1]

Discussed as Agenda Item no. 22.24.2 of Supplementary Agenda.



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xxxix) Appointment of Assistant Registrar (Legal) at SMVD University [Item No 21.26 sub para 4.26.1]

Action taken in this regard was noted.

ANY OTHER ITEM WITH THE PERMISSION OF CHAIR

xl) Re-appointment of Dr. Yugal Khajuria, Assistant Professor, School of Physics as I/c Dean of Students at SMVD University for further period of One Year w.e.f. 5th October, 2013. [Item No 21.28 sub para 4.28.1.1]

The action taken was noted by the EC.

xli) Attendance Requirement for Grade Improvement Cases during Summer Semester. [Item No 21.28.02 sub para 4.28.2.1]

The action taken was noted by the EC.

xlii) Change in Eligibility Criteria for Admission to Full-time M.Tech. Programs [Item No 21.28.03 sub para 4.28.3.1 & 4.28.3.2]

The action taken was noted by the EC.

AGENDA ITEMS

Item No.22.3 Recommendations of the Academic Council in its 22nd Meeting held on 10th October, 2014.

Item No. 22.3.1 Consideration of revised curricula of the various UG/PG programs as submitted by the concerned School Directors

- 6.3.1.1. The revised curricula as approved by Academic Council was noted by the EC which advised against inclusion of any Degree not specified by the UGC and emphasized that the nomenclature of all Degrees should be as per the UGC's prescription.



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6.3.1.2. Shri R.P. Agrawal suggested that the UGC notification regarding the adoption of the Choice Based Credit System should be closely studied and timely implemented, if not already done. VC informed that the same is already in practice in the University.

6.3.1.3. Prof. Gautam suggested that the University could also examine the possibility of including in its curriculum a course of 2 credits on Healthy Living. Besides, the curriculum should also address emerging concerns like HRM, Financial Management, Ethics etc. and 10% elective courses could be related to regional issues.

Item Consideration of proposal for Starting of new School viz. No. 22.3.2 School of Economics under Faculty of Management.

6.3.2.1. The EC approved the creation of a new School under the Faculty of Management as recommended by Academic Council and also creation of following posts, in a phased manner,:-

S No.	Name of the Post	No. of Posts
1	Professor	2
2.	Associate Professor	4
3.	Assistant Professor	10
Total		16

6.3.2.2. It was also approved that:

- All faculty members appointed in future for the MCA Program [including the three faculty members having MCA background and teaching the MCA (Program)], should be within the purview of "Faculty of Sciences" instead of "Faculty of Engineering".
- They shall be governed by UGC Regulations 2010 pertaining to Faculty of Sciences for all academic/administrative/service matters.
- Director, School of Computer Science and Engineering shall route all matters pertaining to the MCA program thorough Dean of Faculty of Sciences



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Item Consideration of Finalization of 10 years Perspective Plan. No.22.3.3

- 6.3.3.1. It was decided to hold a special meeting of the EC to finalize the 10 year Perspective Plan of the University. Chancellor asked the VC to redo the Agenda note to bring out the rationale of the proposed expansion programme.
- 6.3.3.2. The EC approved the proposal that the University should proceed towards the revision of its Master Plan keeping in view its expansion and growth objectives. It was decided that a three member Committee comprising Shri R.P. Agrawal (Chairman), Prof. Vinayshil Gautam and the VC (Member Secretary) will finalize the paper on the Perspective Plan for the EC's decisions/approval at a Special Meeting. Chancellor urged VC to have this done before 28 February, 2015.

Item Re-considering the number of Fellowships/ Assistantships to No. 22.3.4 Research Scholars in each School.

- 6.3.4.1. The EC approved the proposal of "One full time Research Scholar eligible for Assistantship (from any internal/external source)" shall be provided to each eligible Ph.D. Supervisor (Faculty member) and the existing limit of 05 Research Assistantships per School be dispensed with.

Item No. 22.3.5 Considering proposal for establishing UGC Academic Staff College at SMVDU as per UGC guidelines.

- 6.3.5.1. The information was noted. Chancellor asked VC to see that the proposal submitted to UGC is followed up for its early approval. Shri R.P. Agrawal suggested that besides Faculty Development Programme, the University could also organize Leadership Development and other relevant Programmes for the staff holding University Administrative positions like Registrar, Deputy Registrar, Assistant Registrar, Deans etc., besides programme in Financial Management of Universities for the finance and Accounts Section Officers. The Chancellor observed that there could be regular courses on the aspects suggested by Shri



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Agrawal. Prof. Gautam suggested that having a mentor for each of the areas as suggested above could also be considered.

Item Admission against NRI/Foreign seats allocated to the various
No. 22.3.6 degree programs at SMVDU including the fee to be charged
and the mode of admission.

6.3.6. The following proposal, recommended by the Academic Council, was approved by the EC:

- Seats: 10% of the total no. of seats in each Degree program of the University shall be filled in addition to the approved no. of seats of that program under NRI/Foreign students quota.
- Mode of Selection: The admission shall be based on the merit of the student in any of the relevant qualifying exams e.g., for UG Programs JEE/SAT etc. and GATE/CAT/MAT/C-MAT/JAM/XAT/JMAT/SNAP/ GRE/ GMAT etc. for the PG Programs.
- Fee: An amount of US\$ 6000 per annum and US\$ 3000 for the last odd semester shall be charged towards Tuition Fee for all the UG, PG, Integrated and Dual Degree programmes offered by the University. Other components of the fee structure will remain the same as for the other students.

Item Considering proposal for establishing of Nano-Technology Cell
No. 22.3.7 at SMVDU and resubmitting Proposal to DST, GOI, New Delhi
for Starting 'Centre for Nano-Technology' at SMVDU

6.3.7.1. As recommended by the Academic Council, the EC approved the establishing of an Nano-Technology Cell from within the University's own resources. The EC was informed that the University has suitable faculties in the School of Physics, School of Biotechnology, School of Electronics & Communication Engineering, & School of Mechanical Engineering who are already engaged in research in the area of Nano-Technology. Shri R.P. Agrawal suggested that the possibility of working jointly in the field of Bio-molecular Electronics, which is an emerging area of research in Nano-Technology, should also be early explored.



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Item **Consideration of recommendations of Board of Studies of SBT**
No. 22.3.8 **for renaming B.Tech. (IBT) program as B.Tech. (BT) and**
Modifications in the Admission Procedure.

- 6.3.8.1. As recommended by the Academic Council, the renaming of the existing B.Tech. (Industrial Biotechnology) program as B.Tech. (Biotechnology) program was approved by the EC. However, it was decided that the admission procedure for filling up the seats may be through both JEE (Mains) as well as directly based on the merit in the 10+2 examination and the eligibility for admission to this course could be Physics - Chemistry - Maths or Physics - Chemistry - Biology - Maths electives combinations at the 10+2 level examination.

