

OK

**MINUTES OF THE 19TH MEETING
OF THE
BOARD OF MANAGEMENT**

HELD ON 19 APRIL 2016 AT 10:00 AM
PRIVATE DINING HALL, INDIA INTERNATIONAL CENTRE
LODHI ROAD, NEW DELHI – 110 003



AMBEDKAR UNIVERSITY DELHI
LOTHIAN ROAD, KASHMERE GATE
DELHI - 110 006

AMBEDKAR UNIVERSITY DELHI

MINUTES OF THE 19TH MEETING OF THE BOARD OF MANAGEMENT HELD ON 19 APRIL 2016 IN THE PRIVATE DINING HALL AT THE IIC, NEW DELHI

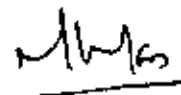
PRESENT

1.	Professor Shyam B Menon <i>Vice Chancellor, AUD</i>	Chairperson
2.	Professor NR Madhava Menon <i>Nominee of the Government of NCT of Delhi</i>	Member
3.	Professor S. Parasuraman <i>Nominee of the Government of NCT of Delhi</i>	Member
4.	Dr. Kiran Datar <i>Nominee of the Government of NCT of Delhi</i>	Member
5.	Smt. Punya Salila Srivastava, IAS <i>Secretary (Higher Education), Govt. of NCT of Delhi</i>	Member
6.	Professor Ashok Nagpal, SHS, AUD <i>Nominee of the Chancellor</i>	Member
7.	Professor Jatin Bhatt, SDes, AUD <i>Nominee of the Chancellor</i>	Member
8.	Professor Salil Misra, SLS, AUD <i>Nominee of the Chancellor</i>	Member
9.	Dr. M. A. Sikandar <i>Registrar, AUD</i>	Secretary

Special Invitees

10.	Professor Chandan Mukherjee School of Liberal Studies & Director, CSSRM, AUD
11.	Professor Kuriakose Mamkootam Dean, Student Services & Director, SBPPSE, AUD
12.	Shri J. Ernest Samuel Ratnakumar Controller of Finance, AUD
13.	Dr. Praveen Singh Associate Professor & Dean (Offg), Planning, AUD
14.	Dr. Asmita Kabra Associate Professor & Dean (Offg), SHE, AUD
15.	Shri N.K. Verma Co-Director (Technical), Campus Development, AUD

AUD/BoM(19)/19.04.2016



16. Dr. Oinam Hemlata Devi
Assistant Professor, SHE, AUD
17. Shri Akha Kaihrii Mao
Assistant Professor, SES, AUD

Shri Sanjiv Nandan Sahai, Principal Secretary, Department of Finance, Government of NCT of Delhi regretted his inability to attend the meeting.

Shri B. Mallesha, Assistant Registrar, VCO & Governance and Smt. Bindu Nair, Assistant Registrar, Student Services assisted the meeting of the Board.

At the outset, the Vice Chancellor extended a warm welcome to all the Members of the Board. He placed on record the appreciation for Professor Chandan Mukherjee and Professor Kuriakose Mamkottam, the outgoing Members. He also welcomed the new nominees of the Chancellor – Professor Jatin Bhatt and Professor Salil Misra and the re-nominated member Professor Ashok Nagpal. The Vice Chancellor also introduced Dr Praveen Singh, Dean (Offg.), Planning to the Board.

The Board's deliberations were as follows:

1. **CONFIRMATION OF THE MINUTES OF THE 18TH MEETING OF THE BOARD OF MANAGEMENT HELD ON 08 OCTOBER 2015 AND THE ADJOURNED MEETING ON 02 NOVEMBER 2015**

Resolved to confirm the Minutes of the 18th Meeting of the Board of Management held on 08 October 2015 and the adjourned meeting on 02 November 2015, as circulated on 05.04.2016.

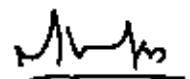
2. **ACTION TAKEN NOTE (ATN) ON THE MINUTES OF THE 18TH MEETING OF THE BOARD OF MANAGEMENT HELD ON 08 OCTOBER 2015 AND THE ADJOURNED MEETING ON 02 NOVEMBER 2015**

Resolved to accept the Action Taken Note (ATN) on the Minutes of the 18th Meeting of the Board of Management held on 08 October 2015 and the adjourned meeting on 02 November 2015, vide Appendix - 1.

3. **MATTERS ARISING OUT OF THE EIGHTH MEETING OF THE ACADEMIC COUNCIL HELD ON 01 APRIL 2016**

- 3.1 **Proposal for framing of guidelines for conferment of 'Professor Emeritus/Emerita' and 'Distinguished Professor'**

Resolved to approve the proposal for framing of guidelines for conferment of 'Professor Emeritus/Emerita' and 'Distinguished Professor', vide Appendix - 2.



3.2 Proposal for change in the nomenclature of "MA Social Design" Programme to "M.Des (Social Design)" in terms of the UGC Regulations on 'Specification of Degrees' as per Notification dated 11.07.2014

Resolved to ratify the approval by the Academic Council of the proposal from the School of Design for *changing the nomenclature of "MA Social Design" Programme to "M Des (Social Design)"* in compliance with the UGC Regulations on 'Specification of Degrees' as per the Notification dated 11.07 2014

3.3 Proposal for the Standard Operating Procedures (SOP) to be followed for management of externally funded and AUD sponsored Research Projects

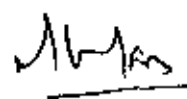
Resolved to approve the recommendation by the Academic Council in its Eighth Meeting held on 01.04.2016 to the proposal for prescribing the 'Standard Operating Procedures' (SOP) to be followed for the *management of externally funded and AUD sponsored Research Projects* with minor modifications. The revised SOP approved by the Board is at **Appendix - 3**

3.4 Proposal for the creation of School of Vocational Studies (SVS) under Statute 12A of the Statutes of the University

Resolved to ratify the concept note and approval of the Academic Council in its Eighth Meeting held on 01.04.2016 to the proposal for creation of a new School of Vocational Studies (SVS) under Statute 12A of the Statutes of the University. Members appreciated the relevance of the proposal and the new programmes to be launched by the University under the SVS

After detailed deliberations, the BoM agreed on the following:

- (i) All the areas of specialisation for the proposed Bachelor of Vocation (B.Voc.) Programme by the SVS should be finalised after going through a need assessment process;
- (ii) The programmes under SVS should be futuristic and should be evolved as one of the flagship programmes of AUD;
- (iii) *Alternative vocational subjects like Paramedical, Health Services, Para Legal (Conciliation, Lok Adalat, etc.)* can also be considered as these subjects are now sought after with ample employment opportunities;



- (iv) Considering the expertise available with the Tata Institute of Social Sciences (TISS), Mumbai, a study group from AUD may visit the TISS.

A copy of the concept note on the School of Vocational Studies as approved by the Academic Council is at Appendix - 4

4. MATTERS ARISING OUT OF THE 14TH MEETING OF THE FINANCE COMMITTEE HELD ON 11 APRIL 2016

4.1 Minutes of the 14th Meeting of the Finance Committee held on 11 April 2016

Resolved to approve the Minutes of the 14th Meeting of the Finance Committee held on 11 April 2016, vide Appendix - 5

4.2 Proposal for the Introduction of Group Insurance Scheme for the employees of AUD through the LIC of India

Resolved to approve the recommendation by the Finance Committee in its 14th Meeting held on 11.04.2016 to the proposal for introduction of non-contributory annual Group Insurance Scheme to all regular and contractual employees of the University through the Life Insurance Corporation of India (LIC) with graded cover as under:-

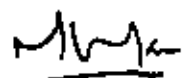
- (i) Rs.7,00,000/- for Group A level employees
- (ii) Rs.5,00,000/- for Group B level employees
- (iii) Rs.3,50,000/- for Group C level employees including MTS category

However, the scheme shall not be applicable to consultants and re-employed government officers engaged by the University.

4.3 Revised Medical Attendance and Treatment Regulations for the employees of AUD

The Board took note of the communication dated 27.04.2015 received from the Director, Health Services, Directorate of Health Services, Delhi Government Employees Health Scheme (DGEHS), Govt. of NCT of Delhi, suggesting the University to evolve its own Health Cover Scheme for its employees.

After a detailed discussion, the Board resolved to approve the recommendation by the Finance Committee in its 14th Meeting held on



11.04.2016 for the introduction of Revised Medical Attendance and Treatment Regulations for the employees of AUD, vide **Appendix - 6**.

The BoM also accepted the recommendation of the Finance Committee to extend the Scheme to the contractual employees once their service conditions are suitably modified based on the recommendations by the Establishment Committee

4.4 Creation of one post each of Medical Officer and Staff Nurse for AUD Main Campus

The BoM considered the recommendation by the Finance Committee in its 14th Meeting held on 11.04.2016 for the creation of one post each of Medical Officer and Staff Nurse for AUD Main Campus to be filled through fixed contractual tenure as detailed below

- i) Medical Officer (1 post), Group-A in PB-3 Rs 15600-39100 + GP Rs 5400/-
- ii) Staff Nurse (1 post), Group-B in PB-2 Rs 9300-34800 + GP Rs.4200/-

The BoM noted that the above proposal was also duly considered and recommended by the Establishment Committee in its 15th Meeting held on 9 March 2016. The approximate financial implication for the creation of one post each of Medical Officer and Staff Nurse is worked out to Rs 18,89,100/- (Rupees eighteen lakh eighty nine thousand one hundred only) per annum.

After discussion, the BoM resolved to approve the creation of one post each of Medical Officer and Staff Nurse for AUD Main Campus alongwith the Recruitment Rules of these posts recommended by the Establishment Committee, vide **Appendix - 7**

The BoM further resolved that the University may take up the matter with the Directorate of Higher Education, GNCTD seeking necessary concurrence/approval for the creation of these two posts as required under the pattern of assistance for release of additional Grant-in-aid to AUD

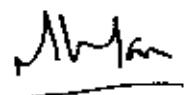
4.5 Broad framework for utilization of the University Development Fund in pursuance of the decision of the Board of Management in its 18th Meeting held on 8 October 2015

The BoM considered the recommendation by the Finance Committee in its 14th Meeting held on 11.04.2016 regarding a broad framework for utilization of the University Development Fund (UDF) as recommended by the UDF Managing Committee in its meeting held on 31.03.2016

The BoM noted that the UDF Managing Committee had resolved that

AUD/BoM(19)/19.04.2016

Page - 5 - of 32



the funds under UDF as reflected in the books of accounts 2015-16 be divided into the following four broad corpuses (sub-heads) of 25% each of the total amount to support various academic activities where adequate GIA support from the Government sources may not always be available:

- (i) **Student Travel and Exchange Programme Fund:** To support AUD students to pursue excellence and exploration leading to professional and personal development, including support of student travel and exchange programmes.
- (ii) **Academic Chairs Fund** To create Academic Chairs such as the Ambedkar 125th Anniversary Chair.
- (iii) **Research Endowments:** To create research endowments to promote research among AUD faculty and students. These endowments will also include the university-share (50%) of the overhead charges generated from the various externally funded research projects (amounting to Rs 28,57,954/- as of 31st of December, 2015).
- (iv) **Central Pool of UDF:** To accumulate residual fee and other revenues generated from the students to be utilized for various developmental activities (including infrastructure development if necessary) to enhance quality and effectiveness of academic and research activities of the University.

The BoM noted that the original proposal for the creation of University Development Fund was approved by the Board in its 18th Meeting held on 8 October 2015, by setting aside the unutilized portion from the amount collected as fee from the students, to be used for various developmental activities, including Infrastructural development, to enhance quality and effectiveness of academic and research activities of the University. The BoM also constituted a Managing Committee to administer the UDF under the Chairpersonship of the Vice Chancellor.

After detailed deliberations, the BoM resolved to approve the above recommendations of the UDF Managing Committee as recommended by the Finance Committee in its 14th Meeting held on 11 April 2016.

The BoM also resolved to approve the recommendation of the UDF Managing Committee that the corpus against each of the Funds at Sl. No. (i) to (iii) above would be administered and managed by a separate Sub-Committee comprising AUD Faculty Members and eminent external experts to be constituted by the Vice-Chancellor. However, the



recommendations of these Sub-Committees against each Fund would be considered by the UDF Managing Committee from time to time.

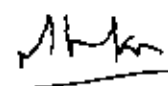
After detailed deliberations, the BoM approved the above recommendations of the Finance Committee for the creation of Corpuses on Student Travel and Exchange Programme Fund, Academic Chairs Fund, Research Endowments and Central Pool of UDF.

The Board suggested that the University may also utilize the UDF for its new initiatives such as enhancement of University leadership role, excellence in Higher Education, etc and this would help the University to improve its institutional ranking

4.6 Proposal submitted by the University to the Government of NCT of Delhi, Directorate of Higher Education for the establishment of Karampura Campus along with the details of creation of teaching and administrative posts and tentative Budget Estimates(B.E) for the FY 2016-17 & 2017-18

The Board of Management (BoM) considered the proposal for the setting up of a new campus of the University at Karampura, presently occupied by the Deen Dayal Upadhyay College (University of Delhi) based on the offer of the Directorate of Higher Education, Govt. of NCT of Delhi, vide letter dated 23.02.2016. According to the proposal sent by the University to the DHE, vide letter dated 11.03.2016, the University proposes to start new programmes from the academic year 2016-17. The BoM noted that the University is going to establish and operationalize the two new Schools namely (a) the School of Law, Governance and Citizenship, and (b) the School of Vocational Studies, replicate some existing undergraduate programmes, and launch new undergraduate, postgraduate and 5 year integrated programmes including Certificate and Diploma programmes. The total student strength is expected to reach over 2000 by the academic session of 2019-20.

The BoM also noted that the Finance Committee in its 14th Meeting held on 11 April 2016 considered the above proposal submitted by the University to the Government of NCT of Delhi for the establishment of Karampura Campus along with the details of creation of teaching and administrative posts and tentative Budget Estimates. The details of expenditure on various heads proposed by the University and approved by its Finance Committee are as under.



**Head Wise Budget Estimate for the new AUD Campus at
Karampura for the Financial Years 2016-17 & 2017-18**

Major Head		2016-17 Amount in Lakh		2017-18 Amount in Lakh	Details Annexed to the proposal
GIA- SALARIES		1195.05		2390.09	Appendix-A1&A2
GIA-CAPITAL	87.12		170.2		Appendix-B
	209.72		111.8		Appendix-D-1
	85		3		Appendix-D-2
	31.35		40.54		Appendix-E
	100		0		Appendix-F
Sub Total	513.19		322.5		
GIA-General	23.6		28.65		Appendix-B
	165		105		Appendix-C
	129.32		132.9		Appendix-E
	122		0		Appendix-F
Sub Total	459.92		267.5		
	973.11	973.11	590.1		
		2168.16	2	590.12	
				2960.21	

SUMMARY					
		2016-17 Amount in Lakhs		2017-18 Amount in Lakhs	
	GIA- Salaries	1195.05		2390.09	
	GIA-Capital	513.19		322.57	
	GIA- General	459.92		267.55	
	Total	2168.16		2960.21	

The BoM after detailed discussion, approved the proposal to establish the new University campus at Karampura starting from the academic session 2016-17.

The BoM also considered and approved the recommendations of the Finance Committee for necessary budgetary provision as detailed above for the year 2016-17 and the Vice Chancellor is authorized to take appropriate action in this regard.

The BoM further considered and approved the proposal for creation of 150 teaching/academic positions and 165 non-academic (administrative) positions as detailed below on the basis of the recommendations by the Finance Committee:



(A) Details of creation of Teaching & Academic Positions approved by the BoM for AUD Karampura Campus

Name of the Post	PB + Academic Grade Pay	No. of Posts
Professor	PB-4 + AGP 10000	19
Associate Professor	PB-4 + AGP 9000	37
Assistant Professor	PB-3 + AGP 6000	89
Deputy Librarian	PB-3 + AGP 8000	1
Assistant Librarian	PB-3 + AGP 6000	2
Sports Officer (Male-1, Female-1)	PB-3 + AGP 6000	2
	Total	150

(B) Details of creation of Non-Academic Positions approved by the BoM for AUD Karampura Campus

Name of the Post	Pay Band	No. of Posts
Deputy Registrar	PB-3 + GP 7600	6
Assistant Registrar	PB-3 + GP 5400	13
Senior System Administrator	PB-3 + GP 7600	2
Medical Officer	PB-3 + GP 5400	1
System Administrator	PB-3 + GP 5400	4
Internal Audit Officer	PB-3 + GP 7600	1
Executive Engineer (Civil)	PB-3 + GP 6600	1
Assistant Engineer (Elect.)	PB-2 + GP 4600	1
Security Officer	PB-2 + GP 4600	1
Executive	PB-2 + GP 4600	15
Junior System Administrator	PB-2 + GP 4600	2
Staff Nurse	PB-2 + GP 4200	1
Junior Executive	PB-2 + GP 4200	27
Jr. Exe. (Sectarial Services)	PB-2 + GP 4200	2
Junior Executive (IT)	PB-2 + GP 4200	4
Technical Assistant (IT)	PB-1 + GP 2800	4
Library Assistant	PB-1 + GP 2800	2
Assistant	PB-1 + GP 2400	19
Assistant-cum-Caretaker	PB-1 + GP 2400	2
Documentation Assistant	PB-1 + GP 2400	1
Assistant (Secretarial Services)	PB-1 + GP 2400	3
Junior Library Assistant	PB-1 + GP 2000	4
Junior Assistant	PB-1 + GP 1900	25
MTS	PB-1 + GP 1800	20
MTS (Mali)	PB-1 + GP 1800	4
	Total	165

Handwritten signature

(C) Phase wise Teaching and Non-Academic Positions proposed as per UGC norms (vide AUD's proposal dated 11.03.2016)

	Total Student Intake	Academic/ Financial Year	Positions Proposed as per the MHRD/ UGC norms	
			Faculty (Student: Faculty Ratio = 15:1)	Non-Academic (Academic: Non-Academic Ratio = 1:1.1)
Phase I	225	2016-17	58	70
	1050	2017-18		
Phase II	1750	2018-19	92	95
	2250	2019-20		
		Total	150	165

It is further resolved that the University may take up the matter with the Directorate of Higher Education seeking necessary concurrence/approval as required under the pattern of assistance for release of additional Grant-in-aid for 2016-17 to the University by the Govt. of NCT of Delhi.

5. MATTERS ARISING OUT OF THE 14TH AND 15TH MEETINGS OF THE ESTABLISHMENT COMMITTEE HELD ON 05 NOVEMBER 2015 AND 09 MARCH 2016 RESPECTIVELY

5.1 Minutes of the 14th Meeting of the Establishment Committee held on 5 November 2015

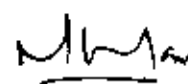
Resolved to approve the Minutes of the 14th Meeting of the Establishment Committee held on 5 November 2015, vide **Appendix-8**.

5.2 Minutes of the 15th Meeting of the Establishment Committee held on 9 March 2016

Resolved to approve the Minutes of the 15th Meeting of the Establishment Committee held on 9 March 2016, vide **Appendix - 9**

5.3 Report of the Recruitment Rules Review Committee to review the existing Recruitment Rules for administrative staff and to formulate a scheme with Action Plan to fill up vacant administrative posts in AUD arising out of the GNCTD policy guidelines issued by the Services Department dated 19.10.2015 as recommended by the Establishment Committee in its 15th Meeting held on 09.03.2016

The BoM considered the recommendations of the Recruitment Rules Review Committee, constituted by the University to review the existing



Recruitment Rules for administrative staff and to formulate a scheme with Action Plan to fill up vacant administrative posts in AUD, under the chairmanship of Professor Kuriakose Mamkootam, arising out of the Government of NCT of Delhi policy guidelines, issued by the Services Department, GNCTD, vide Order No. F.19(11)/2015/S.IV/1890-96, dated 19.10.2015.

The BoM noted that the report of the said Recruitment Rules Review Committee was considered and recommended by the Establishment Committee in its 15th Meeting held on 09.03.2016 with minor modifications.

After detailed deliberation, the BoM resolved to approve the recommendations of the Recruitment Rules Review Committee as recommended by the Establishment Committee, vide **Appendix - 10**. The BoM also resolved that changes/amendments wherever necessary in the existing Recruitment Rules and other guidelines be made accordingly.

The BoM noted that the University had created 173 regular administrative positions (Group A - 28; Group B - 59 and Group C - 86 Total = 173 excluding the two statutory posts - Registrar and Controller of Finance) with the approval of the BoM based on the recommendations by the Establishment Committee from time to time since the inception of the University.

The BoM further resolved to seek ex-post facto concurrence/approval from the Directorate of Higher Education, GNCTD for creation of the above 173 regular administrative positions (**Appendix - 11**) as required under the Pattern of Assistance

The BoM noted that there is only seven administrative staff working on regular basis in the University and there is a dire need of filling the regular vacant administrative positions on priority basis to cope up the increased volume of work in the University. Considering the above, it was resolved to fill up 60 regular positions through open selection with the revised pay scales, qualification, experience and other eligibility criteria as recommended by the RRs Review Committee as per the Action Plan (para 12.3 & 12.5 of the recommendations) -

Sl. No	Name of the post	Pay Band + GP	No. of posts to be filled on regular basis
	Administrative Support		
1	Executive	PB-2 Rs.9300-34800 + GP Rs 4600/-	06
2	Junior Executive	PB-2 Rs 9300-34800 + GP Rs 4200/-	08
3	Assistant	PB-1 Rs 5200-20200 + GP Rs 2400/-	19
4	Junior Assistant/ Assistant Caretaker	PB-1 Rs 5200-20200 + GP Rs 1900/-	02



	Library Services		
5	Junior Executive (Library)	PB-2 Rs 9300-34800 + GP Rs 4200/-	01
6	Library Assistant	PB-1 Rs 5200-20200 + GP Rs 2800/-	01
	IT Services		
7	System Administrator (IT)	PB-3 Rs 15600-39100 + GP Rs 5400/-	01
8	Technical Assistant (IT)	PB-1 Rs 5200-20200 + GP Rs 2800/-	02
9	Junior Engineer (Electrical)	PB-2 Rs 9300-34800 + GP Rs 4200/-	01
10	MTS (Office Attendant)	PB-1 Rs 5200-20200 + GP Rs 1800/-	07
	Deputy Registrar Assistant Registrar and its equivalent posts		
11	Deputy Registrar	PB-3 Rs 15600-39100 + GP Rs 7600/-	03
12	Assistant Registrar		06
13	Assistant Registrar (Planning)	PB-3 Rs 15600-39100 + GP Rs 5400/-	01
		Total	80

After discussion, it was resolved to seek a legal opinion on the validity of engagement of administrative staff on long-term contractual appointments on a fixed tenure basis (3/5 years) against the permanent posts.

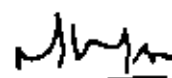
The BoM placed its appreciation to Professor Kuriakose Mamkootam and other members of the RRs Review Committee for their sincere efforts in bringing out an exhaustive report on the HR policy for administrative staff of the University.

5.4 Proposal regarding higher start in pay in respect of Shri J. Ernest Samuel Ratnakumar in the post of Controller of Finance

Resolved to approve the recommendation by the Establishment Committee in its 15th Meeting held on 09.03.2016 for grant of five non-compounded advance increments to Shri J. Ernest Samuel Ratnakumar in the post of Controller of Finance at the minimum of the scale in PB-4 Rs.37400-67000 + Grade Pay Rs.10000/- w.e.f. 29.09.2015 i.e. from the date of his appointment on five years tenure basis in AUD.

5.5 Proposal regarding grant of higher start in pay in respect of Dr. Prasad T.S.V.K. in the post of Deputy Registrar on direct recruitment against PwD category

Resolved to approve the recommendation by the Establishment Committee in its 15th Meeting held on 09.03.2016 for the grant of two non-compounded advance increments to Dr Prasad T.S.V.K. a directly recruited Deputy Registrar at the minimum of the scale in PB-3 Rs.15600-39100 + GP Rs.7600/- against Persons with Disabilities Quota (Visually Challenged) w.e.f. 30.07.2015 i.e. from the date of his appointment in AUD.



5.6 Proposal to grant refreshment charges and fixed conveyance charges to the administrative staff for attending office on holidays and late sitting due to exigencies of service in AUD

The BoM considered and resolved to approve the recommendations by the Establishment Committee in its 15th Meeting held on 09.03.2016 for grant of refreshment charges and fixed conveyance charges to the administrative staff for attending office on holidays and late sitting due to exigencies of service in AUD as detailed below subject to other general conditions:

A. Rates of Conveyance for Holidays for AUD employees

Group A Officers with Grade pay of Rs.5,400/- and above	Rs. 1,000/- for full day	Rs. 600/- for half day
Other category of employees with Grade pay below Rs 5,400/-	Rs. 500/- for full day	Rs. 300/- for half day

B. Rates of Refreshment and Conveyance charges for late sitting for AUD employees:

Category	Duration of overstay	Rates
Group A Officers with Grade pay of Rs 5,400/- and above	beyond office hours for not less than 1 ½ hours	Rs 250/- per day
	beyond office hours above 1 ½ hours but more than three hours	Rs 400/- per day
Other category of employees with Grade pay below Rs. 5,400/-	beyond office hours for not less than 1 ½ hours	Rs. 150/- per day
	beyond office hours above 1 ½ hours but more than three hours	Rs. 250/- per day

General conditions:

- (i) The payment of refreshment/conveyance charges shall be subject to the verification of attendance details as taken in the Bio-metric attendance system and/or certification by the concerned Division/School/Centre Head
- (ii) The payment of refreshment/conveyance charges shall also be applicable to contractual employees. However, they shall not be entitled to avail compensatory leave in lieu of working on holidays.
- (iii) Officers/employees essentially engaged on National holidays with the approval of the competent authority will be paid double the above tabled rates of refreshment/conveyance charge.