Item **Considering the Proposal of Additional Security Deposit (ASD)**
No. 22.3.9 **as rider and Discouragement on the University Assistantship**
Recipient Full-time Research Scholars from Discontinuing Ph.D.
Program.

- 6.3.9.1. As recommended by Academic Council, the EC approved the proposal for Additional Security Deposit (ASD) and retention of 20% of the amount of the University Assistantship payable to the Research Scholar monthly. Such Additional Security Deposit will be retained up to the period the Research Scholar clears his/her Comprehensive Examination. The same shall be released in lumpsum to the scholar after submission of the thesis. In case of discontinuation from the Ph.D. program by the Scholar, the amount of Additional Security Deposit shall stand forfeited.

Item No. **Constituting of Board of Academics, Research and Consultancy**
22.3.10 **(BARC) by amalgamating both BPGS & BUGS.**

- 6.3.10.1. The EC approved the recommendations of the Academic Council for constituting of **Board of Academics, Research and Consultancy (BARC)** which will combine the functions of BPGS & BUGS and also the



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functions related to Research & Consultancy. The composition of this Board will be on the same lines as those for constitution of BPGS &/or BUGS, i.e. one representative from each School of Study. The VC will be the Chairman of BARC (until there is an adequate number of faculty member at senior level to enable nomination of a senior Professor as Chairman, BARC) and one of the Deans of Faculties or / another senior Professor / Associate Professor to be nominated by the VC as the Vice Chairman of BARC. The VC may nominate a few more members to BARC in view of the Research & Consultancy functions' in addition to the domain of the new Board.

<u>Item</u>	<u>Consideration of approval to the recommendations of</u>
<u>No.22.3.11</u>	<u>Academic Council for Award of Ph.D. Degree to 06 Research Scholars and to the students of B.Tech. (Electronics & Communication Engineering), B.Tech. (Mechanical Engineering), B.Tech. (Computer Science & Engineering, B.Tech. (Industrial Biotechnology), B.Arch., MBA, MBA(BE), M.Tech. (CSE), M.Tech. (ECE), M.Sc. (Mathematics), M.Sc. (Physics), M.Sc. (Biotechnology), M.A. (English) and M.A. (Philosophy) who have qualified for the award of respective degrees, during the Academic Session 2013-14.</u>

- 6.3.11.1. The EC approved the recommendations of Academic Council for award of Degree to the eligible students who have qualified for the same. However, the Chancellor desired that in the format of the Degree the words "**upon the recommendations of Executive Council**" may be omitted.

<u>Item No.</u>	<u>Consideration of approval for the issuance of Duplicate</u>
<u>22.3.12</u>	<u>Degree of B.Arch. program in favor of Ms. Saakshi Terway (2007EAL05), a pass out student of B.Arch. programme Session 2012-13.</u>

- 6.3.12.1. The EC approved the recommendations of the Academic Council with respect to issuance of duplicate copy of Degree in favour of the pass out student Ms. Saakshi Terway (2007EAL05) on payment of a fee of Rs. 3,000/-.



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Item No. 22.3.13 **Consideration of approval for the inclusion of Mother's name in the Academic Qualification and Related Certificates issued by the University such as Provisional Certificate, Migration Certificate, Degree etc.**

6.3.13.1. The EC approved the recommendations of the Academic Council that the name of the student on the Degree should be the same as recorded in his/her Secondary School Certificate Examination, unless it is legally changed, along with the names of the student's Father and Mother.

Item No. 22.3.14 **Consideration of Recommendations of the Meeting of Board of Studies of School of Computer Science & Engineering.**

6.3.14.1. The EC, on the recommendation of the Academic Council, approved the recommendations of the meeting of Board of Studies of School of Computer Science and Engineering.

Item No. 22.3.15 **Setting up of Technology Business Incubation Centre (TBIC) at SMVDU.**

6.3.15.1. The EC approved the recommendation of Academic Council for Setting up of Technology Business Incubation Centre (TBIC), which will be developed in a phased manner and facilitate up to 100 incubates from the J&K State. However, preference will be given to the students and alumni of SMVDU. The TBIC would also allow business incubation which is not necessarily hi-tech, as all types of emerging businesses have increasing role of technology and there is a strong need for developing entrepreneurial culture in Jammu and Kashmir. The Chancellor desired that immediate action be taken to register the Society under the Societies Registration Act by the University.

6.3.15.2. The Chancellor further desired that likely expenditure for setting up of TBIC may also be reflected in the Annual Budget of the University.



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Item No. 22.3.16 Norms of Honorarium for Visiting Faculty at SMVDU

6.3.16.1. As recommended by Academic Council, the EC approved the following norms of Honorarium for the Visiting Faculty for teaching a full course.

S. No.	L-T-P	Credits	Honorarium applicable for Full Course* (in Rs.)	TA	Visiting Faculty (Max. no. of visits per month)		
					Local	Outside Jammu Region	Foreign
1.	1-0-0	1.0	10,000	Yes	1	1	-
2.	2-0-0	2.0	20,000	Yes	2	1	0.5
3.	3-0-0	3.0	30,000	Yes	4	2	1
4.	4-0-0	4.0	40,000	Yes	4	2	1

*Local Hospitality as applicable.

6.3.16.2. For Architecture Course, the Visiting Faculty may also be invited to conduct Studio based courses for which equivalence is proposed in the following manner:

- L-T-P of 0-0-2 is considered equal to 1-0-0.
- L-T-P of 0-0-4 is considered equal to 2-0-0.
- L-T-P of 0-0-6 is considered equal to 3-0-0, so on and so forth.

6.3.16.3. It was clarified by Vice Chancellor that no travel grant will be paid to foreign faculty for travel to India & back.

Item No. 22.3.17 Entering into MoU by SMVD University with Foreign Universities/Institutions

6.3.17.1. The EC approved in-principle the proposal for entering into MoU or active collaboration with International / Foreign Universities/Institutions for Academics & Research as well as within India such as IIT's and other reputed institutions. The Chancellor,



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however, emphasized that such MoU's should be objective oriented. Shri R.P.Agrawal pointed out that as per recent guidelines issued by UGC it is also a pre-requisite to inform the UGC before entering into any MoU with any foreign institution. Chancellor asked the VC to ensure this condition in all cases.

Item No. 22.3.18 Proposal for changing the panels of Expert Nominees of Academic Council for faculty Selection Committees in two Schools

6.3.18.1. The nominations of the Expert nominees to the Faculty Selection Committees made by the Academic Council were ratified by the EC as under:-

School of Computer Science & Engineering

S.No.	Old approved Nominees of Academic Council	Proposed Nominees of Academic Council
1.	Dr. Prem K. Kalra, Professor, Department of Computer Science & Engineering, IIT Delhi , Hauz Khas, New Delhi-110016 Contact:011-26591295, E-mail: pkalra@cse.ernet.in	Prof. Huzur Saran Department of Computer Science & Engineering, IIT Delhi , Hauz Khas, New Delhi-110016
2.	Dr. R.B Patel Professor, Department of Computer Science & Engineering, Deenabandhu Chhotu Ram University of Science & Technology, Murthal, Sonapat (Haryana) Contact: 9416932840, 09462257508 E-mail: patel_r_b@yahoo.com	Prof. Roohie Naaz Mir, HOD, Department of Computer Science & Engineering, National Institute of Technology, Hazaratbal, Srinagar-190006 (J&K) Contact: 0194-2424792/97 E-mail: naaz310@nitsri.net
3.	Prof. Pankaj Jalote Department of Computer Science & Engineering, Indian	Prof. Sandeep Sen Department of Computer Science & Engineering, Indian



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Institute of Technology, New Delhi , Hauz Khas New Delhi-110 016 Contact: 011-26596005, E-mail: jalote@iitd.ac.in	Institute of Technology, New Delhi , Hauz Khas New Delhi-110016
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School of Philosophy & Culture:

S.No.	Old approved Nominees of Academic Council	Proposed Nominees of Academic Council
1.	Prof. Nirmalangshu Mukherjee Professor of Philosophy, Department of Philosophy, North Campus, Delhi University New Delhi	Prof. Bijoy H. Boruah Department of Humanities & Social Sciences, Indian Institute of Technology, New Delhi , Hauz Khas New Delhi-110 016 Contact: 011-2659 1371 E-mail: boruah@iitd.ac.in

Item No. 22.3.19 Entering into a fresh MoU with Indian Institute of Integrative Medicine(IIIM), Jammu

6.3.19.1. The proposal for Entering into a fresh MoU with Indian Institute of Integrative Medicine(IIIM), Jammu, was approved by the EC.

Item No. 22.3.20 Proposal for Modification in the 'R&D Projects and Related Activities Management System' at SMVDU.

6.3.20.1. The EC ratified the approval of the Academic Council for the University broadly adopting IIT Delhi's 'R&D and Related Activities Management System' Ordinances / Rules with suitable minor modifications.



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Item No.22.4 Memorandum of Understanding with Shri Mata Vaishno Devi Institute of Medical Excellence

- 6.4.1. The EC directed the Registrar to discuss the matter with CEO, SMVDSB, and, thereafter, come up with a concrete proposal.

Item No. 22.5 Proposal for change in the Statutes of the University owing to the constitution of "Students Affairs Council"

- 6.5.1. The EC approved the following modifications in the Statutes concerning "Council of Student Affairs" and "Boards of Sports and Student Welfare":-

Existing Statutes (deleted)	Approved Statutes (Substituted)
Chapter 34: "Council of Student Affairs"	Chapter 34: "Student Affairs Council (SAC)" (as placed at Appendix-A)
Chapter 35: "Boards of Sports and Student Welfare"	Chapter 35: "Constituent Boards of Student Affairs Council (SAC)" (as placed at Appendix-B)

Item No. 22.6 Proposal for changing the panel of Expert Nominees of Executive Council for Faculty Selection Committee in School of Philosophy & Culture

- 6.6.1. The proposal for changing the panel of Expert Nominees of EC for Faculty Selection Committee in School of Philosophy & Culture as under was approved by the Executive Council.

S.No	Old approved Nominee of Executive Council	Proposed Nominee of Executive Council
1	Prof. Sanil V Professor of Philosophy, Department of Humanities and Social Sciences, IIT, New Delhi. Contact: 011-26591370 E-mail: sanil@hss.iitd.ac.in	Prof. C.A. Tomy Department of Humanities, Indian Institute of Technology, New Delhi, Hauz Khas New Delhi-110 016 Contact: 011-2659 1403 E-mail: catomy@iitd.ac.in



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Item No. 22.7

Proposal for adoption of norms governing Direct Recruitment and Career Advancement Scheme (CAS) as per COA and UGC norms for Faculty Members of SALD.

6.7.1. The EC approved the adoption of the COA norms in School of Architecture & Landscape Design as modified by the Committee constituted by the Vice Chancellor subject to the following modifications:

- For Selection of candidates under Direct Recruitment and Promotion under CAS, at the level of Associate Professors and Professors, Ph.D. shall be a mandatory qualification.
- For determining eligibility for Promotion under CAS, besides the requirement as provided under COA norms, Minimum Academic Performance and Service Requirements for Promotion in SALD, shall be as per Appendix III Table II(A) and Table III of UGC 2010 Guidelines.
- The Increments applicable on account of acquiring Ph.D. Degree during service shall be admissible from the date of award of Ph.D. Degree.

Item No. 22.8

Proposal for the correction in the Grade Pay of Deputy Medical Officer and deciding the Pay Scale of Assistant Security Officer

6.8.1. The EC approved the pay scales for the below mentioned posts, as indicated against each:

- Deputy Medical Officer- Rs. 9300-34800, with GP Rs. 5400/-.
- Assistant Security Officer- Rs. 9300-34800 with GP Rs. 4240/-

Item No. 22.9

Proposal for adoption of revised guidelines concerning Study Leave to university and College Teachers.

6.9.1. The EC approved the adoption of the revised UGC Guidelines (as placed at Appendix-C) with regard to determining the admissibility of pay and allowances for the purpose of grant of study leave to University teachers vide its letter no. F.No.1-6/2012 (PS) dated: 7th June, 2014.



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Item No. 22.10 Proposal for creation of the post of Pro-VC and subsequent appointment

6.10.1. The EC approved the creation of post of Pro-VC at the upper end of Professor's pay scale and all admissible allowances, perquisites and other benefits as applicable to the University faculty.

ITEMS FOR RATIFICATION

Item No. 22.11 Revision/ additional panel of Experts for Faculty Selection Committees in School of Mathematics and School of Business at SMVD University.

6.11.1. The EC ratified the action taken.

Item No. 22.12 Ratification of the recommendations of Screening Cum Evaluation Committee CAS promotions of Assistant Professors in School of Mechanical Engineering , School of Electronics & Communication Engineering and School of Physics at SMVD University.

6.12.1. The EC ratified the action taken.

Item No. 22.13 Ratification of the recommendations of Selection Committee for appointment of Assistant Professor in School of Mechanical Engineering , School of Electronics & Communication Engineering, School of Physics and School of Languages & Literature at SMVDU.

6.13.1. The EC ratified the action taken.



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Item No. 22.14

Ratification to the re-designation of the Lecturers as Assistant Professors (Stage-1) in the School of Architecture and Landscape Design at SMVD University.

6.14.1. The EC ratified the action taken.

Item No. 22.15

Nomination of Chancellor's Nominees in the Faculty Selection Committee of SMVD University.