5.7 Adoption of the proposal to review the existing policy guidelines of engagement of officers retired on superannuation from Government Departments/Organizations in AUD In terms of Finance Department, GNCTD guidelines dated 4.12.2015

The Board of Management took note of the contents of the Office Memorandum No.F.20/4/2015-AC/204-248 dated 04.12.2015, guidelines issued by the Finance Department, Govt. of NCT of Delhi relating to engagement of retired government servants as consultants on contractual basis against vacant sanctioned posts under the Departments/Institutions of the Government of NCT of Delhi. The salient guidelines on the subject received from above Office Memorandum dated 04.12.2015 are summarized as under:-

- (a) The engagement of a retired Government servant as Consultant should be against a vacant sanctioned post. The engagement of consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy;
- (b) The engagement of a consultant should initially be for a period of one year. However, it can be extended further subject to the satisfactory performance of the consultant and depending upon the specific job and the time frame for its completion. The total period of engagement as consultant should not exceed 5 years. In no case, the consultant should be allowed beyond five years. The maximum age limit of engagement as consultant shall be 65 years;
- (c) The amount of monthly consolidated remuneration/ fee in the case of retired Government officials appointed as Consultants shall be Last Pay minus Basic Pension plus DA at the applicable rate. However, a retired Government official appointed as Consultant shall continue to draw pension and the dearness relief thereon during the period of his engagement as Consultant. His/her engagement as consultant shall not be considered as a case of re-employment.
- (d) The Consultant shall not be entitled to any allowance such as House Rent Allowance, reimbursement of call charges of Residential Telephone/mobile, Transport facility, Residential Accommodation, Personal Staff, etc.
- (e) No Government vehicle shall be provided to the Consultants;
- (f) No TA/DA shall be admissible for joining the assignment or on its completion and Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per their entitlement as on the date of retirement;
- (g) Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year



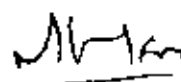
(calculated on pro-rata basis) Also unavailed leave in a calendar year cannot be carried forward to next calendar year.

- (h) The engagement of consultants is of a temporary nature and the engagement can be cancelled at any time by the department/ autonomous body/PSU/grant-in-aid receiving institution concerned without assigning any reason; and
- (i) Before engaging any retired Government servant as consultant, the Administrative Department should ensure that the retired official is clear from vigilance angle and moot a proposal with full justification to seek the prior concurrence of Finance Department and thereafter the approval of the competent authority. The Autonomous Bodies/ Grant-in-aid Institutions shall also moot such proposals through their Administrative department to seek the approval of the competent authority.

The BoM also took note of the existing terms and conditions of engagement of retired government servants appointed after their superannuation in AUD against vacant sanctioned posts under clause 19 of the Recruitment Rules (Non-Teaching Employees), as approved by the Board of Management in its 13th Meeting held on 11.02.2013, which are under -

- (i) Officers retired from Central/State government departments/ autonomous bodies/public sector undertakings/government educational institutions will also be considered for contractual employment in AUD, who will be appointed initially for a period of three years subject to review of performance each year, ordinarily upto the age of 65 years.
- (ii) The pay and allowances of retired officers on their engagement will be paid a consolidated remuneration computed on the basis of the minimum of the concerned PB + Grade Pay + DA + HRA + Transport Allowance. The consolidated remuneration will be enhanced on the completion of each year by an amount computed on the basis of annual increment and DA revised by the Government from time to time for the concerned Pay Band
- (iii) The re-employed officers on superannuation will also be entitled for leave (Earned Leave, Commuted Leave, Maternity Leave, Paternity Leave, Paternity Leave for Child Adoption, Child Adoption Leave as per Central Civil Services (Leave) Rules, 1972, Home Town Leave Travel Concession once in two years and Children Education Allowance as per the Central/ State Government orders issued from time to time, and encashment of Earned Leave etc

In order to remove the inconsistency between the Government of NCT of Delhi guidelines and the existing Recruitment Rules of the University, the BoM resolved to adopt the guidelines issued by the Finance Department, Govt of NCT of Delhi vide Office Memorandum



No F 20/4/2015-AC/204-248 dated 04.12.2015 (**Appendix - 12**) relating to engagement of retired government servants as consultants on contractual basis against vacant sanctioned posts in place of the existing provisions under clause 19 of the Recruitment Rules (Non-Teaching Employees). The University may take all remedial steps to implement the above guidelines immediately.

The BoM also resolved that changes/amendments wherever necessary in the existing Recruitment Rules would be made accordingly

5.8 Proposal for the increase in the salary structure of short-term contractual employees working against the sanctioned administrative posts in Group B & C level (Junior Executive, Assistant, Technical Assistant, MTS etc.) as recommended by the Establishment Committee in its 14th Meeting held on 05.11.2015

The BoM considered the recommendation by the Establishment Committee in its 14th Meeting held on 05.11.2015 for the increase in the salary structure of short-term contractual employees working against vacant sanctioned administrative posts in Group B & C level (Junior Executive, Assistant, Technical Assistant, MTS etc.).

After deliberation, the BoM resolved to approve 10% uniform increase in the gross salary w.e.f. 01.01.2016, as recommended by the Establishment Committee in its 14th Meeting held on 05.11.2015, subject to the following condition:

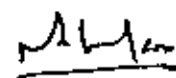
Henceforth, no short-term contractual appointment should be resorted to by the University and all the vacancies shall be filled only as per the method of appointment prescribed by the approved Recruitment Rules for non-teaching staff (i.e. direct recruitment, long-term contract or deputation).

6. ITEM RELATED TO STUDENT SERVICES DIVISION

6.1 Proposal of creation of a separate Assessment, Evaluation and Student Progression (AES) Division by bifurcating the existing Student Services Division

The BoM considered the proposal by the Student Services Division for the creation of a separate Assessment, Evaluation and Student Progression (AES) Division by bifurcating the existing Student Services Division

The BoM noted that at present the office of Dean, Student Services is discharging a wide range of responsibilities relating to students,



including admissions, assessment, promotion, mentorship, discipline, Scholarships, Financial Assistance, Bursaries, Fee Waivers, Grants, internships, campus placements and award of degrees in the University. The University follows the process of continuous assessment based on a 11-point scale of grading system for student evaluation and promotion. The entire student cycle starting from admissions, assessment, promotion, and award of degrees, is also ERP based.

The BoM also noted that the extent and the constant need to manage and monitor student assessment, evaluation and progression, there is a need of a separate position of Dean, Assessment, Evaluation and Student Progression (AES) in the University to manage the specific responsibilities

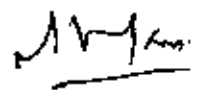
After deliberations, the BoM resolved to approve the proposal of creating a separate Division namely Assessment, Evaluation and Student Progression (AES) to be headed by a Dean in the University under Statute 7A of the Statutes of the University. The Dean shall be responsible to manage the specific responsibilities of (a) Course Registration of Students, (b) Attendance, (c) assessment and grades, (d) promotion and award of degrees/ certificates, incorporating the necessary interface with the ERP etc. The Dean, AES is also expected to work in close collaboration and coordination with the Dean Student Services and will be the repository division for all the assessment records of Students. The Dean, AES will also be responsible for overseeing the student feedback mechanism in the University.

Suitable amendment to the existing Ordinance 1 related to Dean, Student Services in this regard will be made accordingly

7. ITEMS RELATED TO ADMINISTRATION AND HR DIVISIONS

7.1 Proposal for providing necessary space, infrastructure, furniture, fixture, equipment & other facilities and full financial assistance to the core staff for the initial phase of five years from 1st April 2016 to the newly established ACIE

(1) The Board of Management considered the proposal for extending the following facilities to the newly established AUD Centre for Incubation, Innovation and Entrepreneurship (ACIE) in the initial phase of 5 years from the FY 2016-17, out of the existing Budgetary provisions of the University:



(a) Necessary space, Infrastructure, furniture, fixtures, equipment to set up ACIIE;

(b) Sufficient funds to meet the salary and emoluments of the core staff to the ACIIE.

(2) The Board of Management noted that it had approved the proposal to establish AUD Centre for Incubation, Innovation and Entrepreneurship (ACIIE) in its 18th Meeting held on 08.10.2015 and 02.11.2015 (adjourned). It was also decided that the ACIIE will maintain a direct relationship with AUD, but with no financial liability on AUD; it will function as an independent entity under the overall supervision of Executive Board constituted by the University with the following composition:

- i) Executive Chairperson – Vice Chancellor AUD or his/her nominee
- ii) Vice Chairperson – Dean SBPPSE/ Dean SDes AUD
- iii) Member – Dean SBPPSE/ Dean SDes AUD (one who is not the Vice Chairperson)
- iv) Member – Dean of one of the Schools of AUD
- v) Member – Director, ACIIE

(3) The Board in its 18th Meeting also approved the proposal for registering the "AUD Centre for Incubation, Innovation & Entrepreneurship" (ACIIE).

(4) It was approved that the AUD Incubation Centre will be the anchor for inviting and nurturing entrepreneurial ideas from students of all programmes offered at AUD. The School of Business, Public Policy & Social Entrepreneurship along with the School of Design will prepare and offer courses which could be chosen by interested second year students of other academic programmes of AUD. The Board also approved that the facilities of the Incubation Centre should be restricted to students of AUD or other universities of Delhi region during the initial 3-5 years; later on they could be open to outsiders at large. The Incubation Centre will initially seek seed capital and infrastructural support from AUD and the Government of the NCT of Delhi, but will subsequently generate its own capital from public sector banks, angel investor, grants from government schemes and other sources.

(5) The BoM had approved the following initial core staff to manage the Incubation Centre:

- (i) Director/ Executive Director - 1
- (ii) Chief Operating Officer - 1
- (iii) Professional Associate - 2
- (iv) Accountant - 1
- (v) Office Assistant - 1



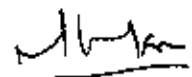
(6) It was also decided that initially the position of the Executive Director shall be filled among the faculty members of AUD working at the level of Professor or Associate Professor. While approving the proposal, the Board had also resolved that (i) AUD may provide necessary space, infrastructure, furniture, fixtures, equipment and other facilities to set up ACIIE; (ii) AUD will extend full financial assistance to pay the emoluments of the core staff of ACIIE in the initial phase of 5 years, after which further support will be subject to review.

(7) Following the above approval of the BoM the AUD Centre for Incubation, Innovation & Entrepreneurship" (ACIIE) has been incorporated as a company on 5 January 2016 with the registration number. CIN U74999DL2016NPL289333 under section 8 of the Companies Act 2013. In the meantime, the Govt. of NCT of Delhi through the Department of Training and Technical Education sanctioned Rs. 1.5 crore to AUD as seed money for setting up of its ACIIE (Incubation Centre) vide sanction order No. F.75(98)/2015-16/Incubation/PLG/1576-86/1421 dated 25/26 February 2016.

After due deliberations, the BoM resolved to accept the proposal for extending the following facilities to the newly established AUD Centre for Incubation, Innovation and Entrepreneurship (ACIIE) in the initial phase of 5 years from the FY 2016-17, out of the existing Budgetary provisions of the University (a) Necessary space, infrastructure, furniture, fixtures, equipment to set up ACIIE; and (b) Sufficient funds to meet the salary and emoluments of the core staff approved by the BoM at (5) above to the ACIIE.

The BoM also resolved to approve the seed money of Rs. 1.5 crore (Rupees One Crore Fifty Lakh Only) sanctioned by the GNCTD vide sanction order No. F.75(98)/2015-16/Incubation/PLG/1576-86/1421 dated 25/26 February 2016 to the University be kept aside for the core programmes of the ACIIE including supporting the initial set of entrepreneurs who will be affiliated to ACIIE for mentoring and financial assistance. This would help and nurture the incubation centre in its initial phase.

The members suggested that the University should ensure for continuity of the mentorship to the Incubation Centre suitably to take forward the initiative. After discussions, the BoM also resolved to approve the decision of the Vice Chancellor to nominate Professor Kuriakose Mamkoottam as the first Executive Chairperson of the ACIIE for a period of three years. Professor Mamkoottam's nomination in his personal capacity is to ensure continuity and stability in the leadership of the ACIIE.



7.2 Proposal regarding Implementation of 27% reservation for Other Backward Classes (OBCs) at the level of Assistant Professor and its equivalents in teaching posts as per the Govt. of the NCT of Delhi guidelines

The BoM took note of the Circular No. F.19(10)/2001/S.III/Pl File/, dated 27.7.2007 of the Services Department of GNCTD regarding reservation for OBCs in the jobs under the GNCTD received vide Services Department's communication No.F.19(02)/2010/S-IV/1007 dated 23.5.2013 (Appendix - 13). According to the said guidelines dated 27.07.2007 and as per the orders passed by the Lt Governor of Delhi, *'the Central list for OBCs qua Delhi and Castes defined as OBCs by the OBC Commission and accepted so by the Government be extended the benefit of reservation in Delhi'*.

As per the aforesaid guidelines, it is implied that those OBC candidates covered under Central List of Delhi State and castes defined as OBCs by the Delhi Commission for OBCs, for employment in AUD and the caste certificates issued by the prescribed authorities under Govt. of NCT of Delhi are only eligible to be considered for employment in AUD.

The BoM also took note of the UGC Policy guidelines vide circular No.F.1-4/1994(SCT) dated 24.01.2007 (Appendix - 14), according to which the reservations of 27% to OBCs shall be applicable at the level of Assistant Professor.

After due deliberations, the BoM approved the proposal for implementation of 27% reservation for Other Backward Classes (OBCs) at the level of Assistant Professor and its equivalents in teaching posts as per the Govt. of NCT of Delhi guidelines subject to the ceiling of not more than 50% vacancies in a Recruitment year, including the backlog, be filled on the basis of reservation for SCs/STs/OBCs, as per the policy guidelines issued by the DoPT, Government of India, vide O.M. No. 36012/5/97-Estt.(Res.), dated 29.8.1997 (Appendix - 15).

7.3 Adoption of the instructions Issued by the Government of NCT of Delhi for Implementation of Immovable Property Return for teachers and other administrative staff in AUD

The BoM took note of the communication No. DHE-4(11)/GGSIPU/Complaint/2014-15/4131-34, dated 22.9.2014, issued by the Government of NCT of Delhi through the Directorate of Higher Education in which it has been made mandatory to every officer and teacher of the University to submit Immovable Property Return every in



the context of a CBI Report pertaining to possession of disproportionate assets by one of the Professors of the GGSIP University.

The BoM resolved to adopt the above instructions issued by the Government of NCT of Delhi for the introduction of mandatory Immovable Property Return (IPR) for every regular Officer, teacher, academic and other administrative staff in Group A & B level including long-term contractual staff in the AUD on annual basis to be filed every calendar year in a prescribed format to be circulated by the University.

8. ITEMS RELATED TO ACADEMIC SERVICES DIVISION

8.1 Ratification of the action taken by the Vice-Chancellor in approving the appointment of various teaching positions as per the recommendations of Selection Committees since the last meeting of the BoM (as authorized by the BoM in its 8th Special Meeting held on 16.07.2010)

Resolved to ratify the action taken by the Vice-Chancellor in approving the appointment of the following faculty members on the recommendations of the Selection Committee meetings as authorized by the BoM in its 8th Meeting (Special) held on 16.07.2010:-

S. No	Name of the position & School	Date and Time of Selection Committee Meeting	Recommendations of the Selection Committees
1	Associate Professor in Global Studies SLS/SHE Vacancies -2)	06 th November, 2015 09 00 a.m.	The Committee recommended the following in the School of Human Ecology 1. Dr. Praveen Singh, SHE 2. No candidate was found suitable in SLS. Post re-advt.
2.	Assistant Professor in Economics SLS (Vacancy - 1SC, IUR))	07 th & 08 th November, 2015 at 08.30 a.m.	The Committee recommended the following in the School of Liberal Studies in order of merit. <u>Under UR Category:</u> 1. Dr. Dipa Sinha 2. Ms. Kanika Mahajan 3. Dr. Aparajita Das Gupta 4. Dr. Anindita Sinha 5. Mr. Pawan Gopatekrishnan 6. Ms. Chetana Chaudhuri 7. Dr. Shantanu De Roy <u>Under SC Category</u> 1. Dr. Anirban Biswas 2. Ms. Saronika Sarkar 3. Mr. Devesh Birwal 4. Mr. Pitu Chandra Das

3	Associate Professor in Economics SLS Vacancies -2, (1 Leave vacancy)	14 th November, 2015 08.30 a.m.	The Committee recommended the following in the School of Liberal Studies in order of merit: 1. Dr. Arindam Banerjee 2. Dr. Rajendra P. Kundu 3. Leave vacancy not filled
4	Assistant Professor SDes. (Vacancy - 1ST, 2UR)	15 th December, 2015 08.30. a.m.	The Committee recommended the following in the School of Design in order of merit <u>Under UR Category:</u> 1. Mr. Anand Kumar Jha 2. Ms. Divya Chopra <u>Under ST Category</u> No candidate was found suitable. Post to be re-advertised.
5	Assistant Professor SUS (Eng Lang. Teaching) (Vacancies-2)	10 th February, 2016 10.00. a.m.	The Committee recommended the following in the School of Undergraduate Studies in order of merit (appointment to this post will be on a contractual basis initially for a period of one year extendable up to three years subject to annual review): 1. Dr. Nupur Samuel 2. Ms. Monishita Hajra Pande
6	Assistant Professor SUS (Env. Studies) (Vacancies- 2)	28 th March, 2016 10.00 a.m.	The Committee recommended the following in the School of Undergraduate Studies in order of merit (appointment to this post will be on a contractual basis initially for a period of one year extendable up to three years subject to annual review): 1. Dr. Sumana Datta 2. Dr. Swati Shreshth 3. Dr. Nishtharsi Awasthi 4. Dr. Mahan Singh Bera 5. Dr. Nutan Maurya
7	Associate Professor SHE (Vacancy - 1)	28 th March, 2016 10.00 a.m.	The Committee recommended the following in the School of Human Ecology: 1. Dr. Suresh Babu
8	Assistant Professor (Pol. Science) SLS (Vacancy - 2)	6 th and 7 th April, 2016 09.30 a.m.	The Committee recommended the following in the School of Undergraduate Studies in order of merit (appointment to this post will be on a contractual basis initially for a period of one year extendable up to three years subject to annual review): 1. Dr. Khalid Wasim Hassan 2. Dr. Ishita Mahotra 3. Dr. Priyanka 4. Dr. Imran Amin 5. Ms. Kaupal Chaube 6. Dr. Smita Agarwal

Mh

- 8.2 Ratification of the action taken by the Vice-Chancellor in approving the extension of re-employment tenure of Prof. Venita Kaul, SES from 18.10.2015 to 11.12.2016, till attaining the age of 70 years**

Resolved to ratify the action taken by the Vice Chancellor in granting one years' extension to Professor **Venita Kaul**, Professor, School of Education Studies from 18.10.2015 to 11.12.2016 i.e. till attaining the age of 70 years

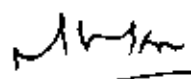
- 8.3 Ratification of the action taken by the Vice-Chancellor in approving the appointment of Ms. Saranika Sarkar as Assistant Professor (Economics) in SLS w.e.f. 04.01.2016 to 30.11.2016 (SC category) against the leave vacancy, caused by Dr Minaketan Behera, as recommended by the Dean, SLS**

Resolved to ratify the action taken by the Vice-Chancellor in approving the recommendation of the Dean, SLS for the appointment of **Ms. Saranika Sarkar** as Assistant Professor against the leave vacancy under SC category from 04.01.2016 to 30.11.2016 against the vacancy caused by the Dr Minaketan Behera in Economics

- 8.4. Ratification of the action taken by the Vice-Chancellor in approving the appointment of Full-time Visiting Faculty at the level of Professor/Assistant Professor since the last meeting of the BoM**

Resolved to ratify the action taken by the Vice Chancellor in approving the following appointments of Full-time Visiting Faculty at the level of Professor/ Assistant Professor:-

S.No	Schools Name	Name of Faculty and Position	Subjects	Date of joining
1	SCCE	Ms. Gargi Bhardwaj as Asstt. Professor	Performing Art	06.01.2016
2.	SHS	Ms. Asha Singh as Assistant Professor	Gender Studies	06.01.2016
3.	SES	Dr Vrinda Datta as Professor	Education	05.02.2016



9. RATIFICATION ITEMS

- 9.1. Resolved to note and record the action taken by the Vice Chancellor in approving the MoUs signed between the AUD and (a) Babes-Bolyai University, Cluj, Romania, (b) Rohini Ghadiok Foundation, (c) Ford Foundation, and (d) Central Square Foundation for Academic Collaboration with AUD.
- 9.2. Resolved to ratify the decision of the Vice-Chancellor in approving the adoption of Finance (Accounts) Department, GNCTD's Office Memorandum No. F.20/10/ 2016-AC/104-28, dated 25.02.2016 regarding travel by Air while on Tour/LTC by the employees of AUD, vide Appendix - 16.
- 9.3. Resolved to ratify the decision of the Vice-Chancellor In appointing Dr Praveen Singh, Associate Professor, SHE as the Dean (Officiating), Planning w.e.f. 05.01.2016 vice Prof. Vijaya S Varma who relinquished the charge.
- 9.4. Resolved to ratify the decision of the Vice-Chancellor in appointing Prof. Jalin Bhatt, Dean, SDes as Director, Campus Development (additional charge) w.e.f. 05.01.2016 vice Prof. Vijaya S Varma who relinquished the charge, till alternative arrangements are made.
- 9.5. Resolved to ratify the decision of the Vice-Chancellor in appointing Prof. Chandan Mukherjee, SLS as Director, IT Services (additional charge) w.e.f. 05.01.2016, vice Prof. Vijaya S Varma who relinquished the charge, till alternative arrangements are made.
- 9.6. Resolved to ratify the decision of the Vice-Chancellor in approving the constitution of a Standing Advisory Committee consisting the following to oversee the effective implementation of reservation policy of the Govt. of NCT of Delhi in Admissions and Appointments in AUD for a period of two years, as notified by the University on 10.02.2016:-
- (i) The Dean(AS)
 - (ii) The Dean (SS)
 - (iii) The Registrar
 - (iv) Chief Liaison Officer (SCs, STs, OBCs & PwDs) – Dr. Diamond Oberoi Vahali, Associate Professor, SLS
 - (v) Liaison Officer (SCs) – Dr Rinju Rasaily, Assistant Professor, SLS
 - (vi) Liaison Officer (STs) – Shri Akha Kalhrai Mao, Assistant Professor, SES
 - (vii) Liaison Officer (PwD) – Shri Sandeep R. Singh, Assistant Professor, SLS
 - (viii) Liaison Officer (OBCs) – Dr. Sunita Tyagi, Assistant Registrar



The Committee is expected to advise the University Administration in matters related to effective implementation of reservation policies pertaining to admissions and appointments of teaching, academic and administrative staff

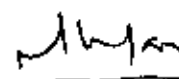
9.7 Resolved to ratify the decision of the Vice-Chancellor in approving the following appointments/Resignation of Deputy Dean/Deputy Director of the Schools/Centres as noted against each:

- (i) Mr. C. Sajeesh Kumar, Associate Professor, appointed as Dy Director, Centre for Publishing w.e.f. 13.10.2015, till the tenure of his initial contractual appointment i.e., 02.11.2017.
- (ii) Dr Kartik Dave, Associate Professor, appointed as Dy Dean, School of Business, Public Policy and Social Entrepreneurship w.e.f. 20.11.2015 for a period of three years
- (iii) Mr. Deepan Sivaraman, Associate Professor, resigned as Dy Dean, School of Culture and Creative Expressions w.e.f. 07.10.2015(AN).

9.8 Resolved to ratify the decision of the Vice-Chancellor in approving the technical resignation submitted by Dr Tuheena Mukherjee, Assistant Professor, SBPPSE w.e.f. 01.01.2015.

9.9 Resolved to ratify the decision of the Vice-Chancellor in approving the confirmation of the following faculty members and other academic staff as per the details noted against each:-

Sl. No.	Name	Designation	School/ Division	Effective date of Confirmation
1.	Dr Nandini Nayak	Assistant Professor	School of Development Studies	16.07.2014
2.	Ms Alka Rai	Assistant Librarian	Library	04.09.2014
3	Dr. Dinesh Kumar	Assistant Librarian	Library	10.09.2014
4.	Dr Bindu K. Covilakam	Assistant Professor	School of Human Studies	24.11.2014
5.	Dr. Rukmini Sen	Associate Professor	School of Liberal Studies	27.03.2015



9.10 Resolved to ratify the decision of the Vice-Chancellor in approving the promotion of the following faculty members under the Career Advancement Scheme (CAS) on the recommendations of the Screening Committee/Selection Committee as per the UGC/AUD norms detailed against each -

- (i) Dr Satyaketu Sankrit, Associate Professor in the School of Liberal Studies has been promoted as Professor under the CAS w.e.f. the date of his eligibility, i.e. 21.09.2010.
- (ii) Dr Gopalji Pradhan, Associate Professor in the School of Liberal Studies has been promoted as Professor under the CAS w.e.f. the date of his eligibility, i.e. 01.10.2013.