6.15.1. The EC ratified the action taken.

Item No. 22.16

Ratification of Study Leave accorded to Faculty members at SMVD University

6.16.1. The EC ratified the action taken.

Item No. 22.17

Post Facto Relaxation of the eligibility criteria in favour of the Research Scholar of School of Languages & Literature Ms. Shachi Sood Entry No: 10PHDSOL01 in terms of percentage of marks in the qualifying exam for admission to Ph.D. programme for academic session 2010-11.

6.17.1. The EC ratified the action taken.

Item No. 22.18

Ratification of pay fixation of Sh. Ajay Khajuria, Registrar at Shri Mata Vaishno Devi University.

6.18.1. The EC ratified the action taken.

Item No. 22.19

Re-appointment of Dr.Yugal Khajuria, Assistant Professor, School of Physics as I/c Dean of Students at SMVD University.

6.19.1. The EC ratified the action taken.



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REPORTING ITEMS

Item No.22.20 Review of Admission Status

6.20.1. The EC noted the information.

Item No.22.21 Resignation of faculty Members since 1st March, 2014 till date

6.21.1. The EC noted the information.

Item No.22.22 Resignation of Non Teaching Staff since 1st March, 2014 till date

6.22.1. The EC noted the information.

Item No.22.23 Start of Certificate Course in French

6.23.1. The EC noted the information.

SUPPLEMENTARY AGENDA

Item No. 22.24 Matters arising from the 18th Meeting of the Finance Committee held on 22-10-2014.

Item No. 22.24.1 Appointment of Statutory Auditors for FY 2013-14 & 2014-15

6.24.1.1. The EC noted the appointment of M/s GMR & Co. Jammu as Statutory Auditors for Financial Year 2013-14 & 2014-15 and their subsequent offer to provide the services without charging any fee for any number of years. The Chancellor desired that their performance be watched for one year and further extension, on payment of agreed fee, should be considered only after assessing satisfactory performance during this period.



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Item No. 22.24.2 **Report of Financial Consultant SH. M. R. Dogra, Director Finance (Retd).**

6.24.2.1 The EC noted that the observations of Financial Consultant had been deliberated in detail in the Finance Committee and the Annual Audit of Accounts for Financial Year 2011-12 stood cleared by the Finance Committee, consequent upon the acceptance of the clarifications provided by the University.

No. 22.24.3 **Adoption of Audited Annual Accounts for FY 2011-12**

6.24.3.1 The final accounts for Financial Year 2011-12 which were passed by the Finance Committee were approved by EC.

No. 22.24.4 **Adoption of Audited Annual Accounts for FY 2012-13**

6.24.4.1 The final accounts for Financial Year 2012-13 which were passed by Finance Committee were approved by EC.

6.24.4.2 The Chancellor desired that the steep increase in Administrative Charges during FY 2012-13 and FY 2011-12 should be looked into and a note in this regard thereto sent to him by the VC by 15th January, 2015.

6.24.4.3 Shri R.P. Agrawal pointed out that as per Central laws no Service Tax is applicable to educational institutions, including the services outsourced by educational institutions. The Chancellor desired that: (i) J&K State laws should be studied and appropriate action taken for seeking exemption under the relevant laws; (ii) Principal Secretary to Governor should look into the matter and resolve the same with the State Government for providing the relevant exemption to the Universities.

Item No. 22.24.5 **PDA to faculty members.**

6.24.5.1 As recommended by the Finance Committee, it was approved that the existing provision of Rs. 20.00 lacs (Rupees Twenty lacs) may be earmarked for FY 2014-15 for sanction of PDA. However, if required,



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more funds may be utilized and reflected in the revised budget for FY 2014-15.

Item No. 22.24.6 Enhancement of DA from existing Rate of 100% to 107%

6.24.6.1 The EC approved the recommendations of Finance Committee for enhancement of DA from the existing rate of 100% to 107%. The EC also took note of the recommendations of the Finance Committee that in future the enhanced Dearness Allowance in favour of employees of SMVD University should be released after obtaining approval from the Vice Chancellor consequent upon the issuance of the official notification by the Govt. of India regarding the enhancement of Dearness Allowance. The implementation of such decisions should be subsequently put up for ratification of the EC.

Item No. 22.24.7 Revision of Fee Structure

6.24.7.1 The EC approved the recommendations of the Finance Committee in respect of revision of fee with respect to the fresh batch (2015-16) and the previous batch (2014-15) for some of the programs as placed at Appendix-D.

Item No. 22.24.8 Proposal for Ph.D. Assistantship to Ph.D. Scholars of the University

6.24.8.1 The recommendations of the Finance Committee that an estimated amount of Rs. 1.20 crore is required annually for payment of Assistantship and contingencies (about Rs. 2.00 lacs being the requirement per Ph.D. scholar and their being 60 eligible Ph.D. supervisors) was considered by the EC and it was approved that part of the amount as applicable in the year 2014-15 be reflected in the Revised Estimates as an independent item of expenditure in the University's budget.



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Item No. 22.24.9 Utilization of Interest of Corpus Fund

- 6.24.9.1 As recommended by the Finance Committee it was approved by the EC that as the income earned out of the investment from Corpus Fund cannot be added back to the Corpus fund, such interest amount should be considered as a component of the recurring income of the University and should be primarily utilized for meeting the expenditure towards scholarships, fellowships and doctoral assistantships etc. to the students.
- 6.24.9.2 Shri R.P. Agrawal suggested that in view of the possible decline in the interest rates, the Corpus Fund of the University be invested in long term Fixed Deposits with the Banks which are providing the highest rates of interest on long term investments alongwith flexibility of pre-mature part withdrawal without any decrease in the interest rate. The Chancellor desired that the services of Financial experts for Portfolio Management may be obtained, if necessary.

Item No. 22.24.10 Proposed increase in the consolidated emoluments of the Non-teaching employees engaged on Adhoc / Contractual / Consolidated basis.

- 6.24.10.1 The EC noted that the enhancement in payment of salary @ 7% approved in favour of Non-Teaching employees of SMVD University working on adhoc / contract / consolidated basis against sanctioned post(s) by the EC in its 18th meeting held on 1st September, 2012 was allowed to the said employees during that particular year as a one-time measure only, since there was no specific mention in Minutes of the meetings of Finance Committee & EC for allowing enhancement on annual basis. As recommended by the Finance Committee in its meeting held on 22nd October, 2014, the EC approved the enhancement in emoluments in respect of said employees @ 7% on annual basis. However, it was decided that an appropriate bond/agreement should be executed with the concerned employees while entering into fresh contract while allowing the annual enhancements.



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Item Status of Ongoing Works

No.22.24.11

- 6.24.11.1 The EC took note of the status of ongoing works and stressed upon for their timely completion.