9.11. Resolved to ratify the decision of the Vice-Chancellor in approving the confirmation of the following regularly appointed Assistant Registrars/Deputy Registrar on the recommendations of the Performance Review Committee with effect from the dates as noted against each -

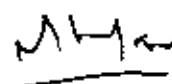
- (i) Smt Bindu Nair in the post of Assistant Registrar w.e.f. 31.07.2014
- (ii) Shri Rajeev Kumar in the post of Assistant Registrar w.e.f. 31.07.2014
- (iii) Shri Ashish Patidar in the post of Assistant Registrar w.e.f. 29.08.2014
- (iv) Shri Puneet Goel in the post of Assistant Registrar w.e.f. 10.12.2014
- (v) Lt. Col Manish Kumar (Retd) in the post of Deputy Registrar w.e.f. 28.11.2015

10. REPORTING ITEMS

10.1 Resolved to note the appointment of Professor Geetha Venkataraman as Officer on Special Duty (OSD), Assessment, Evaluation & Student Progression (AES) w.e.f. 22 January, 2016, by the Vice Chancellor, pending creation of a new position of the Dean, AES

10.2 Resolved to note the creation and incorporation of "AUD Centre for Incubation, Innovation & Entrepreneurship" (ACIIE), in pursuance of the 18th Meeting of the Board of Management held on 8 October 2015, vide **Appendix - 17**

10.3 Resolved to note the introduction of Biometric Attendance System (BAS) for non-teaching officers and staff in AUD w.e.f. 1.1.2016 in terms of the decision of the 17th Meeting of BoM held on 07.10.2014.



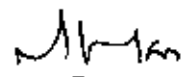
10.4 Resolved to note the appointment of Shri Mohammad Sharique Farooqi, Associate Professor, SDes as Director of the AUD Centre for Incubation, Innovation and Entrepreneurship (erstwhile Incubation Centre for Social Entrepreneurship and Innovations), as additional charge for a period of three years w.e.f 11 03 2016 by the Vice Chancellor

10.5 Resolved to note the following appointments of Directors of the Centres by the Vice-Chancellor for the period as noted against each:-

- (i) Professor Chandan Mukherjee re-appointed as Director, Centre for Social Science Research Methods w.e.f. 08.01.2016 for a period of three years or till the tenure of his re-employment whichever is earlier.
- (ii) Dr Sanjay Kumar Sharma, Associate Professor, SLS re-appointed as Director, Centre for Community Knowledge w e f. 07 12.2015 for a period of two years.
- (iii) Professor Radharani Chakravarthy, SLS appointed as Director, Centre for Publishing w.e.f. 08 04 2016 for a period of three years, in place of Professor Kuriakose Mamkootam.

10.6 Resolved to note the joining of the following faculty members under various Schools/Centres as noted against each -

S.No	Name	Post & School	Date of Joining
1.	Ms Kritika Mathur	Assistant Professor, SBPPSE	29 09 2015 (FN)
2	Dr. Shifa Haq	Assistant Professor, SHS	01.10.2015 (FN)
3.	Dr Kalindi Maheshwari	Assistant Professor, SBPPSE	14.10.2015(FN)
4.	Dr Praveen Singh	Associate Professor, SHE	16.11.2015 (FN)
5.	Dr. Nakkeeran Nanjappan	Associate Professor, CSSRM	16.11 2015 (FN)
6.	Dr. Arindam Banerjee	Associate Professor, SLS	20.11 2015(FN)
7.	Dr. Anita Ghai	Professor, SHS	24 11 2015 (FN)
8.	Dr Pallavi Banerjee	Assistant Professor, SHS	27 11.2015(FN)
9.	Dr Dipa Sinha	Assistant Professor, SLS	07 12.2015 (FN)
10.	Dr. Anirban Biswas	Assistant Professor, SLS	18.12.2015 (FN)
11.	Dr. Kanika Mahajan	Assistant Professor, SLS	23.12 2015 (FN)
12.	Ms. Divya Chopra	Assistant Professor, SDes.	30.12 2015 (FN)
13.	Dr Rajendra P. Kundu	Associate Professor, SLS	12.01.2016 (FN)
14.	Dr. Suresh Babu	Associate Professor, SHE	07.04.2016 (FN)
15.	Dr. Richa Awasthi	Assistant Professor, SBPPSE	08.04 2016



10.7 Resolved to note the extension of joining time and non acceptance of offer by the following newly selected faculty members as noted against each:-

- (i) Professor Anita Ghai, who was offered appointment as Professor (Disability Studies), School of Human Studies, accepted the offer and requested for extension of joining time to enable her to join after 21 November, 2015, which was accepted by the University.
- (ii) Dr Murali Krishna Malleshwar, who was offered appointment as Assistant Professor, Centre for English Language Teaching, accepted the offer and requested for extension of joining time upto 02 November 2015, which was accepted by the University. Afterwards, he declined the offer. Hence, the post is to be re-advertised.
- (iii) Shri Anand Kumar Jha who was offered appointment as Assistant Professor, School of Design, declined the offer due to financial Constraints. Hence, the post is to be re-advertised.
- (iv) Dr Richa Awasthi, who was offered appointment as Assistant Professor, School of Business, Public Policy and Social Entrepreneurship, accepted the offer and requested for extension of joining time upto 08 April 2016, which was accepted by the University.

10.8 Resolved to note the action taken by the Vice-Chancellor by granting of Extra Ordinary Leave (EOL) to the following faculty members as noted against each:-

- (i) Dr Minaketan Behera, Assistant Professor, School of Liberal Studies, has been granted Extra Ordinary Leave (without pay) with Lien w.e.f 01.12.2015 to 30.11.2016 to join the post of Associate Professor at the Jawaharlal Nehru University, New Delhi.
- (ii) Dr Gunjeet Aurora, Assistant Professor, School of Liberal Studies, has been granted Extra Ordinary Leave (without pay) with effect from 25.12.2015 to 31.03.2016 on personal reason.
- (iii) Dr Dhiraj Kumar Nite, Assistant Professor, School of Liberal Studies, has been granted Extra Ordinary Leave (without pay) for a period of one year with effect from 01.01.2016 to 31.12.2016 for accepting a Post Doctoral Fellowship at the Linneus University, Sweden.

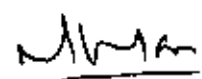


10.9 Resolved to note the action taken by the Vice-Chancellor in granting of Study leave/Child Care leave to the following faculty members and other academic staff as noted against each:-

- (i) Smt Alka Rai, Assistant Librarian, has been sanctioned 365 days' Child Care Leave w.e.f. from 11.12.2015 to 09.12.2016, as per the rules.
- (ii) Dr Kanwal Anil, Assistant Professor, School of Business, Public Policy and Social Entrepreneurship, has been sanctioned 81 days' Child Care Leave w.e.f. 21.02.2016 to 11.05.2016, as per the rules.
- (iii) Shri Benil Biswas, Assistant Professor, School of Culture and Creative Expressions, has been granted Study Leave for a period of one year with effect from 06.01.2016 to 05.01.2017 for pursuing his Ph D Research work at the Jawaharlal Nehru University, New Delhi.
- (iv) Shri Wrick Mitra, Assistant Professor, School of Human Studies, has been granted Study Leave for a period of six months with effect from 16.01.2016 to 15.07.2016 for pursuing his Ph D Research work at Ambedkar University Delhi

10.10 Resolved to note the joining of the following faculty members and other academic staff after availing EOL/Study leave/Child Care leave as noted against each:-

- (i) Shri Sayandeep Chowdhury, Assistant Professor, School of Liberal Studies joined on 03.08.2015 after availing Study Leave.
- (ii) Dr Ramneek Khassa, Assistant Professor, School of Liberal Studies joined on 30.11.2015 after availing Child Care Leave.
- (iii) Dr Anil Persaud, Assistant Professor, School of Liberal Studies joined on 03.12.2015 after availing Extra Ordinary Leave
- (iv) Dr Yogesh Snehi, Assistant Professor, School of Liberal Studies joined on 04.12.2015 after availing Extra Ordinary Leave.
- (v) Smt Manasi Thapliyal Navani, Assistant Professor, School of Education Studies joined on 01.01.2016 after availing Study Leave.
- (vi) Dr Gunjeet Aurora, Assistant Professor, School of Liberal Studies joined on 01.04.2016 after availing Extra Ordinary Leave.



10.11 Resolved to note the constitution of a Standing Committee for Professional Development Programme and Travel grants consisting of the following to examine the proposals and make recommendations to the University for Financial Support for attending/participating in national/international conferences, by the Vice-Chancellor, for a period of one year w.e.f. 20.02.2016 -

- (I) Professor Jatin Bhatt, in place of Dean (Academic Services) – Chair
- (II) Mr. J. Ernest Samuel Ratnakumar, Controller of Finance
- (III) Dr Asmita Kabra, Dean(Officiating), SHE
- (iv) Dr Santosh Kumar Singh, Assistant Professor, SLS

10.12 Resolved to note the action taken by the Vice Chancellor in constituting a Scientific Advisory Committee (SAC) to ensure standards of scientific rigour and ethics at the AUD, vide notification dated 26.10.2015.

10.13 Resolved to note the action taken by the Vice Chancellor in re-constituting the Advisory Committee on International Partnership (ACIP) vide notification dated 06.11.2015.

10.14 Resolved to note the action taken by the Vice Chancellor in constituting a Standing Environmental Management Committee to manage and oversee all activities related to environmental management including horticulture at various campuses of the University, vide notification dated 24/25.02.2016.

10.15 Resolved to note the action taken by the Vice Chancellor in re-constituting the Advisory Committee on Research and Project Management (ACRPM), vide notification dated 06.11.2015.

11. DEVELOPMENT DHEERPUR AND ROHINI CAMPUSES OF AUD

11.1 To consider the proposal of the Project Management and engagement of Project Management Consultant (PMC) and Architect for the new AUD campuses at Dheerpur and Rohini

Ref: 16th Meeting of the BoM held on 04.04.2014, vide Resolution No. 7

17th Meeting of the BoM held on 07.10.2014, vide Resolution No. 11

18th Meeting of the BoM held on 08.10.2015 & 02.11.2015 (adjourned), vide Resolution No. 7D

The Board of Management (BoM) considered the Agenda Item (Appendix - 18), regarding the Project Management and engagement of Project Management Consultant (PMC) and Architect for construction of

AUD/BoM(19)/19.04.2016

Page - 30 - of 32



the new campuses of Ambedkar University Delhi (AUD) at Dheerpur and Rohini in the light of the earlier resolutions of the BoM made in its 16th, 17th and 18th meetings, excerpts of which are appended (**Appendix- 19**)

After detailed deliberations, the Board resolved the following:

- (i) The Public Works Department (PWD) of the Govt. of NCT of Delhi shall be the Project Management Consultant (PMC) for both Dheerpur and Rohini campuses of the University.
- (ii) Architects for each of the above projects will be selected by the University through an open selection process involving a jury, composition of which would be based on previous resolution of the Board modified to include the participation of the PWD.
- (iii) The selection of Architects would be done through an open competition in accordance with laid down procedure under GFR 2005 and general guidelines issued by the Ministry of Finance, Government of India. The appointment of Architects would be through combined quality- cum- cost basis of selection giving 70% weightage to Technical Bid and 30% weightage to Financial Bid.
- (iv) The Architects thus selected by the University shall be appointed by the PMC, i.e. PWD.

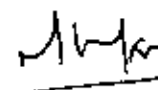
11.2 To report the Status of development of new campuses at Dheerpur and Rohini

Resolved to note the status of development of new campuses at Dheerpur and Rohini as apprised by the Campus Development Division, vide **Appendix - 20**.

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

12. Recommendations of the Standing Committee for Reviewing the Fee Structure regarding (a) increase in the income ceiling for all students for the purpose of fee waivers, and (b) for extending fee waivers to SC, ST and PwD students

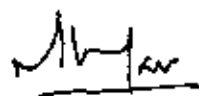
The BoM considered the recommendations of the Standing Committee for Reviewing the Fee Structure (meeting held on the 18th of April, 2016).



After due deliberations, the BoM resolved to approve the following:

- (i) increase the allocation of fee revenue from the present 20 per cent to 25 per cent towards Fee Waiver.
- (ii) increase the ceiling in the gross annual family income from the present Rs.5,00,000 to Rs.6,00,000 for students from economically weaker backgrounds, except for those belonging to SC, ST and PwD categories for being eligible for waiver of tuition fees.
 - (a) Those students from families with gross annual income of Rs.3,00,000 or less shall receive full waiver of tuition fees.
 - (b) Those students from families with gross annual income of Rs 4,00,000 or less, but more than Rs 3,00,000 shall receive 75 per cent waiver of tuition fees
 - (c) Those students from families with gross annual income of Rs.5,00,000 or less, but more than Rs.4,00,000 shall receive 50 per cent waiver of tuition fees.
 - (d) Those students from families with gross annual income of Rs.6,00,000 or less, but more than Rs.5,00,000 shall receive 25 per cent waiver of tuition fees.
- (iii) extend full waiver of tuition fees to all students belonging to SC, ST and PwD.

The meeting ended with a vote of thanks



(Dr M A Sikandar)
Registrar & Secretary, BoM

Appendix-1
Resolution No. 2/BoM(19)/19.04.2016

Action Taken Note (ATN) on the Minutes of the 18th Meeting of the Board of Management held on 08 October 2015 and 02 November 2015 (adjourned meeting)

Resol. No.	Decision	Action Taken
1	Resolved to confirm the Minutes of the 17 th Meeting of the Board of Management held on the 7 th of October, 2014, as circulated.	Recorded
2	Resolved to note and accept the Action Taken Report (ATR) on the Minutes of the 17 th Meeting of the Board of Management held on the 7 th of October, 2014.	Recorded
3	Resolved to note and accept the confirmed Minutes of the Special Meeting of the Board of Management held on the 8 th of May, 2015.	Recorded
4	Resolved to note and accept the Action Taken Report (ATR) on the Minutes of the Special Meeting of the Board of Management held on the 8 th of May, 2015	Recorded
5A	Resolved to approve the draft Annual Report of the University for the year 2014-15 and authorized the Vice Chancellor to approve correction of any errors that may have inadvertently remained in the draft.	Recorded & implemented
5B	Resolved to approve the vision and constitution of the AUD's Internal Quality Assurance Cell (IQAC).	Recorded & implemented
5C	Resolved to approve the first Annual Quality Assurance Report (AQAR) for 2014-15.	Recorded
6	Resolved to approve the revised norms of payment for the Visiting Faculty.	Recorded & implemented
7A	Resolved to approve the proposal for registering the "AUD Centre for Incubation, Innovation & Entrepreneurship" (ACIIE) as a company, under Section 8 of the Companies Act, 2013 Also, resolved that the proposed AUD Incubation Centre will be the anchor for inviting and nurturing entrepreneurial ideas from students of	Recorded & implemented Recorded & action initiated

	all programmes offered at AUD. The School of Business, Public Policy & Social Entrepreneurship along with the School of Design will prepare and offer courses which could be chosen by interested second year students of other academic programmes of AUD. The Board further resolved that the facilities of the Incubation Centre should be restricted to students of AUD or other universities of Delhi region during the initial 3-5 years; later on they could be open to outsiders at large. The Incubation Centre will initially seek seed capital and infrastructural support from AUD and the Government of the NCT of Delhi, but will subsequently generate its own capital from public sector banks, angel investor, grants from government schemes and other sources. The note on the rationale for registering the "AUD Centre for Incubation, Innovation & Entrepreneurship" (ACIIE) as a company, under Section 8 of the Companies Act, 2013 approved by the Board.	A separate proposal for consideration is being placed before the BoM Recorded & implemented
7B	Resolved to approve the establishment of the Centre for Urban Ecology and Sustainability (CUES) under Statute 12B of the University and the constitution of an Advisory Board for the CUES.	Recorded & implemented
7C	Resolved to approve the creation of a 'University Development Fund' by setting aside the unutilized portion from the amount collected as fee from the students and constitution of a Managing Committee for this Fund.	Recorded & implemented. The framework for utilization of the University Development Fund is being placed before the Board as a separate item for consideration
7D	Resolved to approve the matters related to Campus Development: (i) Took note of the Minutes of the fourth meeting of Advisory Committee for Campus Development held on 09.05.2015 and approved the proposed overall plan for AUD campuses at Dheerpur and Rohini which includes provision for approximately 8,000 students and the facilities to be created thereon	Action initiated

	(ii) Took note of the decision of the Government of NCT of Delhi that the procedure for appointment of Project Management Consultant (PMC) and Architect for the two new campuses should be in accordance with the guidelines contained in GFR 2005 and Ministry of Finance, Government of India, rules (iii) Took note of the Status Report on the setting up of new campuses at Dheerpur and Rohini.	Recorded A separate proposal from PwD is being placed for consideration of the BoM. Recorded
8A	Resolved to defer the matter due to non-circulation of the Minutes of Seventh Meeting of the Academic Council held on 16 July 2015.	Recorded. The minutes of the Seventh Meeting of the Academic Council held on 16 July 2015 has now been circulated.
8B	Resolved to ratify the Minutes of the Special Meeting of the Academic Council held on 06 October 2015.	Recorded
8C	Resolved to ratify the acceptance by the Academic Council of the revised document of the Career Advancement Scheme (CAS) for teachers and other academic staff.	Recorded & Implemented
9A	Resolved to ratify the Minutes of the 12 th Meeting of the Establishment Committee held on 15 December 2014.	Recorded
9B	Resolved to ratify the Minutes of the 13 th Meeting of the Establishment Committee held on 14 July 2015, <u>except the item No. 5</u> of the minutes regarding regularization/absorption of short-term non-teaching contractual staff in AUD.	Recorded As regards Item No. 5, the matter has been referred back to EC by the BoM for framing of suitable scheme to fill up the vacant posts in terms of GNCTD order dated 19.10.2015. Accordingly, EC in its 14th meeting held on 05.11.2015 constituted a RRs Review Committee and the recommendations were considered by the

		EC in its 15 th meeting held on 09.03.2016. The recommendations of the EC on the report of the RRs Review Committee are being placed for consideration of the BoM.
9C	Resolved to ratify the approval of the recommendations of the Selection Committee for the post of Controller of Finance.	Recorded
10A	Resolved to ratify the Minutes of the 12 th Meeting of the Finance Committee held on 14 July 2015.	Recorded
10B	Resolved to ratify the Minutes of the 13 th Meeting of the Finance Committee held on 10 September 2015.	Recorded
10C	The Board resolved to ratify the appointment of M/s Singla & Associates, Chartered Accountants for Compilation and Audit of the Accounts of the University for the Financial Year 2015-16	Recorded
11A	Resolved to ratify the appointment of various faculty positions as per the recommendations of the Selection Committees.	Recorded
11B	Resolved to ratify the approval of the recommendation of the Dean, SHS for temporary appointment of Dr. Shifa Haq as Assistant Professor (on temporary basis) in Psychotherapy in the School with effect from 01.04.2015 to 30.06.2016 against one vacant post of Associate Professor, Psychotherapy.	Recorded
11C	Resolved to ratify the appointment of full time visiting faculty at the level of Professor, Associate Professor and Assistant Professor.	Recorded
11D	Resolved to ratify the appointment of Professor Chandan Mukherjee as Dean, Academic Services as additional charge w.e.f. 10.08.2015 to till further orders consequent upon the resignation by Professor Salil Misra	Recorded

11E	Resolved to ratify the tenure appointment of Professor Denys P Leighton in the School of Liberal Studies, which is extended w.e.f. 02.08.2015 to till the validity of his PIO.	Recorded
11F	Resolved to ratify the conversion of posts from Associate Professor to Assistant Professor in the Schools of (i) Business, Public Policy and Social Entrepreneurship, (ii) Human Studies, and (iii) Development Studies	Recorded
11G	Resolved to ratify (1) the constitution of the Standing Committee on Travel Grants and Professional Development Programmes to consider proposals for travel grants, and (2) amendment recommended by the Standing Committee to the existing guidelines for travel grants	Recorded Recorded
11H	Resolved to ratify the re-employment after superannuation of Professor Chandan Mukherjee, Professor (Economics) in the School of Liberal Studies, for a period of three years w.e.f. 05 11.2015.	Recorded
12A	Resolved to ratify the Management Agreement dated 17 02.2015 between the DDA and AUD for the management of the wetlands at Dheerpur, and the constitution of an Interim Committee to initiate preparatory steps for the development of a Centre for Urban Ecology and Sustainability (CUES).	Recorded
12B	Resolved to ratify the Agreement dated 25.08.2015 signed between the Govt. of NCT of Delhi and AUD for the construction, management and maintenance of the new campuses of AUD at Dheerpur and Rohini.	Recorded
12C	Resolved to ratify the revised Academic Calendar for the year 2015-16 of AUD.	Recorded
13A	Resolved to note the UGC Guidelines dated 27.04.2015 for empanelment of Adjunct Faculty in Universities and Colleges issued by the Secretary, UGC	Recorded

13B	Resolved to note the joining of faculty members and other academic staff.	Recorded
13C	Resolved to note the grant of extension of joining time to faculty members / Non-acceptance of offer.	Recorded
13D	Resolved to note the appointment/resignation of Deans of Schools.	Recorded
13E	Resolved to note the appointment of Deans (officiating) of the Schools.	Recorded
13F	Resolved to note the appointment of Dy. Deans of Schools for 3 years.	Recorded
13G	Resolved to note the grant of Extra Ordinary Leave (EOL) to faculty members.	Recorded
13H	Resolved to note the grant of Child Care Leave/Study Leave to faculty members.	Recorded
13I	Resolved to note the re-joining of faculty members to their duties after availing long leave.	Recorded
13J	Resolved to note the resignation/ relieving of faculty members.	Recorded
13K	Resolved to note the confirmation of the faculty members.	Recorded
13L	Resolved to note the promotion of the faculty members.	Recorded
13M	Resolved to note the extension of deputation period of Dr. Santosh Kumar Singh, Assistant Professor, School of Liberal Studies till 30.06.2016 by his parent institution, i.e. Chandigarh Administration.	Recorded
13N	Resolved to note the grants sanctioned for Research Projects.	Recorded
14	Resolved to note the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) proposal submitted to the Directorate of Higher Education (DHE), Govt. of NCT of Delhi.	Recorded
15A	Resolved to note the joining of Dr. M.A. Sikandar as Registrar, AUD w.e.f. 29.07.2015 (AN).	Recorded

15B	Resolved to note the non-joining of Shri Sanjeev Kumar as Controller of Finance as per offer dated 12.06 2015.	Recorded The post was re-advertised and a fresh Selection Committee meeting was held on 23.09.2015
15C	Resolved to note the list of holidays to be observed in AUD during the year 2015,	Recorded
15D	Resolved to note the appointment and joining of Shri J Ernest Samuel Ratnakumar as Controller of Finance in AUD w.e.f. 29 09.2015 (FN).	Recorded

AMBEDKAR UNIVERSITY DELHI**EXTRACT OF MINUTES OF THE EIGHTH MEETING OF ACADEMIC COUNCIL HELD ON 01.04.2016 AT 10:00 AM IN INDIA INTERNATIONAL CENTRE, NEW DELHI****Resolution No. 8.4****To consider the framing of guidelines for conferment of 'Professor Emeritus/ Professor Emerita' and 'Distinguished Professor'**

The Academic Council (AC) considered the report of the Committee constituted by the University to formulate guidelines for conferment of the title of 'Professor Emeritus/ Professor Emerita' and 'Distinguished Professor'

2 After due deliberations, the Council resolved to recommend the following guidelines for conferment of 'Professor Emeritus/Professor Emerita' and 'Distinguished Professor':

I. Guidelines/Procedure for conferment of the title of "Professor Emeritus / Professor Emerita" on AUD Professors

- (a) The Board of Management may confer the title of "Professor Emeritus / Professor Emerita" on a Professor of the University who has retired from this University after a total service of at least fifteen years as Professor, including service prior to joining AUD.
- (b) The Vice-Chancellor may recommend to the Academic Council the conferment of the title of "Professor Emeritus / Professor Emerita" and on the recommendation of the Academic Council the Board of Management may confer the title.
- (c) The process of nomination of "Professor Emeritus / Professor Emerita" may be initiated by a faculty member of the University. The nomination may be sent directly to the Vice-Chancellor. The Vice-Chancellor upon receiving nomination will constitute a Committee comprising at least three eminent academicians from within and/or outside AUD, and upon receiving recommendations of the Committee may make recommendation to the Academic Council and the Board of Management.
- (d) To be conferred the title "Professor Emeritus / Professor Emerita" the nominee should have served AUD as a Professor for at least five years prior to his/her retirement or should have made a significant contribution to the academic functioning of the University as Professor including after superannuation as a re-employed Professor.
- (e) The title of "Professor Emeritus / Professor Emerita" will be conferred only on scholars who have made outstanding contribution to their subject by their published research work and/or conceptual and practice-based innovation and/or teaching and have contributed significantly to the development of AUD.



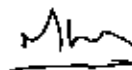
[Handwritten signature]

- (f) The conferment of the title "Professor Emeritus / Professor Emerita" shall be purely honorary
- (g) Professor Emeritus / Professor Emerita shall be free to do academic work in the School to which s/he is attached and may supervise research scholars as a co-supervisor along with a regular faculty member.
- (h) The conferment of the title of "Professor Emeritus / Professor Emerita" will be for life

II. Guidelines/Procedure for conferment of the title of "Distinguished Professor" on eminent senior scholars, professionals and practitioners

- (a) The Board of Management may confer the title of "Distinguished Professor" on eminent senior academic/scholar/professional/practitioners who has been a professor or equivalent for at least 15 years in his/her academic or professional career and has made extraordinary contribution to his/her field of knowledge or practice.
- (b) The Vice-Chancellor may recommend to the Academic Council the conferment of the title of "Distinguished Professor" and on the recommendation of the Academic Council the Board of Management may confer the title.
- (c) Prior to recommending the name of the proposed "Distinguished Professor" the Vice-Chancellor will constitute a Committee comprising at least three eminent academicians from within and/or outside AUD, and upon receiving recommendations of the Committee may make recommendation to the Academic Council and the Board of Management.
- (d) The title of "Distinguished Professor" will be considered in recognition of the contribution made by a scholar in the field and/or in recognition of the association of the scholar with AUD. The conferment of the title should enable a further association of the proposed scholar with AUD and its activities
- (e) The conferment of the title "Distinguished Professor" shall be purely honorary.