Item New Works

No.22.24.12

- 6.24.12.1 The EC accorded in-principle approval to the new works as cleared by Buildings and Works Committee subject to their technical vetting by Technical Advisor, SMVDSB.

Item Construction of Water Treatment Plant

No.22.24.12.1

- 6.24.12.1.1 The EC accorded in-principle approval for the setting up of Water Treatment Plant of ten thousand gallons per hour capacity on the bank of Jhajjar Nallah which will utilize water from the two dug wells as well as raw water from the Nallah, subject to the technical scrutiny of Detailed Project Report submitted by PHE department, by Technical Consultant, SMVDSB.

Item Water Augmentation of the campus

No.22.24.12.2

- 6.24.12.2.1 The EC Council accorded in-principle approval for Water Augmentation of the campus in terms of report of the Central Ground Water Board (Govt. of India).

Item Augmentation of Security in the Campus

No.22.24.12.3

- 6.24.12.3.1 The EC Council accorded in-principle approval to the proposal of Augmentation of Security in the Campus. The Chancellor desired that services of an expert agency should be utilized for planning the installation of CCTV's at the strategic locations at Campus with a properly equipped Control Room for monitoring.



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Item No.
22.24.13

Proposed Celebrations and Commemoration of successful completion of 10 years of Academic Programs in SMVDU

6.24.13.1 The EC accorded in-principle approval for the following components.

A. Repair/Maintenance of Residential, Academics and Hostels Buildings

6.24.13.2 While approving the repair/maintenance of the Academic & Hostel blocks, it was desired by the Chancellor that all buildings in the Campus should be got suitably repainted, from within and outside, and for this purpose expert advice should be obtained for deciding the best colour scheme and identifying the best new paints, which should be in consonance with the environment of the campus. Prof. Gautam suggested that to complete this work the proposed Decennial Activities/Celebrations could be extended by one year.

B. Repair/Maintenance and Black Topping of Internal Roads

6.24.13.3 The EC approved the proposal subject to a technical vetting of the same by the Technical Advisor, SMVDSB.

C. Development of Sports Infrastructure including Multipurpose Play Grounds in the Campus

6.24.13.4 The proposal was approved by EC subject to vetting by Technical Advisor, SMVDSB.

D. Organizing of Sports, Academic and Cultural Activities

6.24.13.5 The EC approved the following proposals, along with the expenditure for organization of special Sports, Academic and Cultural Activities as a part of the celebrations and commemoration of successful completion of 10 years of Academic Programs at SMVDU:-

a) Chancellor's Trophy for Inter-Hostel Competitions.



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A Chancellor's Rolling Trophy shall be instituted for being given to the Hostel which is adjudged the best; through a well defined point system e.g. points for organization of and participation by the students in various extra-curricular and co-curricular activities. Five smaller Rolling Trophies named after each Board of the student's activities and five similar rolling trophies named after students' Houses in the University are also proposed to be instituted.

b) Organization of Academic Activities

An Eminent Lecture Series shall be organized, aimed at providing an interface between students and eminent motivational speakers and prominent personalities from business, academia, industry and government. The lecture series will be given adequate publicity.

c) Fortnight long Sports & Cultural Festival

A number of sports and cultural activities shall be taken up as a part of the celebrations during February-March, 2015. Teams from other Colleges/Universities in the State will also be invited to participate. The event will be given wide publicity.

6.24.13.6 It was also observed by the Chancellor that expert advice may be taken for publicity about the activities. Shri R.P. Agarwal suggested that eminent personalities including Nobel laureates should be invited and the events be publicized at the national level. In this context digital media could be used extensively and the VC could write to eminent academicians in the country for participation in the programmes.

Item No. 22.25 Consideration of reducing the fee appropriately for the Faculty member/Staff of SMVDU admitted to part-time Ph.D. program at this University.

6.25.1. The proposal for reducing the annual fee for the Faculty members/Staff admitted to part-time Ph.D. programs by upto 50% i.e. Rs. 35,000/- per annum, was approved by the EC. However, it was



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decided that, as a basic guideline, the concerned faculty/staff members should complete their Ph.D. work and submit the thesis within a period of 4 years, with a provision of extension by one year to the stipulated time period in case of any reasonable justification for the same.

Agenda Appointment of Assistant Professor in Chemistry on Item No. 22.26 Contractual Basis at SMVD University

6.26.1. The EC noted the information.

Item No. 22.27 Appointment of Assistant Professors in Architecture on Contractual Basis at SMVD University

6.27.1. The EC noted the information.

Item No. 22.28 Proposal for construction of Girls Hostel at the site as per the Original Master Plan

6.28.1. The EC observed that in view of the increasing number of girl students seeking admission, specially in Non-Engineering programs, and in view of the proposed introduction of new academic programs in Science disciplines, a Girls Hostel of the required capacity should be got constructed on priority basis. The EC approved the proposal for construction of a Girls Hostel at the site proposed in the original Master Plan on the same terms and conditions as the pre-engineered steel structure of the Basoli Boys' Hostel, C & D Block (alongwith the Dining Area) so that it is ready in time for use during the Academic Year 2015-16. The proposal will be put up to the Chancellor after being cleared by the Building & Works Committee and technically vetted by Technical Advisor, SMVDSB.

Agenda Any other item with the permission of Chair Item No. 22.29

Item No. 1 Creation and filling up of Teaching Posts



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, (J&K)

Recognized under Section 2(f) & 12(B) of the UGC Act, 1956

registrars@smvdu.ac.in

6.29.1.1 The EC approved the proposal for maintaining the ratio of 1:2:6 with respect to the three tier structure of faculty positions viz. Professor, Associate Professor & Assistant Professor for the University on the whole and further that a Faculty student ratio of 1:15 as provided in the AICTE norms be maintained at the University. Accordingly, the recruitment and selection of new faculty should be planned accordingly, keeping in view the time period associated with the selection process.

Item No. 2

Constituting of Emergency Committee of Student Affairs Council (SAC)

6.29.2.1 The EC approved the constitution of below stated Emergency Committee of Student Affairs Council (SAC), and its inclusion in the relevant section of the Ordinance:

(A). Permanent Members:

1. Dean of Students
2. Associate Dean of Students (Male Faculty Member)
3. Associate Dean of Students (Female Faculty Member)
4. General Secretary, SAC
5. General Secretary, BHM
6. General Secretary, Inter Hostel Disciplinary Committee

(B). Invitee (as per the matter under discussion):

1. General Secretary / Secretaries of concerned Boards
2. HAC Secretary / Secretaries of concerned Hostel(s)
3. Director(s) of concerned School(s)
4. Warden(s) of concerned Hostel(s)

Item No. 3

Supplement to the Agenda Item No. 22.5

6.29.3.1 The proposal for addition of two 1st Year students in each Hostel (wherever applicable), to be co-opted in the Hostel Affairs Committee of the Hostels, and for nominating of one 1st



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year student from each Hostel (wherever applicable) to the Students Affairs Council within one month of the last date of admissions in the Fall Semester was considered and approved by the EC (as at clause 4.1 sub clause 4.1.5 & 4.1.6 in the Appendix-B).