3. The Council also resolved to recommend the above guidelines to the Board of Management for its consideration.





AMBEDKAR UNIVERSITY DELHI

EXTRACT OF MINUTES OF THE EIGHTH MEETING OF ACADEMIC
COUNCIL HELD ON 01.04.2016 AT 10:00 AM IN INDIA INTERNATIONAL
CENTRE, NEW DELHI

Resolution No. 8.8

To consider the Standard Operating Procedures (SOP) to be followed for
management of externally funded and AUD sponsored Research Projects

The Academic Council (AC) considered the proposal for prescribing Standard Operating Procedures (SOP) to be followed for management of externally funded and AUD sponsored Research projects as recommended by the Advisory Committee for Research and Project Management (ACRPM).

2. It was also suggested to annexe a chart, showing various delegations of administrative and financial powers related to management of research project along with the SOP.

3. The Council after discussions resolved to accept the proposal with minor modifications vide Annexure-VII.

.....





Appendix-3**Standard Operating Procedures (SOP)
to be followed for management of
externally funded and AUD
sponsored Research Projects**

**(Approved by the Academic Council in its
Eighth meeting held 1st April 2016)**

Prepared by
Advisory Committee for Research and Project Management



Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi – 110 006

A. STANDARD OPERATING PROCEDURES FOR EXTERNALLY SPONSORED RESEARCH PROJECTS IN SCHOOLS/ CENTRES OF AUD

1. SUBMISSION OF THE PROJECT PROPOSALS

1.1 At the initial stage of submission of grant applications/*expression of interest*, PI should submit the project proposals to the funding agency through the Dean of the concerned School / Director of the Centre. Alongside, a copy/brief summary of the proposal along with the proposed budget estimate should be submitted to the Advisory Committee for Research and Project Management (ACRPM) for record and identification of inconsistencies, if any. The budget will need to conform to the guidelines provided for sponsored projects by AUD finance, unless otherwise approved by sponsoring agency.

1.2 The PI of the proposed project shall clearly state the extra space and facilities required for implementation of the project in submission to the Dean/Director, who will ascertain and certify the feasibility of meeting the requirements with reference to the existing infrastructure and human resource. The proposals must be cleared by the Dean of the School/Director of the Centre within three (3) working days for forwarding to the funding agency.

1.3 After getting the in-principle approval from the funding agency, the proposal (along with the financial statement and summary of the Project and 'Project Initiation Form'), will be submitted to ACRPM for its review and recommendation prior to the final approval of the Vice Chancellor. However in case a Memorandum of Understanding (MOU) or Letter of Agreement (LOA) is to be signed, the proposal should be routed through the Registrar AUD for vetting, prior to Vice Chancellor's approval. Once approved by the Vice Chancellor the MOU/LOA must be signed by the Registrar within 5 working days.

1.4 If the project is with a non-government agency, a statement on the terms and conditions of the project including the right of patents and royalties must be spelt out clearly.

1.5 All projects, once approved, may be provided with a unique number by ACRPM at the time of signing of MOU e.g. AUD/Project/2015-16/Name of Project / 001. The last number will help in identifying the project.

1.6 Original MOU must be kept in the office of the Registrar while a copy will be kept under Secretary ACRPM Division and the Finance Division. One copy may be retained in the respective Centre/School.

1.7 A technical support group may be constituted by AUD to support preparation of grant proposals for sponsored projects. The technical group will be required to:

- (i) lay down specifications for budget preparation and prepare a corresponding template for this purpose. In particular, it should provide a formula for calculation of resource fee for compensating cost to the University.
- (ii) Provide support for preparation of grant proposals including budget.
- (iii) Provide support in terms of maintenance and update of accounts.

1.6 The Secretary, ACRPM will be the central coordinating officer for all externally sponsored Research Projects in the University and shall be responsible to maintain all relevant records about the projects.

2. SANCTION OF THE PROJECTS

2.1 The letter of sanction from Sponsoring organisation and details of the amount sanctioned under different budget heads, duration of the Project and other terms and conditions should be communicated to the ACRPM Division along with a copy of the finally approved Project proposal.

2.2 Before the start of Project, PI must fill up the project initiation form given in Annexure-I. The start date of the project will be the date of the actual receipt of the first instalment of the grant sanctioned or as specified by the funding agency.

2.3 Mobile numbers and email i.ds of PIs may be made available to the Finance Division for speedy addressing of issues. Also, the usage of emails will be encouraged for resolution of issues and for day-to-day clarification of queries.

2.4 Revision of Budget: Project expenses are booked under specific budget heads sanctioned by the funding agency vide their sanction letter or MOU. If reallocation of funds becomes necessary, it may be accorded upon receipt of a written sanction/approval of re-appropriation from the funding agency, or as per terms and conditions of the agreement.

2.5 Extension of the duration of project is possible only with the concurrence of the funding agency.

3. OPERATION OF THE PROJECTS

3.1 Purchase

3.1.1 All purchases upto Rs. 1 Lakh shall be supervised and handled by the "Project Purchase Committee (PPC)" created for each project consisting of the PI (Convener), Co-PI and two members out of which one member may be from an allied School/Centre. This Committee, proposed by the PI and approved by ACRPM shall be constituted at the beginning of the Project and will serve the entire duration of the project, unless there is a change in staff.

3.1.2 PIs must ensure availability of sufficient funds in their projects during the purchase process. The fund position must be mentioned at every occasion while processing the release of payment.

3.1.3 Purchase of item(s) up to 15,000/- can be made by the PI/Co-PI without calling quotations.

3.1.4 Purchases above Rs. 15,000/- should be made strictly by following the procedure as laid down in the MOU / Agreement and specified by the funding agency or the General Financial Rules 2005 (in Annexure-II) incase it is not

specified in the Agreement. This procedure will prevail unless there is some extraordinary requirement for which waiver will have to be sought from the Vice Chancellor.

3.1.5 Purchase order up to Rs. 1,00,000/- can be placed by PI/Co-PI after following the procedure outlined in Annexure-II.

3.1.6 Purchase above 1,00,000/- shall require approval of the Vice Chancellor prior to placing the order, as per GFR rules or specifications of the funding agency as per MOU/Agreement.

3.1.7 Supply order will be signed by the Project-in-charge after scrutiny of Tenders/quotations obtained from various suppliers. The orders will be normally placed with the supplier whose quotations are the lowest, unless there are some technical reasons which should be clearly stated. In case of any discrepancy, the matter shall be referred to the Vice Chancellor whose decision shall be final.

3.2 Bills and Advances

Once the projects are approved, requests for advance will not be required to go to Vice Chancellor. The Finance Division will provide a template to the concerned Schools and Centres for requisitioning advance. The templates will cover all required details so as to reduce preparation and submission of lengthy notes by Centres/Schools

3.2.1 All bills in respect of the project (including bills for advance) will be signed by the Project-in-charge and sent to the Finance Division duly completed in all respects. It will be the responsibility of the Project-in-charge to ensure that the bills are complete, as per the checklist provided by Finance, and that these are in order. The bills, if in order, must be processed within 5 working days

3.2.2 Advances will be paid to the Project-in-charge by cheques drawn in favour of the Project-in-charge or in favour of the claimant, as necessary. The Project-in-charge will be responsible for rendering the account of such advances. The accounts of advances taken should be rendered within the period of 30 days from the date of completion of activity for which the advance was drawn. However, this shall not apply in cases of Letter of Credits (LCs) where the money is always with the bank. LCs should be cleared within 30 days of receipt of equipment/material. The bills should be settled and advances liquidated within 15 days of submission.

3.2.3 Payment of bills should be made by Finance Department by cheques drawn in favour of the parties concerned within 5 working days of submission of invoice

3.3 Staff Remuneration

The salary of all part time, ad-hoc, regular, daily-wage based honorarium and consolidated salary based employees of projects will be paid by cheques in the name of the concerned employees only or by cheque to be credited to their respective bank accounts which must be mentioned on the fellowship or salary bills, duly countersigned by the concerned person / Project-in-charge.

3.3.1 For all the projects, salaries of Research Associate and Research Assistant would be based on prevailing UGC rates. For other project positions with different nomenclatures, the rates of payment may be as per approval from the sponsoring agency. Provision may also be made for awarding 10% annual increment to research/project staff after completion of one year.

3.3.2 The TA/DA in the project for field work and visits within and outside Delhi (in India or Abroad) can be paid as per rules of the University or as per approved itemised budgets to the PI, Co-PI and Project staff as well as to Ph.D. students working on jobs related to the Project work. This may be done upon approval and justification by the PI. In case of any specific project requirements, Dean / Director may approve expenditure if adequate justification is provided by PI.

Note: The Finance Division should make the University rules available to each PI in this respect.

3.3.3 The period spent by the PI, Co-PI and Project Staff on field work or collaborative work in another Laboratory relating to research work of the project (in India or Abroad) should be treated on duty (provided this does not affect the teaching obligation) and will need the approval of Chair, ACRPM on the recommendation of the concerned Dean of School / Director of Centre.

3.3.4 In case funding agency makes block payment of the instalments, the PIs may provide the break-up under different heads of the project to Finance.

3.3.5 Principal Investigator (PI) being the prime interface between the funding agency and the University, is the operational head of the project. The PI is advised to keep the whole project team aware about the progress of the project and involve the Co-PI in all related project activities wherever possible.

3.4 Change of PI

Prior approval has to be taken from the Vice Chancellor / Chair ACRPM in case the PI decides to quit the project / or leaves AUD to join another institution. In such cases, the funding agency must be informed by the PI / Registrar of the change of Withdrawing Officer of the Project. The Finance Division of AUD is to be informed of the change.

3.5 Receipt of Funds/Grants from Funding Agency

Most of the grants (initial or subsequent) are released through RTGS/electronic payment, hence PIs should coordinate with the funding agency for a written communication (or email) regarding the release of funds and keep the Finance and ACRPM Divisions informed. In case of extraordinary delays in the release of subsequent grants, where funds are required for payment of salary to the staff and for other necessary expenses, PIs may request Controller of Finance to extend small loans.

3.6 Annual Statement of Expenditure and Utilization Certificate

The PI/project implementation unit should prepare the statement of expenditure and utilization certificate of every project as per the time schedule prescribed by the

funding agency. The same may be sent to the Accounts Division prior to 15 days of the said date for confirmation/reconciliation for onward transmission to the funding agency, or vice-versa. *The required reconciliation of accounts and issue of utilisation certificate may be done within 10 working days by Finance.*

4. MANAGEMENT OF OVERHEAD CHARGES

4.1 Overheads charged for Projects from Funding Agencies should range from 7.5% to 15% of the total project amount. This is towards administrative expenses borne by the University. However in special cases the overhead percentage may be *relaxed upon the consideration of ACRPM, particularly in the case of prestigious projects, if funding agency on principle, does not have a policy to pay overheads.*

- (i) From the overall overhead charges, 50 % will be given to the University to be maintained as a separate Resource Fund (as FDs) by the Finance Division of AUD and utilised for furthering research in the University or for provision of Adjunct faculty in situations where AUD faculty is required to be relieved from teaching for a research project on recommendation of the ACRPM. This fund may also provide for any request to AUD for staff positions or other kinds of professional/administrative support by concerned Centres/Schools that have generated the overheads.
- (ii) The remaining 50% of 'overhead' would remain in the name of the respective unit (School / Centre) as *resource grant*. For this a Committee should be constituted at the Centre/School level with representation from Finance which may be approved by the Chair, ACRPM to periodically consider and approve expenditures under this head, with decisions being formally recorded.
- (iii) Any resource fee charged in the project or unspent funds which as per the MOU/Agreement with the sponsoring agency are not required to be returned, may be deposited into a Resource Fund for the sustainability of the respective Centre, since these are expected to be self financed entities.

4.2 Expenses to be made by the PI from the Overhead Charges

4.2.1 Infrastructure: All expenses related to Laboratory maintenance and renovation, purchase of furniture, personal computers including laptops, minor equipment costing up to Rs 50,000 and printers to be used as office equipment; repair of existing furniture, wooden work like partitions, shelves etc. flooring, making dust free rooms, water and electricity connections including labour charges, purchasing of air conditioners, invertors, voltage stabilizers, UPS and air curtains and any other relevant items as per justified needs. This type of work could be assigned to the outside agencies to avoid delays. Proper procedure of inviting quotations should, however, be followed. No structural changes can be made without the consent of the ACRPM and such changes can be made after certification by the Estate Division of the University.

4.2.2 Repair and up gradation of scientific equipment, computers and peripherals, payment of annual maintenance/service contracts, purchase of minor accessories for equipment.

4.2.3 Cost of advertisements in newspapers for project positions as well as other notices.

4.2.4 Hiring manpower including secretarial assistance (typing/computer operator/accounting, etc.) subject to approval by the Dean of School /Director of Centre or Chair, ACRPM as appropriate at University approved rates. Assistance on part time basis to Master's and Ph.D. students not getting any financial support can be provided on fixed honorarium basis not exceeding the 50% of CSIR/UGC fellowship amount, after getting approval of the ACRPM.

4.2.5 Expenses to meet local, domestic or international travel, hotel expenses (actual up to 100 Euro/150 USD per day), DA/per diem (in addition to Hotel Expenses), registration fee towards participation of PI, Co-PI and project staff in Conferences/Symposia and on visits to other laboratories (in India and abroad) for discussions in collaborative research-work subject to prior approval of Vice Chancellor on recommendation of ACRPM.

4.2.6 Reimbursement of charges on calls made from the residential telephone of PI and Co-PI or E-mail/cell phone charges for project work may be paid from this head up to a ceiling of Rs. 12,000 per financial year.

4.2.7 Individual Life membership or annual membership of the academic societies directly related to the activities of the project may be claimed by PI or other members of the Project team.

4.2.8 Expenditure towards entertainment/hospitality/snacks/lunch etc. related to a research related activity may be allowed. Due financial prudence be exercised by the PI while incurring such expenditure and PI should certify that such bills pertain to the concerned project.

Note: In view of the exigencies that may arise during the work in the project, which are not covered under the above provisions, the PI/Co-PI may with the prior approval of the ACRPM and in consultation with Accounts Division, meet such expenditure as may be necessary for the smooth functioning of the Project from the School's/ Centre's / PI's share of the overhead charges of the project.

5. MANPOWER

5.1 Prior approval for all the appointments against the sanctioned posts in respect of various projects shall be obtained from Vice Chancellor on recommendation of ACRPM at the time of project approval. The qualifications and scales of pay/consolidated pay (as specified in Ia.5) for all the posts will be as per approved project budgets. Moreover, certain projects have nomenclatures which may be in variance of AUDs designation, which should be respected. In any case, flexibility in designation is needed as per project requirements since it should not pose any

disadvantage for the staff in their future endeavour, especially given the fact that projects are time bound.

5.2 Appointments and conditions of service

5.2.1 For appointments to posts under the Project, in general the applications should be invited after giving wide publicity regarding the vacancies. The PI will post the advertisement on AUD website.

5.2.2 For Casual Appointments the Centre /Directors / PIs may exercise the option of offering contract work on casual basis, based on Informal selection, to persons with suitable qualification by awarding short term work specific contract. However, such awards are restricted to 6 months only for each individual. If the requirement is for 6 months or more, the appointment may be made after following the due process, as per AUD procedures.

5.2.3 Appointments against project positions of more than 6 months duration may be continued or transferred to another project as per justified requirements of the School/Centre. This is important to retain the skilled and competent staff and strengthen capacities, particularly in Centres which are primarily run on external resources and project staff.

5.2.4 After receipt of the applications a Screening Committee may be formed within the School and short listed candidate may be called for interview. Travelling allowance/ dearness allowance may be paid to the outside candidate for the interview as per rules of the University from the contingency or travel head of the project, provided sufficient funds are available.

5.3 Selection Committee for selection of the candidates:

A selection committee may be formed for the duration of the project appointments comprising of Dean/Director (Chairperson), PI, Co-PI (if any) one other member of the teaching faculty or staff member of the concerned School/Centre and one expert from other School/Centre of the AUD. This committee shall be constituted at the beginning of the project by PI and shall serve throughout the duration of the Project, unless there is non-availability of some member it will recommend the appointments to the posts of Junior/Senior Research Fellows, Project Fellows, Project Associates, Research Assistants and all other Technical and non-technical staff. This committee may be notified to ACRPM at the start of the project.

5.3.1 Minutes of the Selection Committee may be prepared and put up to Dean/Director for its approval and shared with ACRPM for concurrence

5.3.2 After concurrence of the minutes of the Selection Committee by the Chair, ACRPM, the appointment letters shall be issued to the selected candidates by the Project-in-charge through the Dean of School /Director of Centre, except in the case of project in respect of which the appointment letters to the candidates are to be issued by the sponsoring bodies. All appointment letters should clearly indicate the terms and conditions of appointment. In case approval of the funding agency is required, the appointment letters should be issued only once written clearance has

been received from the funding agency. Sample appointment letter is enclosed as Annexure-III. A copy of the appointment letter should be sent to Registrar/Finance/ACRPM Divisions.

5.3.3 Appointment of the project staff will be purely on temporary basis and co-terminus with the completion of the project and the appointed staff will have no claim for regular appointment in the University on the termination of project. Appointments being contractual will be on consolidated pay for a specific period and renewed every year maximum up to the duration of the project.

5.3.4 The staff employed in the projects will be governed by the same rules and conditions of service as applicable to temporary employees in the University from time to time except in those projects where the conditions have been laid down by sponsoring body. In order to maintain uniformity in the consolidated pay to project staff AUD norms may be followed. However, wherein certain project funds allow for payment of higher salary, annual increments etc. This may be decided by PI with consultation of the Dean or Director of the School / Centre.

5.3.5 The leave to the members of the staff under projects will be admissible to the same extent as its admissible to the corresponding employees of the University, unless the sponsors specify otherwise. The Project-in-charge will be competent to sanction leave to the extent admissible.

5.3.6 The joining report of the selected candidates should be countersigned by the Project- In-charge and forwarded to the Finance through ACRPM. A copy may be retained by the Project In charge.

5.4 Fixation of Pay

The pay of employees will be fixed by the Project-in-charge as per approved budget.

5.5 Settlement of bills

Guidelines/Checklist for submission of Bills/Accounts must be prepared and circulated by Finance Division to all Schools/Centres so as to clear the ambiguity and avoid delays in the processing of bills and advances.

5.5.1 The payment of bills and clearance of accounts is one of the most important aspects of smooth running of Projects. The processing time of project related files involving any financial issues ideally would be *within 5 working days* unless clarification is required or issues are to be resolved.

5.5.2 If Accounts Division has procedural objections to a bill, it should be returned to the PI *within 3 working days*.

5.5.3 Travel for externally funded projects will be as per terms and conditions of the MOU. PIs may decide on the mode of travel of the Project staff depending upon the need and logistics. Travel advance to be given priority given the lead time required for travel bookings.

5.5.4 If any note-sheets/bills of purchase are sent to the Accounts Division, concerned branch should acknowledge the receipt of note- sheets/bills.

5.5.5 At both the PI and Accounts levels, proper transit registers are required to be maintained in order to track movement of files.

6. MAINTENANCE OF STOCK REGISTERS

6.1 Each Centre/project should have separate stock register for assets, accession, consumable and non-consumable articles.

6.2 Separate account should be opened for each non 'consumable article purchased on a separate page with full particulars, unless the transactions in respect of articles are small in number. In that case a page may be utilized for recording receipts and issue for more than one article provided the accounts in respect of different articles are not mixed up on that page.

6.3 All entries in the stock register should be initiated by the Project-in-charge.

6.4 Physical verification of stock should be conducted at least once in a year; the result thereof should be reported to the Controller of Finance

6.5 Equipments purchased specifically for each project will be the property of the University on the termination of the project, unless the sponsoring body desire otherwise.

7. BANK ACCOUNT

7.1 Separate accounts may be opened and maintained for each Centre / School so that Project funds can be maintained in a Bank account separate from AUD funds. A separate Bank account for a project may be opened in case it is a requirement by a funding agency for a particular project. Each project is to be separately budgeted head-wise in the ledgers.

7.2 There will be monthly reconciliation of expenditure statement with Finance Division with ACRPM Division informed of the status of expenditure.

8. INTERIM PROGRESS AND ACCOUNTS REPORTS OF THE PROJECT

The Finance Division should prepare the Quarterly Expenditure statement /SOE which should be submitted to the concerned PI who would verify it within a week of submission of the accounts

A bi-annual progress report on the project activities may be submitted by PI to ACRPM for information and review and for compilation of all project reports for submission to the Academic Council in its quarterly meetings for information

9. FINAL TECHNICAL, FISCAL REPORT OF THE PROJECT

9.1 Closure of the project should be done within 6 months of the completion of the project. The final fiscal report should be prepared by the PI in accordance with the requirements of the funding agency and submitted to the ACRPM / Finance for verification of financial aspects.

9.2 The final fiscal report should be prepared by the PI in accordance with the requirements of the funding agency and submitted to the Finance Branch for verification of the financial aspects and any discrepancy should be immediately removed by mutual discussions. In case of any major problems, the PI should approach the COF.

10. CLOSING OF THE PROJECTS

10.1 Statement of final accounts showing the year-wise receipts and expenditure and a list of articles (consumables) left over at the time of termination of the project and purchased out of the project funds should be sent in triplicate to the Finance Office in the prescribed Performa (**Annexure-IV**) and verified by the Internal Audit Officer of the University. These articles may be transferred to the School's / Centre's stock register except where the sponsoring bodies do not allow the School / Centre to retain the articles without paying them the book value of the articles. In case the School / Centre does not want these articles, the same will be auctioned through the Estate Division of the University.

10.2 The list will be given to Dean/Director of the School/Centre for entering the permanent assets in the stock register of the School/Centre, within 4 weeks of the submission of the list. After entry into the Stock Register of the School/Centre, the list with proper entry of the pages of the stock register in the Performa to be supplied by the Finance Branch should be sent to Internal Audit Office for verification. It is mandatory for the School/Centre to enter all items in stock register and to reissue them to the researcher concerned for his/her research and to take back into the stores the items which the PI does not want to use. It is also mandatory for the Dean/Director to move the papers for writing off of any items which none of the teachers/staff of the School/Centre is willing to take and has been returned to the stores from the project

10.3 The PI and Dean of the School / Director of the Centre should ensure that all pieces of equipment which are obsolete/beyond repair are written off after following due process. The PIs should give this in writing as soon as situation arises. In case of any missing item/component of the items falling under this category, the cost is to be recovered from the PI / project at the time of no dues certificate. This will be decided by ACRPM in consultation with Dean of the School / Director of the Centre and the Finance Division.

10.4 Based on the funding agency's stipulation any unspent amount from the project funds is to be returned to the funding agency within 6 months from the date of closure of the project, if it is a requirement of the funding agency. If not, it will be deposited in the Resource Fund created for the respective School/Centre

AMBEDKAR UNIVERSITY DELHI

B. STANDARD OPERATING PROCEDURES (SOP) TO BE FOLLOWED FOR THE MANAGEMENT OF AUD SPONSORED RESEARCH PROJECTS IN SCHOOLS/CENTRES

1. SUBMISSION OF THE PROJECT PROPOSALS

1.1 The PI should submit the project proposal including the budget estimate to the ACRPM through the Dean of the concerned School / Director of the Centre.

The PI of the proposed project shall clearly state the extra space and facilities required for implementation of the project in submission to the Dean/Director who will *ascertain and certify the feasibility* of meeting the requirements with reference to the existing infrastructure and human resource.

1.2 For proposal for less than Rs. 1 lakh, the project should be reviewed by an internal review committee constituted by the Dean of the concerned School / Director of the Centre with an external expert, prior to it being submitted to ACRPM for consideration and recommendation to Vice Chancellor for approval.

Proposals exceeding Rs. 1 Lakh should be submitted by PIs to the Dean of School / Director of Centre who will forward the proposal to the Chair ACRPM with the recommended composition of the Review Committee comprising of at least 1 external member and 2 internal members from the faculty of AUD. The Review Committee will be chaired by the Chair, ACRPM and ACRPM will convene the meeting in consultation with the concerned School / Centre. This Committee will evaluate the proposal in respect of its academic merit and for justification of the proposed budget.

1.3 The ACRPM will recommend the proposal for final approval of the Vice Chancellor after taking into consideration the technical report of the Review Committee and availability of funds.

1.4 The Secretary, ACRPM will be the central coordinating officer for all AUD sponsored Research Projects in the University and shall be responsible to maintain all relevant records about the projects.

2. SANCTION OF THE PROJECTS

2.1 Upon receipt of approval from the Vice Chancellor the ACRPM Division will issue a project sanction letter (Annexure V) to the PI indicating the amount

sanctioned under different budget heads, duration of the Project and the deliverable. This will also be communicated to the Finance Division along with a copy of the Project proposal incorporating any revision/changes suggested by the Review Committee.

2.2 Before the start of Project, PI must fill up the project initiation form.

2.3 The mobile numbers and email ids of PIs may be made available to the Finance to facilitate speedy resolution of issues. The usage of emails will be encouraged for resolution of issues and for day-to-day clarification of queries.

3. OPERATION OF THE PROJECTS

3.1 Purchase:

Purchases shall be supervised and handled by a Committee called the "Project Purchase Committee (PPC)" for each project consisting of the PI (Convener), Co-PI and two members out of which one member to be from an allied School / Centre. This committee, proposed by the PI and approved by ACRPM shall be constituted at the beginning of the Project and would serve the entire duration of the project, unless there is a change in staff. The PI is authorised to make purchases upto 1 lakhs (considered minor purchase) by means of PPC.

3.1.1 Purchase of item(s) up to 15,000/- can be made by the PI/Co-PI without forming the PPC.

3.1.2 The purchase for total value of more than Rs.15000/- and upto 1 lakhs can be done through a PPC [procedure outlined in **Annexure-II**]

3.1.2 Purchase above 1,00,000/- shall require approval of the Vice Chancellor prior to placing the order.

3.1.3 In general the procedure as per General Financial Rules 2005 (**Annexure II**) is to be followed for matters pertaining to purchase, unless for some special requirement for which waiver would have to be sought from the Vice Chancellor.

3.1.4 Equipment purchase takes time and needs planning. The process to be followed is that the supply order will be signed by the Project-in-charge after scrutiny by the approved Committee of the Tenders/ quotations obtained from various suppliers as per GFR rules. The orders will be normally placed with the supplier whose quotations are the lowest, unless there are some technical reasons which should be clearly minuted. In case of any discrepancy, the matter shall be referred to ACRPM whose decision shall be final.

4. FINANCE

4.1 Bills and Advances:

Once the projects are approved, requests for advance will not be required to go to Vice Chancellor. The Finance Division will provide a template to the concerned Schools and Centres for requisitioning advance. The templates will cover all required details so as to reduce preparation and submission of lengthy notes by Centres/Schools.

4.2 All bills in respect of the project (including bills for advance) will be signed by the Project-in-charge and sent to the Finance Division duly completed in all respects for payment. It will be the responsibility of the Project-in-charge to see that the bills are complete in all respects as per the checklist provided by Finance and that they are in order. The bills, if in order, must be processed within 5 working days.

4.3 Advances will be paid to the Project-in-charge by cheques drawn in favour of the Project-in-charge or in favour of the claimant as necessary. The Project-in-charge will be responsible for rendering the account of such advances. The accounts of advances taken should be rendered within the period of 30 days from the date of completion of activity, for which the advance was drawn. The bills should be settled and advances liquidated within 15 days of submission.

4.4 Payment of bills should be made by Finance Division by cheques drawn in favour of the parties concerned within 5 working days of submission of invoice.

5. APPOINTMENT AND SERVICE CONDITIONS OF PROJECT STAFF

5.1 Posts

As per Resolution No.14/BOM/24.06.2011 appointments for projects funded by the Grant-in-aid of AUD will be under two categories: Research Associates and Research Assistants.

Category A (Research Associates) applies to those with minimum of 3 years experience after post-graduation. Those appointed under this category will be paid as per existing UGC rates.

Category B (Research Assistants) applies to those with less than 3 years experience after post graduation. Those appointed under this category will be paid as per existing UGC rates.

5.2 Appointments

5.2.1 *Appointment of the project staff will be purely on temporary basis and co-terminus with the completion of the project. The appointed staff will have no claim for regular appointment in the University on the termination of project. Appointments being contractual are on consolidated pay for a specific period and renewed every year maximum up to the duration of the project. Provision may be made for awarding 10% annual increment to staff after completion of one year.*

5.2.2 *The PI will post the advertisement of the posts on AUD website.*

5.2.3 For Casual Appointments (e.g. hiring of manpower including secretarial assistance for typing/computer operator/accounting etc) the PIs may exercise the option of offering short term task specific contract on casual basis, based on Informal selection, to persons with suitable qualifications, at University approved rates. However, such awards are restricted to 6 months only. If the requirement is for more than 6 months for any individual, the appointment is to be made after following the due process and subject to the approval by the Dean/Director and concurrence of Chair ACRPM. The committee may be notified to ACRPM at the start of the project.

5.2.4 For appointments for six months, or more, AUD procedures will be followed.

5.2.5 After receipt of applications, a Screening Committee may be formed within the School and short listed candidate may be called for interview.

5.2.6 The selection committee may be comprised of PI as Chairperson and one faculty from the concerned School of AUD and a member from the faculty of another School of AUD.

5.2.7 Minutes of the Selection Committee may be prepared and put up to Dean/Director for its approval.

5.2.8 After approval by the Dean/Director, appointment letter may be issued by PI. Sample appointment letter is enclosed as **Annexure IV**.

5.2.9 The appointment letters shall be issued to the selected candidates by the Project-in-charge through Dean/Director. A copy of the appointment letter should be sent to Registrar/Finance/ACRPM Division. All appointment letters should clearly indicate the terms and conditions of appointment.

5.2.10 Appointment of the above staff will be purely on temporary basis and for the duration of the project only, and the appointed staff will have no claim for regular appointment in the University on the termination of project.

5.2.11 The staff employed in the projects will be governed by the same rules and conditions of service as applicable to temporary employees in the University from time to time.

5.2.12 The leave to the members of the staff under projects will be admissible to the same extent as its admissible to the corresponding employees of the University. The Project-in-charge will be competent to sanction leave to the extent admissible.

5.2.13 *The joining report of the selected candidates should be countersigned by the Project-in-charge and forwarded to the Finance. A copy may be retained by the Project In charge.*

5.2.14 AUD will provide a core staffing as per need of the concerned Centres.

5.3 Staff Remuneration

Appointment of Staff will be as per the mode and norms of the University from time to time. Salary of all part time, ad-hoc, honorarium and consolidated salary based employees of project will be made by cheques in the name of the concerned employees to be credited to their respective bank accounts. The respective account details and salary amount must be mentioned on the salary bills, duly countersigned by the concerned person and Project-in-charge.

5.3.1 The TA/DA in the project for field work, registration fee towards participation of PI, Co-PI and project staff in Conferences/Symposia and for visits to other institutions/ laboratories (in India and abroad) for discussions for collaborative research work will be based on the justification by the PI. These will be paid as per rules of AUD to the PI, Co-PI and Project staff as well as Ph D. students working on jobs related to the Project work.

5.3.2 The period spent by the PI, Co-PI and Project Staff on field work or collaborative work in another Laboratory or site relating to research work of the project should be treated on duty (provided this does not affect the teaching obligation) and will need the approval of the Chair ACRPM, on the recommendation of the concerned Dean / Director.

5.3.3 In case of any other specific project requirement as per the approved project, Dean/ Director may approve expenditure if adequate justification is provided by the PI.

Note: The Finance Division should make the University rules available to each PI in this respect.

6. RE-APPROPRIATION/REVISION OF BUDGET

For any re-appropriation within the approved Budget not in conformity with the Itemised Budget OR for general revision of the Budget, due approval would have to be sought through the ACRPM from the Vice Chancellor; 10% re-appropriation within approved budget heads may be permitted.

7. ADMINISTRATION OF THE PROJECTS

7.1 *Principal Investigator (PI) is the operational head of the project. The PI is advised to keep the whole project team aware about the progress of the project and involve the Co-PI in all related project activities, to the extent possible.*

7.2 **Infrastructure:** All expenses related to infrastructure, its maintenance and advertisement will be as per the rules of the University laid down by the GFR. Procedure laid down by GFR should be followed for assigning work to outside agencies. No structural changes can be made without the consent of the Vice Chancellor.

7.3 In view of the exigencies that may arise during project implementation, which are not covered under the approved provisions, the PI/Co-PI may, with prior approval of the Vice Chancellor through the ACRPM and in consultation with Finance Division, meet such expenditure as necessary for the smooth functioning of the Project.

8. SALARIES

Salary payable will be as per AUD norms.

8.1 **Settlement of Bills:** Guidelines/Checklist for submission of Bills/Accounts must be prepared and circulated by Finance Division to all Schools/Centres so as to clear the ambiguity and avoid delays in the processing of bills and advances.

8.2 The processing time of project related files involving payment of bills and clearance of accounts would be within 5 working days unless clarifications are required or issues are to be resolved. If Finance Division has procedural objections to a bill, it should be returned to the PI within 5 working days.

8.3 If any note-sheets/bills of purchase is sent to the Finance Division, concerned branch should acknowledge the receipt of notesheets / bills

8.4 There will be monthly reconciliation of expenditure statement with Finance Division.

8.5 At both the PI and Finance levels, proper transit registers are required to be maintained in order to track movement of files.

9. MAINTENANCE OF STOCK REGISTERS

9.1 Each project should have separate stock register for assets, accession, consumable and non-consumable articles.

9.2 Separate account should be opened for each non consumable article *purchase on separate page with full particulars, unless the transactions in respect of articles are small in number. In that case, a page may be utilized for recording receipts and issue for more than one article, provided the accounts in respect of different articles are not mixed up on that page*

9.3 All entries in the stock book should be initiated by the Project-in-charge.

9.4 Physical verification of stock should be conducted at least once in a year. The *result thereof should be reported to the Controller of Finance.*

10. INTERIM PROGRESS AND ACCOUNTS REPORTS OF THE PROJECT

The Finance Division should prepare the Quarterly Expenditure statement /SOE which should be submitted to the concerned PI who would verify it *within a week of submission of the accounts*

A bi-annual progress report on the project activities may be submitted by PI to ACRPM for information and review and for compilation of all project reports for *submission to the Academic Council in its quarterly meetings for information.*

11. CLOSING OF THE PROJECTS

11.1 Closure of the project should be done within six months of the completion of the project. Statement of final accounts showing the *year-wise receipts and expenditure and a list of articles (consumables) left over at the time of termination of the project and purchased out of the project funds should be sent in triplicate to the Finance Office in the prescribed Performa (Annexure-III) and verified by the Internal Audit Officer of the University. These articles may be transferred to the School's / Centre's stock register except where the sponsoring bodies do not allow the Project*

to retain the articles without paying them the book value of the articles. In case the School / Centre does not want these articles, the same will be auctioned through the Estate Division of the University.

11.2 The list will be given to Dean/Director of the School/Centre for entering the permanent assets in the stock register of the School/Centre within four weeks of the submission of the list. After entry into the Stock Register of the School / Centre, the list with proper entry of the pages of the stock register in the Performa to be supplied by the Finance Division should be sent to Internal Audit Office for verification. It is mandatory for the School/Centre to enter all items in stock register and to reissue them to the researcher concerned for his/her research and to take back into the stores the items the PI does not want to use. It is also mandatory for the Dean /Director to move the papers for writing off of any items which none of the teachers/staff of the School/Centre is willing to take and has been returned to the stores from the project.

11.3 The PI and Dean of the School / Director of the Centre should ensure that all pieces of equipment which are obsolete/beyond repair are written off after following due process. The PIs/project should give this in writing as soon as situation arises. In case of any missing item/component of the items falling under this category, the cost may be recovered from the PI/project (on issue of no dues certificate) and will be decided by ACRPM in consultation with Dean of the School / Director of Centre and Finance Division.

AMBEDKAR UNIVERSITY DELHI**PROJECT INITIATION FORM**

(Enclose Two Copies of the Project Proposals with this form)

1. Name of the Investigator
2. Designation
3. Date of Birth
4. School /Center
5. Name of the Co-Investigator
6. Designation
7. Date of Birth
8. School /Center
9. Title of the project
10. Tentative Duration of the Project From: To:
11. Funding Agency
12. Details of Funding Sanctioned:
 - a. Salaries
 - b. Consumables
 - c. Equipment
 - d. Contingency
 - e. Overhead –(10 % of the total cost of the project)
 - f. Total funds requested
13. Requirement from the University
 - a. Space
 - b. Funding
14.
 - a. Total no. of ongoing projects with the PI
 - b. Total no. of projects completed by the PI
15. Details of completed projects (In the last 5years)
 - a. Title of the project
 - b. Funding agency
 - c. Total grant of the Project
 - d. Date of the commencement
 - e. Date of Completion
 - f. Project closure Yes / No

16. Details of ongoing projects (In the last 5years)

- a. Title of the project
- b. Funding agency
- c. Total grant of the Project
- d. Date of the commencement
- e. Date of Completion

We certify that no civil/electrical modifications shall be carried out without the express permission of the University and the PVC.

We will follow the norms for the operation of the projects framed from time to time by the Research Project Advisory Committee.

Signature of the Investigator (with date)

Signature of the Co – Investigator (with date)

(Draft circular to be issued by the Finance Division)

AMBEDKAR UNIVERSITY DELHI

**Finance Division
(Internal Audit Cell)**

To

1. All the Deans of Schools
2. The Directors- University Computer Centre.
3. The Librarian
4. The Dy. Registrars/Assistant Registrars

Subject: Applicability of revised General Financial Rules, 2005 in the Ambedkar University, Delhi in respect of procurement of goods and services.

Sir/ Madam,

1. It has been decided that in the cases of procurement of goods and services, inventory/asset management and contract management in the Ambedkar University Delhi, the relevant provisions of general Financial Rules, 2005 issued by the Government of India, Ministry of Finance (Department of expenditure) shall be applicable except otherwise modified by separate Board resolutions adopted from time to time.

2. In accordance with the aforesaid decision, the following guidelines for procurement of goods and services are issued for adherence by all the Schools, Research Centers, Libraries, and all other establishment/units of the Ambedkar University Delhi.

3. Notwithstanding anything on the above, the procedure prescribed by the concern sponsoring body of a particular project shall be applicable and procurement of services/goods will be governed by the respective sponsoring bodies stipulations.

Yours sincerely,

Deputy Registrar (Finance)

Copy to:

- 1) Office of the Vice Chancellor
- 2) Office of the Registrar
- 3) Office of the Finance Officer
- 4) Chairperson, ACRPM

A. PROCUREMENT OF GOODS

1. Procedure for procurement of goods

The procedure of procurement of goods shall be shown in the ANNEXURE

2. Procurement of goods on DG&D rate contract registration of suppliers by the School/Centres etc.

Procurement of goods and items of standard types, which are identified as common user items and are needed on recurring basis, and values above one lakh and up to twenty five lakhs requiring procurement through limited tender enquiry, the Schools /Centers/ Libraries/ etc., may procure these items on rate contracts with the suppliers registered with the Central Purchase Organization i.e. Directorate General of supply & Disposal (DSG&D). These registered suppliers are ordinary exempted from furnishing bid security along with their bid. In the event of procurement of rate-contracted goods through such registered suppliers, the prices to be paid shall not exceed those stipulated in the rate contract and other salient terms and conditions of the purchase should be in line with those specified in the rate contract.

Schools /Centers/Libraries/etc may also register suppliers of goods, which are specifically required by them. While registering the suppliers, the following aspects may be kept in a view:

- (a) Credentials, Manufacturing capacity, quality control system, past performance, after -Sales services, financial background etc of the supplier(s) should be carefully verified.
- (b) The registration should be for a fixed period between one to three years depending on the nature of the goods. At the end of this period, the registered supplier(s) willing to continue with registration are to apply fresh for renewal of registration. New supplier(s) may also be considered for registration at any time provided they fulfill all the required conditions.
- (c) Performance and conduct of every registered supplier is to be watched by each School etc. The registered suppliers are liable to be removed from the approved list if they are fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply substandard goods or make any false declaration to any government agency or for any ground which, in the opinion of the department etc. is not in public interest.

Registered suppliers are prima facie eligible for consideration for procurement of goods through limited tender enquiry.

3. Procurement through specific outlets

(a) Through Kendriya Bhandar/NCCF

The hitherto special dispensation allowed to Kendriya Bhandar and National Consumer Co-operative Federation (NCCF) for procurement of goods standard withdrawn after coming into effect of revised financial rules, 2005. They now stand on the same footing as the other suppliers are.

(b) Procurement of handloom textiles

The handloom textiles are to be procured only from the outlets approved by the Khadi & Village Industries commission (KVIC).

4. Obtaining two bids- technical and financial – In the cases of procurement of goods of technical nature.

In the case of procurement of goods that are technical in nature e.g. plant, machinery, equipment, software etc., bids may be obtained in two parts as under:

- (a) Technical bids consisting of all technical details along with commercial terms and conditions; and
- (b) Financial bids containing item wise price for the items mentioned in the technical bid.
- (c) The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and super scribed.
- (d) The Technical bids are to be opened first and evaluated by the duly constituted technical committee. The committee shall record in detail the reasons for acceptance or rejection of the technical proposals analyzed and evaluated by it.
- (e) At the second stage, the financial bids of only those bidders who have been declared technically qualified by the technical committee, as the case may be, for further analysis or evaluation, ranking and selecting the successful bidder for placement of the contract.

5. Bidding Documents

A bidding document to be given to prospective suppliers should contain the following information/ document.

- (i) Instructions to bidders.
- (ii) Condition of contract
- (iii) Schedule of requirements
- (iv) Specifications and allied technical details.
- (v) Price Schedule (to be utilized by the bidders for quoting their prices).
- (vi) Contract Form
- (vii) Other Standard Forms, if any, to be utilized by the purchaser and the bidders.

6. Bid Security (Earnest Money) and Performance Security

(a) At the stage of inviting bids

To safeguard against a bidder withdrawing or alerting its bid during the bid validity period in the case of advertised or limited tender enquiry, bid security (also known as earnest money) may be obtained from the bidders except those registered with the Central Purchase Organization / School or University (refer Para 2(2)) or National Small Industries Corporation (NSIC).

Amount of bid security should ordinary range between two to five percent of the estimated value of the goods to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, fixed Deposit Receipt, banker's Cheque or bank guarantee from any of the Commercial banks in an acceptance form

safeguarding the interest of the University in all respects. The bid security shall normally remain valid for a period of four-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and at least on or before the 30th day after award of the contract.

(b) At the stage of awarding contract

To ensure due performance of the contract, performance security at the rate of the five to ten percent of the value of contract may be obtained from the successful bidder awarded the contract irrespective of its registration status.

The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the suppliers including warranty obligations. Bid security should be refunded to the successful bidder on receipt of performance security.

7. Advance/Part payment to suppliers

7.1 Advance Payment

(i) Ordinarily payment for services rendered or goods supplied should be released only after the services have been rendered or supplies made. However, advance payments may be considered in the following cases for servicing air conditioners, computers, other costly equipment etc.

(ii) Advance payment demanded by firms against fabrication contracts turnkey contract etc.

Advance payment should not exceed the following limits:

- (a) 30% of the contract value to private firms;
- (b) 40% of the contract value to a state or Central Government agency or a Public Sector Undertaking; or
- (c) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

The concerned procuring department may, however, relax the aforesaid ceilings including the percentage for advance payment to private firms) in consultation with the Finance Department. While making advance payment, adequate safeguard in the form of bank guarantee etc. should be obtained from the firm.

Part-Payment

Depending upon the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract.

8. Criteria to be followed in the procurement process

In the public procurement, it is imperative that the purchase should be made in a transparent, competitive and the fair manner to secure best value for money. This will also enable the prospective bidders to formulate and send their competitive bids.

with confidence. To ensure transparency and fairness, the following criteria may be followed:

- (a) The text of the bidding document should be self contained and comprehensive without any ambiguities. The bidding document should contain:
 - (i) The criteria for eligibility of qualifications to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc.
 - (ii) Eligibility criteria for goods indicating any legal restrictions or conditions about the origin of goods etc. which may be required to be met by the successful bidder.
 - (iii) The procedure as well as the date, time and place for sending bids.
 - (iv) Terms and delivery:
 - (v) Special terms affecting performance, if any.
- (b) The bidder should be given reasonable time to send their bids.
- (c) The bids should be opened in public and authorized representatives of the bidders should be permitted to attend the bid opening for large value procurement.
- (d) Bids received after the specified date and time for receipt of bids (late bids) should not be considered.
- (e) The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, the specifications should be broad based to extent feasible.
- (f) Criteria for determining responsiveness of bids, criteria as well as factors to be taken into account for evaluating the bids on common platform and the criteria for awarding the contract to the responsive lowest bidder should be clearly indicated in the bidding document.
- (g) Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document.
- (h) *The bidding document should clearly indicate that the resultant contract will be interpreted under Indian Laws.*
- (i) Bidder should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- (j) In the case of turnkey contract(s) or contract(s) of special nature for procurement of sophisticated and costly equipment, a suitable provision may be made in the bidding document for pre-bid conference for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of the plant, equipment and machinery projected in the bidding document. The date should be sufficiently ahead of the bid opening date.
- (k) In the event of new item being purchased by replacing the old one, a suitable clause is to be incorporated in the bidding document mentioning *about buy back clause offer* so that the prospective and interested bidder may formulate their bids accordingly. The details about condition and value of the old item to be traded should be clearly mentioned. However, provision should also be kept in the while purchasing the new one.
- (l) Bids received should be evaluated in terms of the conditions already incorporated in the bidding documents; no new condition which was not incorporated in the bidding documents should not be brought in for

evaluation of the bids. Determination of a bid's responsiveness should be based on the contents of the bid itself without recourse to extrinsic evidence.

- (m) Normally, negotiations with bidders after bid opening should not be held. However, negotiation with only lowest evaluated responsive bidder (L-1) may be held in specific circumstances provided the same is found logical and justifies in the financial interest of the University.
- (n) In the rate contract system, where a number of firms are brought on rate contract for the same item, negotiations as well as counter offering of rates are permitted with the bidders.
- (o) Contract should ordinarily be awarded to the lowest evaluated bidder. However, where the lowest acceptable bidder against ad-hoc requirement *is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder (L-2) at the rates offered by the lowest responsive bidder (L-1).*
- (p) The name of the successful bidder awarded the contract should be mentioned on the notice board or put on University's web site

9. Maintenance Contract

Depending upon the cost and nature (generally sophisticated and costly equipment and machinery) of goods to be purchased, it may also be necessary to enter into maintenance contract(s) for suitable period either with the supplier of the goods or with any other competent firm. While entering into such contract, it may be kept in view that the equipment of machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.

B. Procurement of Services

Procurement of outsourcing of services means hiring of external professionals, consultancy firms or engagement of consultants for a specific job.

The following guidelines may be scrupulously followed for outsourcing of services.

1. Identification of work/services

Engagement of consultants may be reported to in situations requiring highly quality services for which the University does not have the requisite expertise. Approval of the funding agency /PVC should be obtained before engaging consultant(s), if not part of approved budget. For short term technical assistance to the project team for specific tasks such as for analysis of data, documentation of records, etc. junior level consultancies may be approved by Dean/Director.

2. Defining the scope of work/service

The requirement, objective and scope of the work/service may be explicitly defined in simple and concise language. The Terms of Reference (TOR) containing

the eligibility and pre-qualification criteria to be mere by the consultant(s) should include the following:

- (a) Precise statement of objectives.
- (b) Outline of the tasks to be carried out.
- (c) Schedule of completion of task.
- (d) The support or inputs to be provided by the University to facilitate the consultancy.
- (e) The final output that will be required of the consultant.

3. Estimation of reasonable expenditure

Reasonable expenditure on the proposed engagement of consultant(s) should be estimated by ascertaining the prevalent market/conditions and consulting other organizing engaged in similar activities

4. Identification of likely sources

Sl. No	Estimated cost of work/service	Procedure for Identification
(i)	Up to Rs. Twenty-five lakhs	A long list of potential consultants may be prepared on the basis of formal or informal enquires from other organizations involved in similar activities, consultancy firms etc.
(ii)	Above Rs. Twenty-five lakhs	In addition to (i) above, an enquiry for seeking 'Expression of Interest' (including in brief, the broad scope of work/service, inputs to be provided by the University, eligibility and the pre-qualification criteria to be met by the consultant and the consultant's past experience in similar work/service) from consultants should be published in at least one national daily and the University's web site. The web bite address should also be given in the advertisements. The consultants may also be asked to send their comments on the objectives and scope of the work/service projected in the enquiry. Adequate time should be allowed for getting responses from interested consultants.

5 Short listing of consultants

On the basis of response received from the interested parties, consultants meeting the requirements should be listed for further consideration. The number of short listed consultants should not be less than three.

6. Issue of request of proposal (REP)

The short listed consultants should be issued the Request for Proposal (REP) to seek their technical and financial proposal. It should contain the following:

- a. A letter of invitation
- b. Information to consultants regarding the procedure for submission of proposal.
- c. Terms of Reference (TOR)
- d. Eligibility and pre-qualification criteria in case the same has not been ascertained through enquiry for expression of Internet.
- e. List of Key position where CV and experience would be evaluated
- f. Bid evaluation criteria and selection procedure.
- g. Standard formats for technical and financial proposal
- h. Proposed contracts terms.
- i. Procedure proposed to be followed for midterm review of the progress of the
work and review of the final draft report.

7. Receipt and opening of proposals

Proposal should be asked for from consultants in „two-bid. system with technical and financial bids sealed separately and both the envelops kept in a bigger envelop duly sealed. The bid should be submitted by the specified date and time at the specified place. The bids received after the specified date and time of receipt should not be considered.

On receipt, the technical proposals should be opened first.

8. Evaluation of bids

The technical bids should be evaluated by duly constituted technical committee. The committee shall record in detail the reasons for acceptance or rejection of the technical proposals. The common committee or the separate financial committee shall open the financial bids of only those bidders who have been declared technically qualified by the technical committee. This committee would further analyze or evaluate the financial bids for ranking/selecting, the successful bidder for placement of the consultancy contract.