Item No. 4

Ratification of the Proposal for Contractual Appointment to New Faculty Appointees, who are without Ph.D. Degree

6.29.4.1 The EC ratified the action taken with respect to Contractual Appointment to New Faculty Appointees, who are without Ph.D. Degree.

Agenda

Item No. 5

Ratification of the recommendations of Screening Cum Evaluation Committee CAS promotions of Assistant Professors in School of Mathematics at SMVD University.

6.29.5.1 The EC Council ratified the action taken.

The Meeting ended with a Vote of Thanks to the Chair.


Registrar

SMVDU/AR/EC/15/1707
date 20/01/2015

CHAPTER – 34

Student Affairs Council (SAC)

- 1.0 Shri Mata Vaishno Devi University will henceforth be denoted by SMVDU or the University in this Constitution.
- 2.0 The University is fully residential in character and all the students have to live in the hostels or need to be attached to a hostel (in case exemption from compulsory hostel living is accorded by the Competent authority in exceptional circumstances). As the Hostels have been classified generally on the basis of gender and sometimes UG/PG, the concept of “House” got evolved in the past so as to have even distribution of activities among students when classified by the “Houses” which is not possible by their being classified by the Hostel of residence alone. Thus, it is considered worthy to have representatives from both channels, i.e. “Hostels” and “Houses”.
- 3.0 The highest level of students’ body will be ‘Students Affairs Council’ (SAC) and shall have its constituent Boards and Inter-hostel Committees as follows:
 1. Board for Hostel Management (BHM)
 2. Board for Sports Activities (BSA)
 3. Board for Cultural Activities (BCA)
 4. Board for Students Welfare (BSW)
 5. Board for Students Publications (BSP)
 6. Board for Professional Activities (BPA)
 7. Inter-hostel Disciplinary Committee
 8. Inter-hostel Network Affairs Committee
 9. Inter-hostel Finance and Audit Committee
 10. Any other Board/Inter-hostel committee, as approved by the SAC.
- 3.1 SAC will be chaired by the VC where as the Boards will be chaired by the concerned president. In absence of Chairman as described here, the Dean of Students, concerned Board’s Vice President, respectively, will chair the concerned Bodies.
- 3.2 From the point of view of Students’ Organization (SAC and its constituent Boards), the University will be considered to have the following “Hostels” and “Houses”

Hostels:

1. Nilgiri
2. Vindhyachal
3. Trikuta-Kailash (Combined)
4. Shivalik
5. Vaishnavi
6. New Hostels as and when constructed and become (fully/largely) operationalized.

Houses:

1. Jal
2. Vayu
3. Agani
4. Akash
5. Prithvi
6. New House as and when constituted by the SAC

The existing students are residents of one of the above mentioned Hostels and already belong to one of the above Houses to which they were allotted at the time of admission. The new students will be allotted to these House by systematic random sampling process applied to the entire set of new students after arranging their entry numbers in computer generated standard sequence in alphabetic order or any other suitable method approved by the SAC.

For various Committees and the Boards constituted after the first round of Elections at 'Hostel' or 'House' level, the representatives from these two channels will be represented in well defined manner as indicated in this Constitution subsequently under various Sections.

4.0 Structure of Students' Bodies and Election Process

4.1 At Hostel Level

Each Hostel will have the following Committees

1. Hostel Mess Committee
2. Hostel Sports Committee
3. Hostel Cultural Committee
4. Hostel Maintenance Committee
5. Hostel Welfare Committee
6. Hostel Publication Committee
7. Hostel Reading Room Committee
8. Hostel Network Affairs Committee
9. Hostel Disciplinary Committee
10. Hostel Finance and Audit Committee
11. Any other, as approved by the SAC

4.1.1 Hostel Affairs Committee (HAC)

The HAC will be the supreme body for the management of all hostel affairs and will implement the decisions executable at its level and submit its recommendations to concerned Board and/or SAC wherever needed. HAC will consists of secretaries of each of the committees as stated in section 4.1 and two (02) HAC representative elected by that hostel resident student of SMVDU and two (02) SAC representative elected by that hostel resident student of SMVDU.

4.1.2 Each of the Committees at the Hostel level as mentioned in Section 4.1 will have five (05) students' representatives elected by all the resident students of SMVDU in each hostel. The Five (5) elected members shall elect their Secretary who will be a Member of the Hostel Affairs Committee (HAC).

4.1.3 The Secretaries of all the above mentioned hostel level Committees and the directly elected 4 members (2HAC+2SAC) shall elect the Secretary of HAC.

4.1.4 All Secretaries of various Committees, other than HAC, at the Hostel level will constitute corresponding Boards as mentioned in Section 3.0.

4.1.5 Two 1st Year students in each hostel (wherever applicable) to be co-opted in the Hostel Affairs Committee of the Hostels.

4.1.6 Nominating of One 1st year student from each hostel (wherever applicable) to the Students Affairs Council within one month of the last date of admissions in the Fall Semester

4.2 At House Level:

4.2.1 House Sports Committee (HSC)

Each House will elect nine (09) representatives for HSC, who will subsequently elect the House Sports Secretary.

4.2.2 House Cultural Committee (HCC)

Each House will elect nine (09) representatives for HCC, who will subsequently elect the House Sports Secretary.

In case of tie among two or more contestants, the method of toss shall be adopted in all the elections in the Hostels, Houses, Boards, SAC etc.

5.1 Election Timing

- The entire election process shall be completed in February/March every year.
- Notification shall be issued by the Dean of Students (or his office), in consultation with the Hon'ble Vice Chancellor, at least 10 days before the last date of filing the nomination.
- The whole process of elections, i.e. nominations, withdrawals, elections at all stages etc shall be completed within 10 days from the last date of nominations at the First Stage of the elections.
- All the Boards shall be formed within 7 days after the declaration of the results of the First Stage of the students' elections in the Hostels.

- The process of election of the General Secretary of the SAC will be completed within 2 or 3 days after the formation of all the Boards. The SAC shall be announced soon after the election of its General Secretary.

5.2 Disciplinary Procedure

The Disciplinary Committee as mentioned in Sec 3.0 will take necessary action in all cases related to the breach of discipline. In cases of serious indiscipline, the matters will be referred to the University's Disciplinary Committee.

5.3 Meetings and Meeting Procedure:

All committees, Boards, and SAC will have formal meetings at least once in each regular semester with due written notice adequately in advance (at least 2 days).

5.4 Constitution Amendment Procedure:

Minor Changes in the constitution will be done by the SAC whereas the Major Changes will be done by the AC/AAC, and approved by the EC.

6.0 Role and Composition of SAC

The role of the Council (SAC) is to involve the students of the University in the matters considered relevant to their holistic personality growth and professional development through various activities, not related to their academic programs. The SAC is intended to provide a policy making platform for the students with the support of University faculty and authorities. The composition of SAC will be as follows:

- | | | |
|---|-------|------------------|
| (a) Vice Chancellor | | Chairman |
| (b) Dean of Students | | Vice Chairman |
| (c) Registrar | | |
| (d) Associate Deans of Students | | |
| (e) President of each Board (viz. BHM, BSA, BCA, BSW, BSP, and BPA) | | |
| (f) All Wardens and Associate Wardens | | |
| (g) General Secretary, SAC | | |
| (h) Secretaries of all Hostel Affairs Committees (HAC) from each hostel | | |
| (i) SAC Representatives (2 from each hostel) | | |
| (j) General Secretaries of various Boards | | |
| (k) General Secretary, Inter-hostel Disciplinary Committee | | |
| (l) General Secretary, Inter-hostel Network Affairs Committee | | |
| (m) General Secretary, Inter-hostel Finance and Audit Committee | | |
| (n) Assistant Registrar (Students Affairs) / S.A. Section I/C | | Member Secretary |

CHAPTER – 35

Constituent Boards of Student Affairs Council (SAC)**1.0 Role and Composition of various Board**

There shall be Boards and Inter-hostel committees as mentioned in chapter 32 of the statute and shall be called Constituent Boards and Inter-hostel Committees of SAC. All the student members of each Board and inter-hostel Committee shall elect their Secretary and shall be called as General Secretary of respective Board and Committee.

1.1 Board for Hostel Management (BHM)

Board for Hostel Management (BHM) is a constituent body of the SAC and shall be responsible for policy formation, co-ordination and review of all matters relating to the overall management of the hostels. The Board shall be subjected to all decisions, rules and regulations which may be laid down from time to time by the SAC and the authorities of the University. The Board shall be having its own sub-committees and cells as considered desirable from time to time. The composition of the Board shall be as follows:

- | | |
|---|-----------------------|
| (a) Dean of Student | - President/ Chairman |
| (b) Associate Dean(s) of Students | |
| (c) All Wardens and Associate Wardens | |
| (d) General Secretary, BHM | |
| (e) HAC Secretary of each hostel | |
| (f) Mess Secretary of each hostel | |
| (g) Maintenance Secretary of each hostel | |
| (h) General Secretary, Inter-hostel Disciplinary Committee | |
| (i) General Secretary, Inter-hostel Network Affairs Committee | |
| (j) General Secretary, Inter-hostel Finance and Audit Committee | |
| (k) Assistant Registrar (Student Affairs) / S.A. Section I/C | - Member Secretary |

1.2 Board for Sports Activities (BSA)

Board for Sports Activities (BSA) is a constituent body of the SAC and shall be responsible for policy formation, co-ordination and review of all matters relating to the sports activities of the University. It shall ensure that adequate facilities are given to the students for games and sports. BSA will provide a forum to the students to discuss and formulate policies, budget etc and organization of sports activities in the University. The Board shall be subjected to all decisions, rules and regulations which may be laid down from time to time by the SAC and the authorities of the university. The Board shall be having its own sub-committees and cells as considered desirable from time to time. The Activity/Club coordinator will be elected by the respective Houses. All Activity/Club coordinators from all the Houses will elect Activity/Club Secretary. The composition of the Board shall be as follows:

- (a) President, BSA (faculty member nominated by the Vice Chancellor) - Chairman
 - (b) Vice President (faculty member nominated by the Vice Chancellor)
 - (c) Faculty Coordinator for each Game/Sport
 - (d) **General Secretary, BSA**
 - (e) Sport Secretary of each hostel
 - (f) Sports Secretary of each of the 5 'Houses' (Jal, Vayu, Agni, Aakash and Prithvi)
 - (g) Captain of each Game/Sport
 - (h) Sports Officer
- Member Secretary

1.3 Board for Cultural Activities (BCA)

Board for Cultural Activities (BCA) is a constituent body of the SAC and shall be responsible for policy formation, co-ordination and review of all matters relating to the cultural activities of the University. It shall ensure that a congenial and encouraging environment is provided to the students for grooming and nurturing their talent by organizing various cultural activities through different activity clubs. The Board shall provide a forum for the students to discuss and formulate policies, budget etc and organization of cultural activities in the University. The Board shall be subjected to all decisions, rules and regulations which may be laid down from time to time by the SAC and the authorities of the universities. The Board shall be having its own sub committees and cells as considered desirable from time to time. The Activity/Club coordinator will be elected by the respective Houses. All Activity/Club coordinators from all the Houses will elect Activity/Club Secretary. The composition of the Board shall be as follows:

- (a) President, BCA (faculty member nominated by the Vice Chancellor) - Chairman
 - (b) Vice President (faculty member nominated by the Vice Chancellor)
 - (c) Vice President each of Activity/Club (drama, music, debate, fine arts, dance etc.)
 - (d) Cultural Secretary of each of the 5 'Houses' (Jal, Vayu, Agni, Aakash and Prithvi)
 - (e) Cultural Secretary of each hostel
 - (f) Activity/Club Secretary
 - (g) **General Secretary, BCA**
- Member Secretary

1.4 Board for Student Welfare (BSW)

Board for Student Welfare (BSW) is a constituent body of the SAC and shall be responsible for policy formation, co-ordination and review of all matters relating to the students' welfare. The Board shall provide a forum for the students to discuss and formulate policies related to the students' welfare activities in the University. The Board shall be subjected to all decisions, rules and regulations which may be laid down from time to time by the SAC and the authorities of the universities. The Board shall be having its own sub committees and cells as considered desirable from time to time. The Board may also recommend temporary financial support (very short term loan) to the needy students. The composition of the Board shall be as follows:

- (a) President, BSW (faculty member nominated by the Vice Chancellor) - Chairman

- (e) One UG student from each (Academic) School from III/IV & V(if applicable) year
- (f) 4 PG students (one each from MBA, M.Sc./M.A., M.Tech. and Ph.D.)
- (g) **General Secretary, BPA** - Member Secretary

1.7 Inter-hostel Disciplinary Committee (IDC)

- (a) Faculty member nominated by the Vice Chancellor - Chairman
- (b) Secretary of Hostel Disciplinary Committee of each hostel
- (c) **General Secretary, IDC** - Member Secretary

1.8 Inter-hostel Network Affairs Committee (INAC)

- (a) Faculty member nominated by the Vice Chancellor - Chairman
- (b) Secretary of Hostel Network Affairs Committee each hostel
- (c) **General Secretary, INAC** - Member Secretary

1.9 Inter-hostel Finance and Audit Committee (IFAC)

- (a) Faculty member nominated by the Vice Chancellor - Chairman
- (b) Secretary of Hostel Finance and Audit Committee each hostel
- (c) **General Secretary, IFAC** - Member Secretary

2.0 The General Secretary of any Board or Inter-hostel committees may be removed, if two-third of his electorate votes for his removal in a vote of no confidence. A vote of no confidence shall be considered if at least one-third of the concerned electorate petition in writing to the President of the Board to do so. A vote of no-confidence against anyone post can be moved only once a year.