9. Selection of a particular consultant by nomination

In special circumstances where it becomes necessary to select a particular consultant in the interest of the University, full justification for such single-source selection should be recorded in the file and approval of the competent obtained before resorting to such single-source.

10. Monitoring the contract

The performance of the consultant(s) should be continuously monitored so that the output of the consultancy is in line with the objectives of the concerned School / Centre.

C. OUTSOURCING OF SERVICES

The following basic guidelines should be adhered to while outsourcing.

1. Identification of likely contractors

The concerned School/centre/unit etc. should prepare a list of likely and potential contractors on the basis of formal or informal enquiries from other organization involved in similar activities, „yellow Pages., trade journal, web site etc.

2. Preparation of tender enquiry

The tender enquiry should contain the following

- (i) The details of the work and service to be performed by the contractor.
- (ii) The facilities and inputs which will be provided to the contractor by the University.
- (iii) Eligibility and qualification criteria to be met by the contractor for performing the required work/service.
- (iv) The statutory and contractual obligations to be complied with the contractor.

3. Invitation of bids

Sl. No	Estimated cost of work/service	Procedure for Identification
(i)	Up to Rs. Ten lakhs	- scrutiny of preliminary list of identified contractors - to decide the prima facie eligible and capable contractors. - to issue limited tender enquiry to them asking for their offers by a specified date and time the number of such identified contractors should not be less than six).
(ii)	Above Rs. Ten lakhs	The concerned School/centre/unit should issue advertised tender enquiry asking for the offers by a specified date and time in at least one popular largely circulated national newspaper and website of the Delhi University.

4. Receipt and evaluation of bids

Bids received after the specified the date and time of receipt should not be considered. The responsive bids should be evaluated, segregated ranked for selecting successful bidder for placement of the contract.

5. Outsourcing by choice

Should it become necessary in an exceptional situation to outsource a job to a specifically chosen contractor; the competent authority in the University may do so in consultation with the Finance Department. In such cases, the detailed justification, the circumstances leading to the outsourcing by choice and the special interest or purpose it shall form integral part of the proposal.

6. Monitoring the contract

The conduct and the performance of the contract should be monitored continuously.

3. Applicability of guidelines on procurement of goods as outlined in Para 2[A] in the cases of sponsored research projects

Existing Para of E.C. resolution No. 134 dated 14.11.1997	Existing monetary limit	Revised monetary limit
Ila.2 (i) & Ila 5	Up to Rs. 10,000/-	(a) Rs. 15,000/- without calling quotations (b) Above Rs. 15,000/- and up to Rs. 1, 00,000/- through duly constituted Purchase Committee
Ila.2(ii) & Ila 5	Above Rs 10,000/-	Above Rs. 1, 00,000/- However, there shall be no approval by the competent authority and the procedure.

AMBEDKAR UNIVERSITY, DELHI

FORMAT FOR CLOSURE OF RESEARCH PROPOSALS
(Submit 5 copies)

Closure of the Terminated/Completed Project entitled " _____

The above noted project has terminated/completed on _____, the relevant details of the project are being given.

1. Name of Investigator
2. Designation
3. School/Center
4. Name of the Co-Investigator
5. Designation
6. School /Center
7. Title of the Project
8. Duration of the Project
Date of commencement
Date of completion
From _____ To _____
9. Funding agency
10. Total funds received including salaries without overhead charges
11. *Total overhead charges received*
12. Whether the final accounts of the completed projects for all the years have been submitted and closed. If not, reasons thereof.
13. Amount of the unspent balance
14. Whether the unspent balance is to be returned to the sponsoring body
15. Whether the certificate of „no liability. against the project to enable the University to refund the unspent balance, if any, to the sponsoring body is enclosed or not. If not, reasons thereof.

16. Whether the final Technical Report of the project for onward transmission to the sponsoring body, is enclosed or not. If not, reasons thereof:
17. List of non-consumable articles
- | S No. | Item(s) | Date of Purchase | Cost at time of Purchase | Present Condition | Whether transferred to the School
Details thereof |
|-------|---------|------------------|--------------------------|-------------------|--|
| | | | | | |
18. Whether all the advances have been rendered and reconciled with the Finance Division, If not, reason thereof:

Signatures of the Investigator (with date)

Signatures of the Co-Investigator (with date)

(if any)

Name: Dean of the School/Director of Center

Signature (with date)

Seal

AMBEDKAR UNIVERSITY DELHI
School/Centre _____

To
Ms/Mr/Dr _____

Subject: Offer of engagement

Dear Ms/Mr/Dr _____,

This is to inform you that the University has decided to engage you as a **full time/part time Research Assistant / Research Associate** for the _____ Project at the School of _____ / Centre of _____ on contractual basis with effect from (start date) _____ (or from the date of your joining whichever is later) to (end date) _____.

2. You will receive a consolidated monthly remuneration of Rs. _____/- p.m.

3. Your engagement shall be specifically for the aforesaid project and the terms and shall be governed by the terms of grants laid down by the grantee institution/funding agency and the extant rules of the University.

4. This engagement will not confer any right on you to be considered for regular appointment in the University. No further extension beyond the project period shall be granted.

5. You will be expected to do research, field, administrative and any other work that may be assigned to you from time to time.

6. You are entitled to leave and other benefits as per the rules/policies, applicable to project staff prescribed by the University from time to time.

7. You are required to maintain absolute confidentiality of the information related to the project coming in your way during the course of work and shall not share it in any form with outsiders.

8. This engagement can be terminated at any time by giving seven days' notice from either side or notice pay in lieu of notice period during the above period, without assigning any reasons. However, no notice period shall be applicable in the event of termination due to misconduct, misappropriation etc.

This issues with the approval of the Competent Authority.

Yours faithfully

Project Investigator

Copy to:

- (1) Dean of School (for Schools)
- (2) The Chairperson, ACRPM
- (3) Office of the Registrar
- (4) Office of the Controller of Finance
- (5) Office Copy

ANNEXURE – V

No. AUD/

Dated.

Dr. ..

School of .. / Centre for
 Ambedkar University Delhi
 Delhi – 110 006

Madam,

This has reference to the proposal for on "....." that you submitted for consideration of the University

I am directed to inform you that the University has decided to approve the above grant proposal with the budget of Rs./- submitted with the proposal, subject to the following.

1. Dr. will be the Principal Investigator. The other member of the Team would be as proposed in the Project document.
2. The duration of the Project will be months w.e.f.
3. The appointment of Project staff will be made as per AUD norms and with the approval of the Vice-Chancellor.
4. Proper accounts of the expenditure incurred in accordance with budget approved may be submitted to the Controller of Finance on completion of the Project.
5. The Project team will abide by the rules and regulations of the University for administration of the Project.

Yours sincerely,

Chairperson, ACRPM

Copy for information to:

1. Office of the Vice-Chancellor
2. The Dean, School / Director, Centre for
3. The Controller of Finance

Appendix-4

Ambedkar University Delhi
The Proposed School of Vocational Education (SVS)
Concept Note

1. The Context

There has been a huge leap in the enrolment and retention of students in elementary and secondary schools in the country with the implementation of various governmental schemes and policies. The introduction of the Universal Elementary Education (UEE) scheme earlier and now with the promulgation of Right to Education Act (2009), followed with launching of *Rashtriya Madhyamik Shiksha Abhiyan* (RMSA) at the secondary school level, there has been a huge increased demand for tertiary education opportunity for the youth passing out of the Senior Secondary level in recent years. Data shows that about 2.37 lakh students successfully complete class XII in Delhi every year and are eligible to access post-senior secondary education. These students pass out largely from Delhi government's Directorate of Education schools (62%) private unaided schools (28%) and private aided schools (6%). Among them, over 54% pass out from Arts stream, 24% from commerce stream, 18% from science stream and 3.6% from the vocational stream. (*State Report - Secondary Education Report Card 2014-15, Delhi, <http://udise.in/SRC-New/>, DISE Flash Statistics, 2015*).¹

Apart from a large youth population graduating from the schools in Delhi annually, there is also a large influx of students from outside Delhi seeking admission in colleges and educational institutions in Delhi and likewise a proportion of students from Delhi seeking admissions in colleges outside Delhi. However, what is available at present as opportunities for tertiary and higher education within the NCT for the 10+2 graduates, especially those from the government schools is limited. A large number of students, especially those from socially and economically marginalised backgrounds, who do not get admission in regular programmes either drop out or are forced to make a choice of enrolling in distance mode - open learning institutions taking up alongside petty low-paid jobs to sustain their livelihood. Many of the existing programmes of tertiary and higher education do not enable students adequately, either academically or in terms of enhancing their skills, thus rendering them ill-prepared for meaningful employment. There is a huge gap between the skill-profiles of the graduates of most tertiary and higher education programmes and those that are required by the industries and business houses in the job market. This reality is acknowledged by the University Grants Commission as follows: "It has been a long felt necessity to align higher education with the emerging needs of the economy so as to ensure that the graduates of higher education system have adequate knowledge and skills for employment and entrepreneurship. The higher

¹ Cited from the Need assessment on demand for tertiary education in NCT area. A proposal submitted by Ambedkar University Delhi (AUD)-2016

education system has to incorporate the requirements of various industries in its curriculum, in an innovative and flexible manner while developing a holistic and well groomed graduate.²

2. Rationale

Today, India is one of the youngest nations in the world with more than 62% of its population in the working age group (15-59 years), and more than 54% of its total population below 25 years of age. It is further estimated that the average age of the population in India by 2020 will be 29 years as against 40 years in USA, 46 years in Europe and 47 years in Japan (National Higher Education Mission, Ministry of Human Resource Development, Govt. of India, 2013). As has been projected through the National Policy on Skill Development and Entrepreneurship, 2015, "...during the next 20 years the labour force in the industrialized world is expected to decline by 4%, while in India it will increase by 32%. This poses a formidable challenge and a huge opportunity. To reap this demographic dividend which is expected to last for next 25 years, India needs to equip its workforce with employable skills and knowledge so that they can contribute substantively to the economic growth of the country."³ In fact, the country presently faces a dual challenge of paucity of highly trained workforce, as well as non-employability of large sections of the conventionally educated youth, who possess little or no job skills. Therefore, it rightly envisioned that the skills and knowledge are driving forces of economic growth and social development for any country. However, country faces a huge challenge as it is estimated that only 4.69% of the total workforce in India has undergone formal skill training as compared to 68% in UK, 75% in Germany, 52% in USA, 80% in Japan and 96% in South Korea. On demand side, a skill gap study has been conducted by NSDC over 2010-2014, which indicates that there is an additional net incremental requirement of 109.73 million skilled manpower by 2022 in twenty four key sectors. It is with this backdrop, the educational institutions in the country need to develop sustainable educational programmes to meet the aspirations of youths of this country for taking the economy of the country in a progressive direction.

Delhi's changing demography and the resultant emergence of a large number of first-generation high school graduates who are keen to pursue full-time or part-time tertiary education for getting prepared to participate effectively in the fast-growing economy through acquisition of quality livelihood skills is the broad rationale for establishing the School of Vocational Studies (SVS) at AUD. In the light of the above given situation there is a need for AUD to set up a School of Vocational Studies which would explore and develop programmes and courses which would provide students with the required academic and skills component for meaningful

² (see UGC Guidelines for B.Voc., p.1: http://www.ugc.ac.in/pdf/news/8508026_Guidelines-on-B-Voc_Final.pdf)

³ Government of India, Ministry of Skill and Entrepreneurship: National Policy on Skill Development and Entrepreneurship, 2015, New Delhi: <http://pibphoto.nic.in/documents/rlink/2015/jul/p201571503.pdf>

employment once they graduate from the programme. Not only that, these programmes would also enable many of the students to become self-employed, entrepreneurs, creators and generators of job for themselves and also for many more educated youth in the society.

3. Objectives of the SVS

Keeping in view of the broader perspectives on Policy for skill development in the country and developing a robust strategy for Vocational Education programmes based on the guidelines of UGC, the SVS will have following broad objectives

- i. To undertake comprehensive need assessment on the demand for vocational education as per the requirement of local and national industries;
- ii. To develop a partnership with local industries, organisations etc. for developing and offering such vocational programmes as per need of the local population under the broad policy of skill development;
- iii. To develop such educational programmes with a judicious mix of skill training relating to a profession with sound base of general education;
- iv. To integrate National Skill Qualification Framework (NSQF) levels in consonance with the tertiary education programmes in order to enhance employability of graduates as global workforce.
- v. To develop a synergy in the context of vertical mobility of University students in an interdisciplinary environment.

4. Strategies

- Develop a comprehensive strategy planning for setting a priority on Technical Vocational Education Training (TVET) system under the broader framework and statutory provision of AUD through the proposed School of studies on Vocational Education.
- Develop collaboration and closely work with some of the already existing Schools and Centres in AUD for linking education with livelihood and for meaningful interdisciplinary learning and engagement. The School of Business Public Policy and Social Entrepreneurship (SBPPSE), the School of Design (SDs), the Centre for Incubation and social entrepreneurship, etc.
- Develop a large bouquet of vocational studies programs akin to the social sciences and humanities with a special focus on the soft skills.
- Expand access of education not only for regular students those who join the University for the first time but also young population of Delhi who are already in some kind of job or have left the jobs due to different constraints.
- Adopt a combination of approaches- blended approach, slit-sides, part-time, full-time, to instructional design using ICT and on-line education strategies so that the programs become accessible to a large student body spread all over Delhi.

- Develop partnership and collaboration with relevant industries and businesses for skill development adopting the community college approach for hands-on training and internship.
- Development of such professional competencies through a robust continuing education system, with career pathways, credit transfer, allows literal entry to the programme. Making the young masses job ready by providing hands-on learning and on the job training model as per the requirement of industries with proper back up support through required soft skills.
- Expand the scope of Vocational Education for the informal sector workers, as part of extension activity of the University, by developing sustainable assessment system and furthering education of the workforce by adopting the strategies as evolved under *Recognition of Prior Learning (RPL)*.
- Involve the industry/corporate and business houses through consultations, orientations and networking as stakeholders. Experts from the industries/corporates and business houses are engaged in the development of the skill components of the curriculum, as members in the School's Board of Studies and as advisors. The network will provide opportunities for Industrial-internship to the students and in return provide well qualified graduates as employees for those industries, corporates and business houses.

The proposed School of Vocational Studies would follow the University Grants Commission's (UGC) provision for B.Voc programmes which enables universities and institutions to develop and offer Diploma, Advance Diploma and Bachelors in Vocational with multiple exit and entry possible. Apart from this, the proposed school will offer short duration certificate programmes on skill development for meeting the immediate requirement of the workforce. The proposed School is also envisaged to explore possibilities of developing and offering short-term certificate courses as per the need.

UGC BVoc: NSQF Levels and Credit Structure

NSQF Level	Skill Component Credits	General Education Credits	Total credits for award	Normal calendar	Exit Points / Awards
7	108	72	180	6 semesters	B.Voc.
6	72	48	120	4 semesters	Advanced Diploma
5	36	24	60	2 semester	Diploma
4	4-12	4-8	8-16	3-6 months	Certificate

The proposed School of Vocational Studies at AUD will also follow both the National Skill Qualification Framework (NSQF) and the UGC B.Voc. stipulations in matters of the duration, credits, level of skills at each level, assessment of the skill component, etc. The UGC also gives relaxation and flexibilities to individual university and

institutions in terms of curricula and programme /course design in alignment to the school education system, which is not that strongly developed as on date.

It will also work towards developing a strong relationship between the academic institutions providing the vocational programmes and the industries/ business houses for curricular development and internship/field based learning. The School will also study and consider several collaborative models available across in India for partnerships with the industries and business sectors being adopted by other institutions such as Tata Institute of Social Sciences, the Shiv Nadar University, etc. The School will also explore and identify possible governmental departments such as- National Skill Development Agency (NSDA), NCVT NSDC etc , and sectors with which collaborations and partnership can be worked out.

5. Possible verticals

The proposed School of Vocational Studies would provide possible vertical mobility in various skills. Some of the possible skills which can be explored are in the areas of: retail, designing, hospitality, housekeeping, finance, publishing, tourism, heritage, early child care and education, etc.

6. Faculty

It is envisaged that the SVS in AUD would have two kinds of faculty- i) a core group of faculty to develop, administer, coordinate, undertake research and ensure the quality of the various programmes and courses developed and offered in the School. Apart from the core faculty the School would have a large ii) extended faculty members from outside the SVS across AUD, and outside the University, more specifically from the relevant industries. It is envisaged that many of the extended faculty members would come from the field (based on skill component requirements) with long years of working experience in their given areas of specializations and skills in a particular sector/industry. Therefore it is envisaged the SVS would have many faculty as visiting faculty, adjunct faculty and guest faculty. In aligning with the norms of AUD, all the regular faculty of AUD would be encourage to develop courses, teach and undertake research in the proposed School of Vocational Studies.

To start the operation of the School, it will need that some core faculty to be appointed on temporary basis for a period of one year, till the core faculty is duly appointed to initiate the setting up of the School.

7. Batch Cohorts

It is envisaged that each programme would have a cohort strength of up to 50 students in a given batch.

8. Non-Teaching/Administrative Staff

Along with the core faculty, immediate administrative support staff and required infrastructural facilities would be drawn while setting up the School of Vocational Studies in AUD.

9. Time Frame

It is proposed that in the next coming 8-9 months (April 2016-December 2016) a small group of core faculty members be instituted. This core faculty would begin exploring and planning for the kind of programmes/courses that would be developed and offered in the School. The core faculty would also plan out the possible curriculum in consultation with experts in the fields.

During 2017-18 the core faculty would explore possible and suitable partnership and collaborators from the industries and business within Delhi for students' practical and skill components learning, internship, providing hands-on learning from the field/industries, and other apprenticeship programme wherever possible. It will also consult and collaborate with the industries and business partners for inputs and suggestions while developing the programme curriculum.

The note has been prepared after a series of consultative meetings held on dt 21st January, 3rd March and 10th March, 2016 in the University with invited experts from within and outside the University

UGC GUIDELINES FOR B.Voc.

Guidelines for Introduction of Bachelor of Vocation (B.Voc.) Programme in Universities and Colleges under the National Skills Qualifications Framework (NSQF)

1. Introduction

It has been a long felt necessity to align higher education with the emerging needs of the economy so as to ensure that the graduates of higher education system have adequate knowledge and skills for employment and entrepreneurship. The higher education system has to incorporate the requirements of various industries in its curriculum, in an innovative and flexible manner to produce holistic and well groomed graduates.

Govt. of India, in pursuance of the decision of Cabinet Committee on Skill Development in its meeting held on 19th December, 2013 issued a notification for National Skills Qualifications Framework (NSQF) Under the National Skills Development Corporation, many Sector Skill Councils representing respective industries have/are being established. One of the mandates of Sector Skill Councils is to develop Qualification Packs (QPs) / National Occupational Standards (NOSs) for various job roles in their respective sectors. It is important to embed the competencies required for specific job roles in the higher education system for creating employable graduates.

The University Grants Commission (UGC) had launched a scheme on 27 February, 2014 for skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) degree with multiple entry and exit points. Considering the implementation modalities, the guidelines of the scheme have been revised in the year 2015. The B.Voc. programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles and their NOSs along with broad based general education. This would enable the graduates completing B.Voc to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

UGC GUIDELINES FOR B.Voc.

2. Objectives

- 2.1 To provide judicious mix of skills relating to a profession and appropriate content of general education.
- 2.2 To ensure that the students have adequate knowledge and skills, so that they are work ready at each exit point of the programme.
- 2.3 To provide flexibility to students by means of pre-defined entry and multiple exit points.
- 2.4 To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.
- 2.5 To provide vertical mobility to students coming out of (a) 10+2 with vocational subjects; and (b) Community Colleges.

3. Eligibility /Target

All universities and colleges included under Sections 2(f) and 12(B) of the UGC Act, 1956 will be considered under the scheme.

- 3.1. The existing universities and colleges recognized by the UGC under section 2(f) and 12(B) of UGC Act, 1956 and eligible to receive General Development Assistance will be supported by UGC for implementing the Scheme of B.Voc degree programme. The eligible universities and colleges may submit the proposal under the Scheme to the UGC in specified format as per Annexure - A of the guidelines.
- 3.2. Self financing institutions recognized under 2(f) and 12(B) of the UGC Act 1956, and not eligible to receive General Development Assistance from the UGC may also be considered for approval under the scheme. However, they will abide by the guidelines of UGC as amended from time to time, but will not be entitled for any financial assistance under the scheme.
- 3.3. The Government / Society / Trust or a Company may also set up an independent institution, to implement the scheme and may offer B.Voc course as per the extant guidelines. The financial assistance to such institutions will be governed as per the prevailing policy of the Commission.

UGC GUIDELINES FOR B.Voc.

4. Criteria for Selection of the Institution

- 4.1 While selecting the institution under the scheme of B.Voc degree programme, preference will be given to such colleges / universities which have proximity to the industry partner(s), address local job requirements and/or youth aspirations of the region. The Universities / Autonomous Colleges may have added advantages for curriculum design, assessment and governance etc. and, therefore, will be accorded priority under the scheme.
- 4.2 Any institution will normally be given two courses under the scheme. However, after successful implementation of the scheme by the institution, the UGC may consider to approve additional courses to the institution.
- 4.3 The proposals will be invited in the prescribed proforma (Annexure A) from the interested institutions by issuing a Public Notice on the UGC website. The proposals will be submitted within specified time, enclosing therewith a DPR, No Objection Certificate from affiliating university in case of Colleges, proposed Action Plan and itemized budget estimates. The proposals will be placed before an Expert Committee for evaluation. If required, UGC may constitute a Screening Committee to shortlist the proposals. The UGC may also decide to arrange an interface of the institutions with the Expert committee. Based on the merit of the proposal/interface, the Expert committee will recommend institutions under the scheme.

5. Nature of Assistance:

An institution may be allowed to run two courses in the beginning. However, based on the effective implementation of the scheme by the institution, additional courses may be approved under the scheme. The financial allocation will be made by UGC within overall ceiling of Rs. 1.70 crores for a period of three years under different heads initially for two courses. However, a grant of Rs. 25 lakhs for one Assistant Professor will be paid for each additional course making a total of Rs. 2.2 crores for maximum four courses.

- 5.1. Start-up assistance: An one-time start-up assistance up to Rs. 75.00 lakh for setting up of laboratories/workshops facilities, procurement of teaching and learning materials including courseware, machineries/equipment and renovation of buildings. This shall not cover any new construction.

UGC GUIDELINES FOR B.Voc.

- 5.2. Faculty: One Assistant Professor per course – up to Rs. 65.00 lakh for three years (purely on contractual basis) - to be reimbursed on actual basis within the total allocation. Institutions should recruit faculty only in the core trades being offered under the Scheme.
- 5.3. Adjunct/Visiting/Guest Faculty: Rs. 10.00 lakh for first year and Rs. 15.00 lakh for second and Rs. 20.00 lakh for third year.
- 5.4. There shall be a part time Nodal Officer for overall coordination of B.Voc courses, liasoning with the industry, SSCs, and other stakeholders. The institution may not insist on the prescribed minimum workload for faculty who will be given the responsibility of a Nodal Officer. The payment of honorarium to Nodal officer and teaching faculty will be as per rates given in Table – 1 and this expenditure will be met out of the Operating Expenditure.

Table -1 : Honorarium to Principal, Nodal Officer and Teaching Faculty

Nodal Officer	Rs.8000/- per month
Existing Faculty	Rs.600/- per lecture
Visiting / guest / adjunct / faculty	Rs.1,000/- per lecture or as amended by UGC from time to time.

- 5.5. The Operating Expenditure: This will include the honorarium for hiring services, travel, field visits, equipments repair / organizing seminars/workshops/training programmes, web creation, contractual lab staff / secretarial assistance, meetings, consumables, honorarium to Nodal Officer and contingency. The allocation of the amounts under various heads mentioned above will be approved on yearly basis by the Advisory Committee. The operative yearly cost shall be of Rs. 10.00 lakhs per annum.
- 5.6. Fees obtained from the students should be treated as additional grant and may be spent with prior approval of UGC. This should be reflected in the Statement of Expenditure (SoE) and audited Utilization Certificate (UC) to be submitted to UGC on yearly basis.
- 5.7. A 10% re-appropriation of total approved grants will be allowed at institutional level after approval of Advisory Committee.

UGC GUIDELINES FOR B.Voc.

6. Governance and Coordination:

An Advisory Committee will be set-up for effective governance and coordination of the courses under the scheme. The Advisory Committee will include the representative(s) of the affiliating university, relevant industries, relevant Sector Skills Council(s), and Nodal Officer of B.Voc Scheme. The Vice Chancellor of the university or his Nominee or Principal of the college, as the case may be, will be the Chairman of the Advisory Committee and the Nodal Officer will be the Member-Secretary. The Committee will meet periodically to review the functioning of the courses, as and when required, but at least once in six months. The Advisory Committee will also ensure the timely submission of information to UGC and uploading of data in Skill Development Monitoring System (SDMS). Nodal Officer will submit quarterly progress report to UGC and copy of the same may also be endorsed to Head, Standards & Q.A., National Skill Development Corporation, Block A, Clarion Collection, Shahd Jee Singh Marg, New Delhi - 110016.

7. Curricular Aspects and Levels of Awards

The institutions offering B.Voc degree courses will have to be in constant dialogue with the industry and respective Sector Skill Council(s) so that they remain updated on the requirements of the workforce for the local economy. There will be essentially credit-based modular programmes, wherein banking of credits for skill and general education components will be permitted so as to enable multiple exit and entry. This would enable the learner to seek employment after any level of Award and join back as and when feasible to upgrade her / his qualification / skill competency either to move higher in her / his job or in the higher educational system.