3.0 All the Boards shall submit their recommendations to the Dean of Student for approval by the competent authority of the University.

4.0 Quorum

Fifty percent (50%) of the members of SAC, different Boards, and Committees will constitute the quorum of the respective body.

(28)



University Grants Commission
Bahadur Shah Zafar Marg New Delhi 110002

No. F. 1-6/2012(PS)

Dated: 7th June 2013

The Vice Chancellor
Shri Mata Vaishno Devi University
Katra, Sub-Post office
SMVD University 182320 J&K

11 JUNE 2013

NA/NA AR/F
25.6.13
K. A. Kaur
25.6.13

**Sub: Grant of study leave to University and College teachers – revision of
Guidelines for determination of admissibility of pay and allowances**

Sir/Madam,

I am directed to invite your attention to this office letter no. F. 1-72 / 89(CPP) dated 5th August, 1991 containing UGC guideline with regard to determination of admissibility of pay and allowances in respect of University and College teachers.

2. University Grants Commission, in its meeting held on 10/502013, has approved revision of the above-mentioned extant guidelines and has laid down the revised guidelines for determining admissibility of pay and allowances for the purpose of granting study leave to a teacher who is expected to receive scholarship / fellowship or any other kind of financial assistance, as annexed to this communication, in supersession of any other guidelines in this regard.
3. These guidelines will come into force with immediate effect.
4. These Guidelines may also be brought to the notice of all affiliated/constituent Colleges under your jurisdiction.

Yours faithfully

(SATISH KUMAR)
UNDER SECRETARY

Encl: a a



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110002

REVISED GUIDELINES FOR GRANT OF STUDY LEAVE

The scheme of Study Leave provides an opportunity to avail of scholarships / fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph. D / Post doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/ fellowship shall not be linked to the recipient's pay / salary paid to her / him by his / her parent institution. The awardee shall be paid salary for the entire duration of fellowship/ scholarship, provided of course s/he does not take up any other remunerative jobs like teaching, in the host country.

2. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. S/he may however be allowed to accept a fellowship or a research scholarship or an *ad hoc* teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, *provided* that the Executive Council / Syndicate of his / her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by his / her employer.

3. Study leave may be granted to entry-level appointees as Assistant Professor / Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S (other than an Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his / her work in the University/College/Institution or to make a special study of the various aspects of university organization and methods of education giving full plan of work.

4. Study Leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.

5. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.

6. Study leave may be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of study leave admissible during the entire service exceed five years.

Satish Kumar
7/6/2013

7 Study leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of Study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

8. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate. In the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the Course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.

9. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay-leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.

10. The period of study leave shall count as service for the purposes of retirement benefits (pension / contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve for the period for which the Bond has been executed.

11. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

12. A teacher availing herself / himself of study leave, shall undertake that s/he shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.

13. A teacher-

- a) who is unable to complete his / her studies within the period of study leave granted to him / her, or
- b) who fails to rejoin the service of the University on the expiry of his / her study leave, or
- c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
- d) who within the said period is dismissed or removed from the service by the University

Satish Kumar

shall be liable to refund to the University/College/Institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

EXPLANATION:

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, s/he shall be deemed to have failed to rejoin the service on the expiry of her/his leave for the purpose of recovery of dues under these guidelines.

Notwithstanding the above, the Executive Council/Syndicate may order that nothing in these guidelines shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these guidelines.

14. After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/ herself for the due fulfilment of the conditions laid down in para 11 above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institution in accordance with para 11 above.

15. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/ her studies from his / her supervisor or the Head of the institution. This report shall reach the Registrar/Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

16. The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/ monograph/academic paper produced during the period of study leave shall be put in the public domain, preferably on the website of the University/College/Institution.

17. With a view to enhancing knowledge and skills of faculty members, especially junior faculty, at the rank of Assistant Professor, the Heads of Universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting academic standards of Universities/Colleges/Institutions in the long run.

Satish Kumar
4/6/2020

11/11/2015

STATEMENT SHOWING FEE DETAILS PROGRAMME

S.NO	PROGRAM	FEE FOR 2014-15						FEE AFTER HIKE OF 10% FOR SOME PROGRAMES APPLICABLE TO BATCH OF 2014-15			PROPOSED FEE OTHER THAN TUITION FEE FOR 2015-16 FRESH BATCH				
		TUTION FEE FOR 2014-15	ANNUAL FEE	ONE TIME CHARGES	SECURITY DEPOSIT	HOSTEL CHARGES	HOSTEL CHARGES	ANNUAL FEE	HOSTEL CHARGES	PROPOSED TUITION FEE After 10% hike in 2015-16 (applicable to BATCH 2014-15)	PROPOSED TUTION FEE FOR 2015-16 FRESH BATCH	ANNUAL FEE	ONE TIME CHARGES	SECURITY DEPOSIT	HOSTEL CHARGES
1	B.Tech & B. Arch	90000	10000	10000	10000	18000		11000	19800	99000	120000	15000	10000	10000	20000
2	M.Tech	60000	10000	10000	10000	18000		11000	19800	60000	60000	15000	10000	10000	20000
3	M.Sc. (Maths)	30000	10000	10000	10000	18000		11000	19800	33000	40000	15000	10000	10000	20000
4	MSC (Bio Tech)	50000	10000	10000	10000	18000		11000	19800	50000	50000	15000	10000	10000	20000
5	M.Sc (Physics)	40000	10000	10000	10000	18000		11000	19800	44000	50000	15000	10000	10000	20000
6	M.A. (Eng)	30000	10000	10000	10000	18000		11000	19800	33000	40000	15000	10000	10000	20000
7	MBA	130000	10000	10000	10000	18000		11000	19800	143000	150000	15000	10000	10000	20000
8	Ph.D.,	...	70000	10000	10000	18000		70000	19800	70000	10000	10000	20000
9	MCA	60000	10000	10000	10000	18000		11000	19800	66000	70000	15000	10000	10000	20000
10	M.Sc (Economics) 5 yrs integrated Dual degree programme	50000	10000	10000	10000	18000		11000	19800	55000	60000	15000	10000	10000	20000
			10000			18000		11000	19800			15000			20000