- 7.1. As the CBSE and many other school boards are initiating skill based vocational courses with certification at NSQF Level 4 for students completing 10+2, there may be three types of learners getting admission to first semester of B.Voc courses under NSQF:

Category - 1 : students who have already acquired NSQF certification Level 4 in a particular industry sector and opted for admission in the B.Voc degree courses under NSQF in same sector for which he / she was previously certified at school level.

UGC GUIDELINES FOR B.Voc.

Category – 2 : students who have acquired NSQF certification Level 4 but may like to change their sector and may enter in B.Voc course in a different sector.

Category – 3 : students who have passed 10+2 examination with conventional schooling without any background of vocational training.

The institutions will develop curriculum and arrange for skill intensive training / teaching for the learners belonging to the category-2 and 3 as above during the first six months who will be assessed and certified for NSQF Level 4 of skill competency by concerned SSC at the end of first semester. However, learners belonging to category-1 will not require such certification as they were already having NSQF level 4 certificates in same industry sector / job role required for specified skill credits.

All the learners continuing for Diploma courses or further will be treated at par from second semester onwards. Students may exit after six months with a Certificate (NSQF Level 4) or may continue for diploma or advanced diploma or B.Voc degree level course(s) An academic progression for the students in vocational stream is illustrated below:

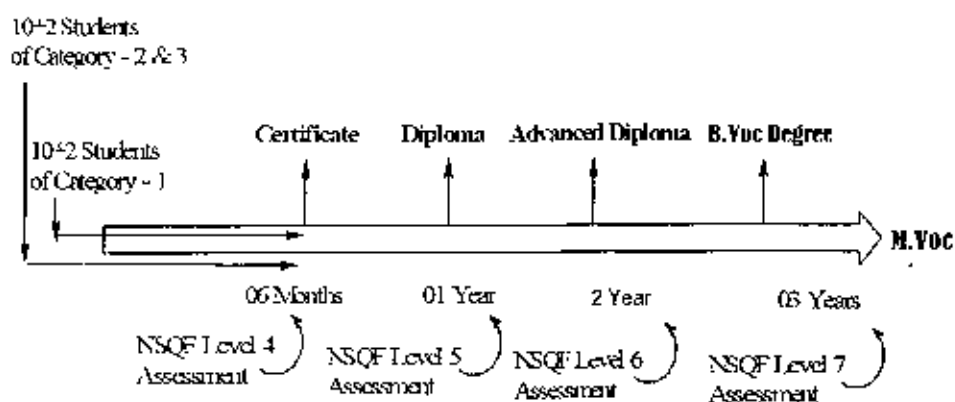


Fig. 1: Assessment of Skill Component under NSQF in Vocational Courses

As an illustration, awards could be given at each stage as per Table 2 below for cumulative credits awarded to the learners in skill based vocational courses.

UGC GUIDELINES FOR B.Voc.

TABLE - 2

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Duration	Exit Points / Awards
4	18	12	30	One Sem.	Certificate
5	36	24	60	Two Sem.	Diploma
6	72	48	120	Four Sem.	Advanced Diploma
7	108	72	180	Six Sem.	B Voc Degree

The NSQF Levels in above illustrations indicate that there should be at least one job role at the concerned NSQF Level in the curriculum to be assessed and certified for skill component. The normal training hours for skilling should be proportionate to the weightage for skill credits and an appropriate component of skill training may be imparted as on-site training at actual work place.

The candidates who have acquired vocational Certificate / Diploma or Advanced Diploma from UGC recognized Community Colleges / B.Voc institutions or DDU KAUSHAL Kendras in a specific sector with certified skills on a particular job role will be eligible for admission through lateral entry to next higher level on same sector.

- 7.2. The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components. As is evident from Table 2 above, the General Education Component shall have 40 % of the total credits and balance 60% credits will be of Skill Component. The Curriculum details should be finalized before introduction of the courses.

Skill Development Components:

- (i) Skill component of the programmes/courses shall be employment oriented. The B Voc institutions shall offer programmes/courses in domain areas which have significant demand in the job market. The institutions, in consultation with the industry partner(s) and

UGC GUIDELINES FOR B.Voc.

based upon skills Gap analysis report published by the NSDC, industry associations, Sector Skills Councils, Government agencies etc, may decide specific Job Role(s) to be embedded in curriculum. The exit profiles of the learners at different levels i.e. Certificate / Diploma / Advanced Diploma should be clearly defined in output terms.

- (ii) The curriculum should necessarily be aligned to Qualification Packs (QPs) / National Occupational Standards (NOSs) of selected job role(s) within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs.
- (iii) The curricula and system of certification for the skill component should be as per the National Occupational Standards defined by respective Sector Skills Council(s).
- (iv) For skills component, the model curriculum developed by the concerned Sector Skill Councils wherever available may be adopted or adapted in consultation with the industry partners. Wherever the curriculum is not available, the same may be developed in consultation with the relevant Sector Skill Councils and industry partners. While doing so, they may work towards aligning the curriculum with the National Occupational Standards being developed by the respective/allied Sector Skill Councils. This would promote national and global mobility of the learners, as well as higher acceptability by the industry for employment purposes.
- (v) The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
- (vi) In case NOS is not available for a specific area / job role, the university/college should get the curriculum for this developed in consultation with industry experts.
- (vii) The curriculum should also focus on work-readiness in terms of skills in each of the three years.
- (viii) Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.

UGC GUIDELINES FOR B.Voc.

General Education Component:

- (i) The general education component should adhere to the normal university standards. It should emphasis and offer courses which provide holistic development.
- (ii) The general education component of the curriculum will be decided by the Board of Studies of the concerned University / Autonomous College. This may also include the course(s) which are supportive to core trade in addition to soft skills, IT skills, and language proficiency and literature

7.3 The practical / hands-on portion of the skills component of the curriculum shall be transacted in face to face mode. The skill component of these programmes will conform to the QPs/NOSs and the general education component will conform to the university norms.

7.4. The curriculum should be designed in a manner that at the end of year-1, year-2 and year-3, students are able to meet below mentioned level descriptors for level 5, 6 and 7 of NSQF, respectively:

Level	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
Level 5	Job that requires well developed skill, with clear choice of procedures in familiar context	Knowledge of facts, principles, processes and general concepts, in a field of work or study	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools materials and information	Desired mathematical skill, understanding of social, political and some skill of collecting and organizing information, communication	Responsibility for own work and learning and some responsibility for other's works and learning
Level 6	Demands wide range of specialized technical skill, clarity of knowledge and practice in broad range of activity involving standard / non-standard practices	Factual and theoretical knowledge in broad contexts within a field of work or study	A range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study	Reasonably good in mathematical calculation, understanding of social, political and, reasonably good in data collecting organizing information, and logical communication	Responsibility for own work and learning and full responsibility for other's works and learning

UGC GUIDELINES FOR B.Voc.

Level 7	Requires a command of wide ranging specialized theoretical and practical skill, involving variable routine and non-routine context	Wide ranging, factual and theoretical knowledge in broad contexts within a field of work or study	Wide range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study	Good logical and mathematical skill understanding of social political and natural environment good in collecting and organizing information, communication and presentation skill	Full responsibility for output of group and development

Professional knowledge is what a learner should know and understand with reference to the subject; **Professional skills** are what a learner should be able to do and, **Core skills** refer to basic skills involving dexterity and use of methods, materials, tools and instruments used to perform the job including IT skills needed for that job. **Responsibility aspect** determines the (i) nature of working relationship, (ii) level of responsibility for self and others, (iii) managing change and (iv) accountability for actions

- 7.5 The institutions may also provide for Recognition of Prior Learning (RPL) framework for job roles at NSQF Level 4 onwards by conducting assessment and certification through respective SSC(s) / Directorate General of Employment and Training (DGET).
- 7.6. Relevance of programmes offered, along with that of the curriculum is important. Therefore, monitoring, evaluation and updating of the curriculum needs to be done periodically in consultation with all stake holders, particularly the industries and SSCs keeping in view their requirements and changes in NOSs. The approved institutions under B.Voc degree programme shall incorporate this as a continuous and dynamic process, in-built in their system.
- 7.7. The B.Voc degree programme is a full time degree course. It should not be conducted as an add-on programme.
- 7.8. The institutions may like to appropriately use technology to improve the effectiveness of the delivery of courses.

8. Assessment:

- 8.1. The Skill component of the course will be assessed and certified by the respective Sector Skill Councils. In case, there is no Sector Skill Council for a specific trade, the assessment may be done by an allied Sector Council or the Industry partner. The certifying bodies may comply with and obtain accreditation from the National Accreditation

UGC GUIDELINES FOR B.Voc.

Board for Certification Bodies (NABCB) set up under Quality Council of India (QCI). Wherever the university/college may deem fit, it may issue a joint certificate for the course(s) with the respective Sector Skill Council(s).

- 8.2. The credits for the skill component will be awarded in terms of NSQF level certification which will have 60% weightage of total credits of the course in following manner.

Name of the Course	NSQF Level Certificate	Cumulative Credits
Certificate	Level – 4	18 credits
Diploma	Level – 5	36 credits
Advanced Diploma	Level – 6	72 credits
B.Voc Degree	Level – 7	108 credits

- 8.3. The general education component will be assessed by the concerned university as per the prevailing standards and procedures. The following formula may be used for the credit calculation in general education component of the courses:

- General Education credit refers to a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. Accordingly, one Credit would mean equivalent of 14-15 periods of 60 minutes each or 28 – 30 hrs of workshops / labs.
- For internship / field work, the credit weightage for equivalent hours shall be 50% of that for lectures / tutorials.
- For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study shall be 50% of that for lectures / tutorials.

- 8.4. The award of 'Certificate' / 'Diploma' / 'Advanced Diploma' / Degree to the successful learners in both skills and general education components of the curriculum may be done as illustrated at Table 1.

- 8.5. The institutions offering B.Voc degree programme should adopt and integrate the guidelines and recommendations of the respective Sector Skill Councils (SSCs) for the assessment and evaluation of the vocational component, wherever available.

UGC GUIDELINES FOR B.Voc.

- 8.6. Letter Grades and Grade Points: The UGC recommends a 10-point grading system with the following Letter grades as given below: .

Table 2: Grades and Grade Points

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F(Fail)	0
Ab (Absent)	0

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

- 8.7. Computation of SGPA and CGPA: Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) may be adopted:

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the course components taken by a student and the sum of the number of credits of all the courses undergone by a student in a semester, i.e.

$$\text{SGPA (Si)} = \sum (C_i \times G_i) / \sum C_i$$

where 'C_i' is the number of credits of the ith course component and 'G_i' is the grade point scored by the student in the ith course component.

- The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \sum (C_i \times S_i) / \sum C_i$$

where 'S_i' is the SGPA of the ith semester and 'C_i' is the total number of credits in that semester.

UGC GUIDELINES FOR B.Voc.

- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

9. Certification of Awards:

- 9.1. Award of B.Voc degree or Advanced Diploma / Diploma / Certificate as the case may be, would depend on acquisition of requisite credits as prescribed in the guidelines and not on the duration of the calendar time spent in pursuing the course.
- 9.2. The certificate for skilling component would be awarded by the Sector Skill Council in terms of NSQF level either singly or jointly with the institution concerned and the general education grades will be certified along with the skill component in terms of certificate/ diploma awarded by the institution.
- 9.3. UGC guidelines on Choice Based Credit System (CBCS), and Guidelines on Curricular Aspects, Assessment Criteria and Credit System in Skill based Vocational Courses may be referred for further illustration on computation of SGPA, CGPA etc. to confer the awards as above.
- 9.4. Each of the awards shall specify within parenthesis, the Skill(s) specialization, such as.
 - B. Voc. (Renewably Energy Management)
 - B. Voc. (Retail Management)
 - B.Voc. (Retail Management and IT)
 - Advanced Diploma (Food Processing)
 - Advanced Diploma (Health Care)
 - Advanced Diploma (Hospitality and Tourism)
 - Diploma (Green House Technology)
 - Diploma (BPO)
 - Diploma (Jewellery Designing)
- 9.5. The students will have the option to exit with a Certificate, Diploma or Advanced Diploma after acquiring requisite no of credits. In case of affiliated colleges, such students may be awarded Certificate, Diploma or Advanced Diploma, as the case may be by the concerned College after a written authorization by the affiliating University

10. Infrastructure and Faculty for B.Voc. programme

- 10.1. University/college needs to have adequate laboratory /workshop facilities for face to face delivery of skills and hands-on practice either

UGC GUIDELINES FOR B.Voc.

owned or arranged through tie-up with the partner industry or any institution recognized by the certification agency.

- 10.2. The university/college should use its regular faculty for the conduct of general education component and also for the skills components, if existing. Additionally, they may hire faculty on contractual basis in the core trades only as per UGC norms and also guest / visiting / part time / adjunct faculty from either the industry or open market or NSDC approved training partners for imparting skills.

11. Admissions and Fee Criteria

- 11.1. The minimum educational qualification for admission into B.Voc degree course will be class XII pass or equivalent from any recognized board or university.
- 11.2. Equal weightage, at par with other subjects, should be given to vocational subjects at +2 level while considering the students for admission into B.Voc.
- 11.3. While deciding criteria for admission into any particular trade, the institutions will consider students having background in relevant stream at 10+2 level. For admission to the skill based vocational courses, preference may be given to the learners living in the local community. Reservation to SC, ST, OBC and PwD categories will be available as per the extant national / State policy. There shall be no age bar for admission in such courses.
- 11.4. Admissions may be done twice a year (summer / winter session), to facilitate a steady stream of learners joining the college and moving out as trained work force to the job market.
- 11.5. The applicants seeking re-entry into the education and training for further advanced leanings in their field of expertise in particular trade should get preference in admission over the new applicants.
- 11.6. Student fee should be decided as per the prevalent mechanism for fee fixation for aided courses in the university/college.
- 11.7. Attempt should be made to recover part of the operating expenditure from the student fee.
- 11.8. Students counseling should be an integral part of the admission process. Parents should also be involved appropriately.

UGC GUIDELINES FOR B.Voc.

12. Monitoring and Review of Performance:

Every institution running B.Voc degree programme will prepare a schedule of activities along with the timelines. While the Principal and Nodal Officer will be responsible for time bound achievements of the milestones. The Advisory Committee would monitor its progress periodically and a review report shall be submitted to UGC. The UGC may constitute an Expert Committee to visit any of the institution under the scheme for on the spot inspection of the activities at any point of time.

- 12.1. University/college should develop bye-laws for running the B.Voc. degree programme.
- 12.2 The B.Voc. programme should be evaluated and monitored by the university/college through its existing mechanism or by setting up an alternate mechanism, with involvement of industry representatives.
- 12.3. Every institution shall prepare a schedule of activities along with time lines. While the Principal / registrar of the institution along with 'Nodal Officer' will be responsible for time bound achievement of milestones. The Advisory Committee would monitor the progress periodically, but at least once in six months
- 12.4. The Monitoring of the scheme should necessarily also look at the following areas:
 - a) Funds received and utilised by the college
 - b) Student intake proposed, students admitted, on rolls, drop outs and certified – course wise.
 - c) Students placed – role / designation, organisation, starting salary, location.
 - d) Industry engagement. MoUs, guest lecturers invited, internship and on job training, workshop facilities provided on their premises / in the premise of institution, commitment on recruiting students, students actually recruited and their average salary, financial assistance provided to the college.
 - e) Curriculum alignment with industry requirements, National Occupational Standards and NSQF
 - f) Lab / workshop facilities.
 - g) Extent of alignment with the needs of the local community.

13. These guidelines will also apply to all such colleges / universities which have already been approved by UGC under this scheme w.e.f. next academic session.

AMBEDKAR UNIVERSITY DELHIMinutes of the 14th Meeting of the Finance Committee held on Monday, the 11th of April, 2016 at 11:00 a.m. in the Private Dining Hall at the India International Centre, Lodhi Road, New Delhi

The 14th Meeting of the Finance Committee of AUD was held on 11 April, 2016 at 11:00 a.m. in the Private Dining Hall at the India International Centre, Lodhi Road, New Delhi. The following were present at the meeting

1	Professor Shyam B Menon Vice-Chancellor	In the Chair
2.	Dr Kiran Datar Nominee of the Board of Management	Member
3.	Shri Sanjiv Nandan Sahai, IAS Principal Secretary (Finance) Department of Finance, GNCTD	Member
4.	Smt. Punya Salila Srivastava, IAS Secretary, Higher Education Directorate of Higher Education, GNCTD	Member
5.	Shri J. Ernest Samuel Ratnakumar Controller of Finance	Secretary
6	Professor Ashok Nagpal Dean, School of Human Studies	Special Invitee
7.	Professor Jatin Bhatt Dean, School of Design	Special Invitee
8.	Professor Salil Misra School of Liberal Studies	Special Invitee
9.	Professor Chandan Mukherjee School of Liberal Studies	Special Invitee
10.	Prof. Kuriakose Mamkottam Director, SBPPSE	Special Invitee
11.	Dr M.A. Sikandar Registrar	Special Invitee
12.	Dr Praveen Singh Dean (Offg) Planning	Special Invitee

Minutes of the 14th Meeting of the Finance Committee (11.04.2016)

S. E. Datar

At the outset, the Vice Chancellor and Chairperson, Finance Committee extended a warm welcome to the new Controller of Finance and thanks to Professor Chandan Mukherjee and to all the Members and Special Invitees. The Finance Committee (FC) deliberated on the following agenda items:

1. To confirm the Minutes of the 13th Meeting of the Finance Committee held on 10 September 2015.

Resolved to confirm the Minutes of the 13th Meeting of the Finance Committee held on 10 September 2015, as circulated.

2. To report the Action Taken Note (ATN) on the decisions of the 13th Meeting of the Finance Committee held on 10 September 2015.

Resolved to note the Action Taken on the Minutes of the 13th Meeting of the Finance Committee held on Monday, the 10 September 2015;

Resol. No.	Decision	Action Taken
1	To confirm the Minutes of the 12 th Meeting of the Finance Committee held on 14 July 2015	Recorded
2	To report the Action Taken on the 12 th Meeting of the Finance Committee held on 14 July 2015	Recorded
3	To consider the Revised Estimates (RE) for the FY 2015-16 and Budget Estimates (BE) for the FY 2016-17	Recommendations of the Finance Committee was placed before the BoM in its 18 th Meeting held on 8 October 2015 for approval
4	To report the current status on the implementation of the NPS	Recorded and Implemented
5	To report the receipt of the General Development Assistance Scheme during the UGC XII Plan period 2015-16	Recorded
6	To report the receipt of funds as GIA for the FY 2015-16 and revalidation of unspent amount of GIA for the year 2014-15	Recorded
7	To report the investments made from the surplus funds available under GIA, NPS deductions and Fee collections	Recorded

Minutes of the 14th Meeting of the Finance Committee (11.04.2016)

S. K. Das

3.1 To consider the proposal for implementation of Group Insurance Scheme for the employees of AUD through the LIC of India

The Finance Committee (FC) deliberated on the proposal to introduce Group Insurance Scheme to the teachers and non-teaching employees (including contractual) of the University through the Life Insurance Corporation of India (LIC of India) on yearly basis with graded life cover for employees.

The FC noted the financial implication of Rs.2,74,351/- + Service tax @ 14% on life cover premium [Total premium Rs.3,12,760/- (approx.)] received vide proposal dated 15.10.2015 of the LIC of India, Pension & Group Schemes Department, Delhi Divisional Office-I, KG Marg, New Delhi for covering 211 employees (Group-A,B & C employees including MTS category) of the University

The FC also took note of the fact that the LIC of India has discontinued the Group Savings Linked Insurance Scheme (GSLIS) w.e.f. 1 January 2015 on the instructions from the Insurance Regulatory and Development Authority (IRDA). Consequently, the LIC of India is now offering its new One Year Renewal Group Term Assurance Plan-I (UIN:512N275V01) to government institutions for its employees as a non linked non-participating yearly renewable group term insurance plan on an annual premium based, vide Appendix-1.

The FC resolved to accept the proposal in principle for consideration of the Board of Management subject to the confirmation by the Principal Secretary (Finance) regarding contribution by the employees to the Scheme.

3.2 To consider the Revised Medical Attendance and Treatment Regulations for the employees of AUD

The Finance Committee (FC) deliberated on the proposal for introduction of Revised Medical Attendance and Treatment Regulations for the employees of AUD.

The FC took note of the communication received from Director, Health Services, Directorate of Health Services, Delhi Govt Employees Health Scheme (DGEHS) Govt. of NCT of Delhi vide letter No. F.25(III)/DGEHS/292/DHS/2014/90221-23 dated 27.04.2015 address to the University wherein it was conveyed that it may not be possible for Govt of NCT of Delhi to include the employees of the AUD under DGEHS. The Director, Health Services had suggested to the University to evolve its own Health Cover Scheme for AUD employees.

The FC also noted that at present AUD has not done any empanelment of hospitals for medical treatment of its employees and students. As per the existing Medical Reimbursement Scheme at AUD, Indoor/Outdoor medical

J. K. Datta

reimbursement claims are admitted/ restricted to the rates of CGHS/DGEHS/AIIMS or the rates approved by the St. Stephen's Hospital, Delhi whichever is advantageous to the employees of AUD.

The existing medical benefits of AUD were found highly inadequate as compared to those employees who are serving in other government bodies/universities and enjoying the medical benefits under the CGHS or the DGEHS. Most of the time, the AUD employees had to bear medical expenses over and above the prescribed rates under the CGHS/St. Stephen's Hospital rates.

The FC also noted that the University made efforts to ascertain the medical benefits available to the employees working in sister Universities like the GGS Indraprastha University etc., and Revised Medical Attendance and Treatment Regulations for the employees of AUD.

After due deliberations, the FC resolved to approve and recommend the above proposal with minor modifications to the Board of Management for its consideration, vide Appendix-2. However in the case of contractual employees the medical benefits under the scheme can only be extended after their service conditions are suitably modified with the approval of Board of Management.

- 3.3 To consider the creation of one post each of Medical Officer and Staff Nurse in AUD Main Campus

Resolved to consider and recommend the proposal for creation of one post each of Medical Officer and Staff Nurse in AUD Main Campus, vide Appendix-3.

- 3.4 To consider the payment of interest on the NPS contribution to the employees of the University

Resolved to consider and recommend the proposal for payment of interest on the NPS contribution to the employees of the University.

Further, the FC authorised the Vice Chancellor to constitute a Committee to look into the issues related to the NPS contribution deducted from the salaries of the teachers, who had either left the University or died in harness.

- 3.5 To consider the broad framework for utilization of the University Development Fund

The FC noted that the Board of Management in its 18th Meeting held on 8 October 2015 had approved the creation of the University Development Fund (UDF) by setting aside the unutilized portion from the amount collected as fee from the students, to be used for various developmental activities, including infrastructural development, to enhance quality and effectiveness of academic and research activities of the University. The BoM also constituted

J. H. D.

a managing committee to administer the UDF under the Chairpersonship of the Vice Chancellor.

Accordingly, the UDF Managing Committee in its meeting held on 31st March 2016 resolved that the funds under UDF as reflected in the books of accounts 2015-16 be divided into the following four broad corpuses (sub-heads) of 25% each of the total amount to support various academic activities where GIA support from the Government sources may not always be available:

- (i) **Student Travel and Exchange Programme Fund:** To support AUD students to pursue excellence and exploration leading to professional and personal development. The corpus available under this head may also be utilised for student travel and exchange programmes.
- (ii) **Academic Chairs Fund:** To create Academic Chairs such as the Ambedkar 125th Anniversary Chairs.
- (iii) **Research Endowments:** To create research endowments to promote research among AUD faculty and students. These endowments will also include the university-share (50%) of the overhead charges generated from the various externally funded research projects (amounting to Rs 28,57,954 as of 31st of December, 2015).
- (iv) **Central Pool of UDF:** To accumulate residual fee and other revenues generated from the students to be utilized for various development activities including infrastructure development to enhance quality and effectiveness of academic and research activities of the University.

The FC resolved to accept the proposal for creation of Corpuses on Student Travel and Exchange Programme Fund, Academic Chairs Fund, Research Endowments and Central Pool of UDF.

It was also resolved that the first three Funds of UDF will be invested in Nationalized Banks and the interest accrued thereof will be utilized for the activities under the respective Funds. The fourth Fund i.e. the Central Pool of UDF will be kept separately along with the interest accrued thereon which should not be used for civil/maintenance work, routine recurring expenditures etc. Further, any fresh additions towards the Corpus generated out of the student fee will be continued to be added against the Central Pool of UDF.

The FC further resolved that the corpus against each the Fund at Sl. No. (i) to (iii) above will be administered and managed by a separate Sub-Committee, comprising AUD Faculty Members and eminent external experts to be constituted by the Vice-Chancellor as recommended by the UDF Managing Committee. However, the recommendations of these Sub-Committees against each Fund will be considered by the UDF Managing Committee from time to time.

J. B. Jais

- 3.6 To consider the proposal submitted by the University to the Government of NCT of Delhi, Dte of Higher Education for the establishment of Karampura Campus along with the details of creation of teaching and administrative posts and tentative Budget Estimates(B.E) for the FY 2016-17 & 2017-18

The Finance Committee considered the proposal dated 11.03.2016 (Appendix-4) submitted by the University to the Government of NCT of Delhi, Dte of Higher Education for the establishment of Karampura Campus along with the details of creation of teaching and administrative posts and tentative Budget Estimates. The details of expenditure on various heads proposed by the University are as under:-

**HEAD WISE BUDGET ESTIMATE FOR KARAMPURA CAMPUS FOR THE
FINANCIAL YYEAR 2016-17 & 2017-18**

Major Head		2016-17 Amount in Lakhs		2017-18 Amount in Lakhs	Details Annexed to the proposal
GIA-SALARIES		1195.05		2390.09	Appendix-A1&A2
GIA-CAPITAL	87.12		170.2		Appendix-B
	209.72		111.83		Appendix-D-1
	85	0			Appendix-D-2
	31.35		40.54		Appendix-E
	100		0		Appendix-F
Sub Total	513.19		322.57		
GIA-General	23.6		29.65		Appendix-B
	185		105		Appendix-C
	129.32		132.9		Appendix-E
	122		0		Appendix-F
Sub Total	459.92		267.55		
	973.11	973.11	590.12	590.12	
		2168.16		2980.21	
SUMMARY					
		2016-17 Amount in Lakhs		2017-18 Amount in Lakhs	
	GIA-Salaries	1195.05		2390.09	
	GIA-Capital	513.19		322.57	
	GIA-General	459.92		267.55	
	Total	2168.16		2980.21	

After discussions, the Finance Committee resolved to approve and recommend the above proposal to the Board of Management. The FC further resolved to revise the budgetary estimates for the Financial Year 2016-17 accordingly. The Vice Chancellor is authorized to take all necessary action in this regard

Minutes of the 14th Meeting of the Finance Committee (11.04.2016)

J. K. Dey

- 4.1 To report the creation and incorporation of "AUD Centre for Incubation, Innovation & Entrepreneurship"(ACIIE), in pursuance of the 18th Meeting of the Board of Management held on 8th October 2015

The Finance Committee noted the creation and incorporation of "AUD Centre for Incubation, Innovation & Entrepreneurship"(ACIIE) as a company, under Section 8 of the Companies Act, 2013

- 4.2 To report the Local Fund Accounts Audit conducted for 2014-15 from 03.12.2015 to 21.12.2015 and the Audit Report for 2013-14 and reply thereof on audit paras by the University

The Finance Committee took note of the Local Fund Accounts Audit conducted for 2014-15 from 03.12.2015 to 21.12.2015 and the Audit Report for 2013-14 and reply thereof on audit paras by the University.

- 4.3 To report the receipt of Grants-in-aid from the Government of NCT of Delhi received through Dte of Higher Education for the FY 2015-16

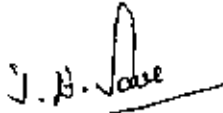
The Finance Committee noted the receipt of Grants-in-aid received from the Dte of Higher Education, Government of NCT of Delhi for the Financial Year 2015-16.

- 4.4 To report the investments of funds made by the University under various heads of accounts since the last meeting of the Finance Committee held on 10 September 2016

The Finance Committee took note of the investments of funds made by the University under various heads of accounts since the last meeting of the Finance Committee held on 10 September 2016.

- 4.5 To report the details of Bank Accounts being operated by the University with authorized signatories under different head of accounts (as on 31.3.2016)

The Finance Committee noted the details of Bank Accounts being operated by the University with authorized signatories under different head of accounts (as on 31.3.2016).


(J. Ernest Samuel Ratnakumar)
Controller of Finance


(Shyam B Menon)
Vice Chancellor

**Medical Attendance
and
Treatment Regulations
2016**

(Approved by the Board of Management in its 19th Meeting held on 19.04.2016)



Ambedkar University Delhi (AUD)
Lothian Road, Kashmere Gate, Delhi-110006

AMBEDKAR UNIVERSITY DELHI

Medical Attendance and Treatment Regulations of the University, 2016

In pursuance of letter No. F.25(III)/DGEHS/292/DHS/2014/90221-23 dated 27.04 2015 from Director, Health Services, Directorate of Health Services, Delhi Government Health Scheme, the Board of Management of the Ambedkar University Delhi hereby makes the following Regulations relating to medical attendance and treatment as applicable to the teaching and non-teaching employees of the University

1. Short Title

These Regulations may be called the Ambedkar University Delhi (AUD) Medical Attendance and Treatment Regulations, 2016 applicable to the employees of the University.

2. Application

The scheme shall apply to –

- (i) All the regular employees and their dependent family members of the University including those on probation
- (ii) All the employees who are in continuous contract or on temporary service for a period of more than one year
- (iii) All the employees who are on deputation/foreign service from a Govt department/Universities
- (iv) All retired employees and their dependent spouse who served at least five years continuous service on regular basis including tenure appointment against statutory posts, provided he/she is not availing the medical facilities from any other source

The scheme shall, however, not apply to casual workers, re-employed government officers/staff and Consultants.

3. Definitions

In these regulations:

- (i) "Authorized Medical Attendant (AMA)" means a qualified registered medical practitioner possessing recognized medical qualifications not below MBBS in the allopathic system or its equivalent in Homoeopathy or the Indian system of medicine including a specialist and appointed by the University as such
- (ii) "University" means the Ambedkar University Delhi established under the Bharat Ratna Dr BR Ambedkar Vishwavidyalaya Act, 2007 (Delhi Act of 2007).

- (iii) "Employee" means a serving employee of the University to whom this scheme will apply.
- (iv) "Competent Authority" means the Vice-Chancellor or any other Officers of the University to whom the powers may have been delegated under the Delegation of Financial Powers, subject to any conditions that may be specified in the delegation.
- (v) "Family" means employee's :

- (a) Husband/wife including more than one wife and also judicially separated wife.
- (b) Parents and Stepmother.

In the case of adoption, only the adoptive and not the real parents. If the adoptive father has more than one wife, the first wife only. A female employee has a choice to include either her parents or her parents-in-law, option exercised can be changed only once during service.

- (c) Children including legally adopted children, stepchildren and children taken as wards subject to the following conditions:

i.	Unmarried son	Till he starts earning, or attains the age of 25 years, whichever is earlier.
ii.	Daughter	Till she starts earning or gets married, whichever is earlier, irrespective of the age-limit.
iii.	Son suffering from any permanent Disability of any kind (physical or mental)	No age-limit

- (d) Widowed daughters and dependent divorced / separated daughters - irrespective of the age limit.
- (e) Sisters including unmarried /divorced/ abandoned or separated from husband /widowed sisters - irrespective of age-limit.
- (f) Minor brothers - Up to the age of becoming a major.

Dependency:

The income limit for dependency of the family members (other than spouse) is Rs.3500/- plus the amount of Dearness Relief admissible on Rs.3500/- on the date of consideration of the claim.

Parents residing with either the University employee or the rest of the family members in a station other than the employee's headquarters are eligible for reimbursement.

- (v) All other definitions, conditions, clauses, procedure and treatments shall be governed as per the provisions contained in the Central Services (Medical Attendance) Rules of the Govt. of India or CGHS/DGEHS as the case may be

4. Outdoor Treatment (Treatment as outpatients)

(i) Consultation fee

The rates of consultation of OPD treatment is Rs 150/- per visit for both empanelled private registered doctors and empanelled hospital doctors approved and announced by the University/CGHS/DGEHS. Employee must ensure that in order to get medical claim the treating doctors should have following qualifications

- MBBS and above for allopathic Treatment
- BAMS/BHMS and above for Ayurvedic/ Homeopathic treatment
- (ii) While visiting doctors for treatment it should be ensured that doctors should prescribe the medicine only pertaining to their field of specialization. An Ayurvedic doctor should not prescribe non-Ayurvedic medicines and *vice-versa*.
- (iii) The OPD treatment from private registered practitioners i.e. Empanelled/ Govt. hospital, reimbursement is allowed for consultation fee upto four consultations (which include repeat prescription) in a total spell of 10 days from the first date of consultation. In case of Indian System of Medicines and Homeopathy, the reimbursement will be allowed for four consultations at an interval of 10 days, the total during being restricted to 40 days from the first date of consultation. In case consultation of a Special/ other medical officer is required in the opinion of and only on reference of CMO/MO, the limit of four consultation within 10 days will count from the date of which the specialist/ other medical officer is consulted.
- (iv) If consultation is taken on the 10th day and further medicines are prescribed, the consultation fee for that day shall not be reimbursable. In such cases the patient should go to OPD of Govt. recognized hospital.
- (v) Cost of medicines, prescribed during these consultations only (i.e upto 10 days) is reimbursable.
- (vi) Consultation and injection can be had together and prescribed fee for each can be claimed
- (vii) A proper cash receipt from doctor should be obtained for the consultation fee paid by the employee
- (viii) **Hearing Aids:** The beneficiaries shall be eligible to obtain hearing aid after same has been recommended by a Government E.N T. Specialist on the basis of audiometric and audiological assessment. The revised ceiling

rates fixed for various types of Hearing Aids (for one ear) are also given therein.

- (ix) **Dental Treatment** The expenses incurred by the Government employees in connection with the following type of Dental treatments taken from recognized hospitals is reimbursable to CGHS / DGEHS employees. The same has also been allowed to University employees
 - (a) Extraction
 - (b) Scaling and gum treatment
 - (c) Root canal treatment
 - (d) Reimbursement of complete denture
 - (e) Gum treatment – treatment of Pyorrhoea and Gingivitis
- (x) Special Medical treatment like Chemotherapy / Radiotherapy / Dialysis as outdoor patient is allowed as per CS(MA) Rules
- (xi) The medicine should be purchased from an authorized chemist only for allopathic/Ayurvedic/Homeopathic medicines. Where medicines/injections are dispensed by the doctors emergency, they should mention the name Of medicine/injection & cost of medicines in their letter heads. Medicines dispensed by Homeopathic/ Ayurvedic doctors who do not have batch numbers or dispensed in 'Pudra' or small handmade packets are not reimbursable.
- (xii) For treatments of Diabetics, Arthritis, BP, Hypertension etc. maximum 3 months medicine can be prescribed by the treating doctor under one prescription. The employee may have to submit a certificate from the doctor after 3 months regarding the status of the health of the patient and further continuance of medicine/treatment if required.
- (xiii) Any test prescribed by the treating doctor should be undertaken at recognized empanelled hospital or diagnostic centers only. The original reports of the tests undertaken are required to be attached while submitting the bill for reimbursement.
- 4.1. The reimbursement of expenditure incurred on full medical checkup shall be made to University employees after the age of 40 years on every two years basis and after the age of 55 on every one year basis. The upper cap for amount to be reimbursed will be fixed by the University.

5. Indoor Treatment

5.1 Empanelment of hospitals

- (a) Hospitals empanelled for Cashless facilities and MoU will be signed accordingly with them.
- (b) MoU will be signed with other willing hospitals which are empanelled with DGEHS/CGHS for providing indoor as well as outdoor service on CGHS/DGEHS rates but the employee will pay for their medical bill to the empanelled hospital and may get reimbursement from the University as per CS (MA) Rules.

- (c) In respect of hospitals on the approved panel of CGHS/DGEHS (wherein MoU has not been signed due to any reason) reimbursement of medical expenses shall be allowed and restricted to treatment on CGHS/DGEHS/AIIMS or the rates approved by the *St. Stephen's Hospital whichever is advantageous to the employees of AUD (*Ref. 10th Meeting of EC dated 19.03.2014 and 16th Meeting of BoM dated 04.04.2014)

- (d) Entitlement of beds is as under:

Entitlement of accommodation

Sl.No.	Basic Pay Range	Private hospitals/Panel hospital
1.	Up to Rs. 13,950/-	General Ward
2.	Rs. 13,960/- to 19,530/-	Semi-private Ward
3.	Rs. 19,540/- and above	Private Ward

Maximum room rent reimbursable for different Categories would be as per CGHS rates

6. **Reimbursement of medical expenses in case of indoor treatment at private recognized hospitals or nursing homes not on the panel of the University**

Reimbursement for treatment received by way of indoor treatment in private hospitals or nursing homes not on the panel of the University shall not be permissible except in case of genuine emergency where the reimbursement shall be allowed and restricted to rates of CGHS/DGEHS/AIIMS or St. Stephen's Hospital rates whichever is advantageous to the employees of AUD

7. **Emergency Treatment/Hospitalization**

In case of an accident or any other serious emergency, treatment can be taken in the nearest available non-panel hospital also. A certificate should be obtained from the hospital with regard to type of emergency and furnish the same with medical claim for reimbursement.

8. **Facility of joint declaration where both the spouses are in the employment of Govt./Govt. undertakings/Universities/Colleges etc.**

Where both the spouse are in the employment of central government or state government or corporation or autonomous bodies or any other organization which provide medical facilities/allow medical reimbursement of medical expenses, they may choose either the facilities under the said rules of the University or facilities provided by the organization in which the spouse is employed. They shall submit a joint declaration for claiming such benefits from the office of either spouse at the initial stage. However, this declaration can be changed with the prior approval of the competent authority.

9. **Medical facilities for Retired Employees as defined at clause 2 (iv) of Medical Attendance and Treatment Regulations:**

- (a) For indoor treatment it is same as given at Sl.No. 5 above
- (b) For outdoor treatment subject to the ceiling of their eligible category at the time of his /her retirement on submission of a certificate that he / she has actually incurred expenditure on their outdoor treatment.
- (c) For ailment such as tuberculosis, cancer, joint replacement, heart disease, kidney failure and organ transplant etc. facilities of drawing advance up to 90% of estimated medical expenditure may be provided to the retired employees, but advance will directly be given to the empanelled hospital.

10. General conditions for medical treatment/ Reimbursement/ submission of Bills etc.

- 10.1 All the medical reimbursement claims, shall be submitted by the employee concern in a prescribed format by the University under CS (MA) Rules, 1944.
- 10.2 The bills should be duly supported by original receipts, cash memos, prescriptions, essentiality certificate and other relevant documents as prescribed from time to time in respect of claims for reimbursement of charges for tests conducted or treatment received in hospitals, e.g., X-Ray, Blood Tests, etc. All these supporting documents should be countersigned (with official stamp) by the Medical Officer in charge of the hospital.
- 10.3 As per rules separate claim for each individual are required to be submitted on the prescribed medical claim form i.e. certificate A for OPD treatment and Certificate B for hospitalization treatment.
- 10.4 It should be ensured that hospital bills for treatment as in-patient clearly indicate the allocation of charges under different heads separately and that only cost of admissible items are claimed.
- 10.5 The medical bills should be submitted within 180 days from the date of completion of the treatment. However, the late submission of bill under unavoidable circumstances will be entertained subject special circumstances prescribed under CS (MA) rules.
- 10.6 General health Tonics, Vitamins, medicines of cosmetic nature and products marketed as food supplements are not reimbursable. The notified & published list of non-reimbursable medicine by the Ministry of Health & Family Welfare, GoI is also available.
- 10.7 Vaccines in general, will be inadmissible, except Hepatitis B, Influenza and Leprovac Vaccines for high risk individual is recommended by specialist with justification.
- 10.8 Charges for a maximum of 10 injections (it may go upto 15 in special cases) can also be reimbursed.

- 10.9 In case of prolonged treatment (extending beyond 10 days or requiring more than 15 injections), the patient should be referred to the OPD of Govt. recognized hospital. Cases requiring hospitalization must be referred to a Govt. recognized hospital.
- 10.10 In case of medical attendance received at the OPD of a Govt. recognized hospital/ dispensary, all charges levied as per rules of such hospital/ dispensary, shall be reimbursed.
- 10.11 Reimbursement of cost of medicines will be limited to prices indicated in labels, carton etc

11. Medical Advance

The medical advance is applicable for hospitalization purpose only. As per CS (MA) rules up to 90% of the estimated expenditure is granted in case of Cancer, Cardiac, Liver or Spinal Treatments

12. Controlling Officer

The Controlling Officer to pass claim for reimbursement of medical expenses shall be as per the provisions under the Delegation of Financial Powers approved by the Board of Management from time to time

13. Standing Committee

The Vice-Chancellor shall constitute a Standing Committee including therein representatives of the DGEHS or CGHS, Govt. of India. The Committee shall review the medical scheme of the University periodically. The Committee shall suggest improvement in the scheme including empanelment of hospitals from time to time and also other related matters including redressal of the grievances of the staff, if any in connection with the scheme. The Vice-Chancellor on the advice of the Standing Committee shall also have the power to relax the provisions of the scheme in individual cases of hardship for reasons to be recorded in writing.

14. Interpretation of Rules

If any question arises regarding the interpretation of these rules, it shall be referred to the Vice-Chancellor, whose decision shall be final

15. For all other matters not covered under this scheme, the provisions of CS (MA) Rules 1944, duly amended from time to time and other clarifications issued by the Director General, Health Services (DGEHS), Government of India and guidelines issued by the Govt. of NCT of Delhi would be mutatis mutandis applicable to the employees of the University.

SCHEDULE-I

Name of Post	Number of posts	Classification	Pay Band and Grade Pay	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits / contract.
1	2	3	4	5	6	7
Medical Officer	01	Group-A	PB-3 Rs. 15600- 39100 Plus Grade Pay Rs. 5400/-	Not Applicable	Preferably below 35 years	Essential: M.D. in an appropriate branch of Medicine with at least 02 years post doctoral experience in a recognized hospital/ dispensary. OR M.B.B.S. with minimum 55% marks or equivalent including completion of compulsory rotatory internship followed by atleast 05 years post degree experience in a recognized hospital/ dispensary/ nursing home. Desirable: Post-graduate qualifications/ MBA (Hospital Administration) and/ or hospital experience will preferred. Note: For the post of Female Medical Officer at least one year hospital experience in Obstetrics and Gynecology ward.

whether age and educational qualification prescribed for direct recruits will apply in the case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption grades from which promotion/deputation/ absorption to be made	Composition of Selection Committee
8	9	10	11	12
Not Applicable	N.A.	100% by contract	Not Applicable	Statutory Selection Committee as per Statute 14-A.

SCHEDULE-II

Name of Post	Number of posts	Classification	Pay Band and Grade Pay	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits / contract
1	2	3	4	5	6	7
Staff Nurse	1	Group 'B'	PB-2 Rs. 9300 - 34800 Plus Grade Pay Rs. 4200/-	Not Applicable	Preferably below 30 years	Essential: 1. B.Sc. (Hons.) in (Nursing) from a recognized University or Institute; Or Regular course in B.Sc. Nursing from a recognized University or Institute, Or Post Basic B.Sc. (Nursing) from recognized University or Institute; 2. Registered as Nurse or Nurse and Midwife (RN or RN and RM) with State Nursing Council. 3. Six months experience in Minimum fifty bedded hospital after acquiring the educational qualification mentioned above

Whether age and educational qualification prescribed for direct recruits will apply in the case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption grades from which promotion/deputation/absorption to be made	Composition of Selection Committee
8	9	10	11	12
Not Applicable	N.A.	100% by contract	Not Applicable	1. The Registrar – Chairperson 2. Two other members to be nominated by the Vice Chancellor – Members 3. One outside expert in the domain of expertise of the position for which selection is being made, nominated by the Vice Chancellor – Member Internal domain Head may be co-opted as a member, if so desired (Quorum: Any two members including the Chairperson).



AMBEDKAR UNIVERSITY DELHI

Minutes of the 14th Meeting of the Establishment Committee of the University held on Thursday, the 5th of November, 2015 at 02:30 p.m. in the Committee Room-I at AUD, Kashmere Gate Campus, Delhi 110 006

The 14th Meeting of the Establishment Committee (EC) of Ambedkar University Delhi (AUD) was held on the 5th of November, 2015 at 02:00 p.m. The following were present at the meeting.

1. Professor Shyam B Menon Vice-Chancellor	Chairperson
2. Dr. Kiran Datar Nominee of the Board of Management	Member
3. Dr M. A. Sikandar Registrar	Member Secretary

Special Invitees

4. Professor Chandan Mukherjee, SLS
5. Prof. Kuriakose Mamkottam, Director, SBPPSE & Dean (SS)
6. Shri J. Ernest Samuel R, Controller of Finance

Prof. Ashok Nagpal could not attend the meeting due to pre-occupation

Shri Sat Pal, Assistant Registrar (HR) and Shri B. Mallesha, Assistant Registrar (VCO & Governance) assisted the Committee in its deliberations.

At the outset, the Vice Chancellor and Chairperson, Establishment Committee extended a warm welcome to all the Members and Special Invitees. The Establishment Committee (EC) deliberated on the following agenda items.

1. To confirm the Minutes of the 13th Meeting of the Establishment Committee held on the 14th July, 2015

Resolved to confirm the Minutes of the 13th Meeting of the Establishment Committee held on the 14th July, 2015, as circulated.

2. To note the Action Taken on the Minutes of the 13th Meeting of the Establishment Committee held on the 14th July, 2015

Resolved to note the Action Taken Report (ATR) on the Minutes of the 13th Meeting of the Establishment Committee held on the 14th July, 2015, vide *Appendix-1*.

3. To consider the recommendations dated 30th September 2015 by the two member fact finding committee under the chairmanship of Prof. A. R. Khan, Professor of History, IGNOU constituted by the Vice-Chancellor to look into the short-listing process of the candidates called for the interview for the post of Assistant Registrar reserved for OBC category in AUD against the advertisement dated 28.5.2013

The Committee deliberated the issue in details and accepted the following recommendations of the Fact Finding Committee headed by Prof. A. R. Khan, Professor of History, IGNOU.

- (a) That there is no suppression or misrepresentation of facts about OBC status by the selected candidate namely Mr. Ashish Patidar who belongs to OBC category 'Patidar' in the State of M.P. of the Central List of OBCs. Hence the Committee felt nothing could be achieved at this stage by punishing a candidate who was gone through various stages of selection process. It was felt by the Committee that Shri Ashish Patidar, the candidate who joined AUD as Asstt Registrar from IIM Indore on 29.8.2013 and belongs to 'Patidar' community included in the Central List of OBCs against the State of M.P. cannot be adjusted against the

OBC category of Assistant Registrar in AUD by overlooking the guidelines issued by the Govt of NCT of Delhi in this regard.

- (b) That the appointment of Shri Patidar in the post of Assistant Registrar, therefore, be treated against 'general' category instead of OBC and one post of Assistant Registrar may be advertised against OBC category afresh to compensate the vacancy consumed by Shri Patidar. In case no vacancy of AR exists, the next vacancy of AR may be earmarked for OBC category to be filled among the OBC candidates from Central List of Delhi and Castes defined as OBCs by the Delhi OBC Commission and notified by the Govt of NCT of Delhi as per the guidelines vide circular dated 27.7.2007 received vide Services Department letter No. 19(02)/2010/S.IV/1007, dated 23.5.2013, addressed to the Registrar, AUD.
- (c) To avoid recurrence of such errors in future, all recruitment advertisements should clearly indicate the applicable guidelines to be followed to decide the eligibility of reserved candidates viz SC, ST and OBC categories.
- (d) To bring more clarity, the University may consider inserting a suitable clause in the existing Recruitment Rules in conformity with the guidelines issued by the Govt of NCT about reservations for OBCs, SCs & STs.

The Committee also resolved that all future appointments in non-teaching posts earmarked for OBC category should be strictly made among the candidates belong to castes notified by the Central Government in the Central List for Delhi and castes defined as OBCs by the OBC Commission of Delhi and notified by the Government of NCT of Delhi from time to time.

4. To consider the case of furnishing false information about his educational qualification by Shri C. P. Singh to gain employment in the post of Assistant Registrar against PwD quota (Hearing Impaired) on long term contractual basis in the year 2013

The Committee noted the contents of Show-cause notice dated 12th October 2015 issued by the University to Shri C. P. Singh, Assistant Registrar asking him to satisfy the University about the status of his educational qualification i.e. Master's Degree as claimed by him in his initial on line application dated 02.06.2013 with supporting documents issued by the competent authority/body.

The Committee has also noted the contents of the reply dated 30.10.2015 by Shri Singh. Shri Singh claimed that the 'Graduate Diploma In Material Management' issued by the Indian Institute of Materials Management is a qualification recognized by the Board of Assessment for Educational Qualification, Ministry of Education (now Ministry of HRD), Government of India for the purpose of recruitment to superior posts and services under the Central Government as per the OM No. 18-10/81/T-7, dated 26.8.1981. But, he does not aware about its equivalence with Master Degree by the competent bodies of the Government.

After due deliberation, the Committee was of the view that any further clarification on the question of equivalence of the Graduate Diploma in Materials Management with post graduation should have been obtained prior to his selection and appointment in the University. However considering the peculiar circumstances of the case, it was decided to take up the matter with the Ministry of Human Resource Development, Govt of India which had granted recognition of the Graduate Diploma in Material Management as well as the Institution concerned and Association of Indian Universities(AIU) for clarification on the question of academic equivalence of the Graduate Diploma In Material Management with postgraduate degree. The clarification obtained from the MHRD, Indian Institute of Materials Management, Bangalore and AIU may be placed before the EC in its next meeting for a decision in this case.

5. To consider the request by Shri P. K. Katarmal, Deputy Registrar (Academic Services) for re-fixation of pay in the post of DR in AUD

The Committee considered the case of Shri P.K. Katarmal for re-fixation of his consolidated remuneration by protecting the last basic pay of Rs. 28,970/- + GP Rs. 7600/- in PB-3 Rs. 15600-39100 with Grade Pay Rs. 7600/- drawn by him in the post of Deputy Registrar in AUD. The Committee noted that in a similar case,

the University has. allowed such pay protection in the past on the recommendations of a Committee constituted by the Vice-Chancellor.

After discussions, the Committee resolved that the pay protection case of Shri P. K. Katarmal be referred to a Committee consisting of Prof. Professor Chandan Mukherjee, the Registrar and the Controller of Finance. The recommendations of the said Committee will be placed before the EC in its next meeting.

6. **To consider the request dated 28.8.2015 by Shri Prasad T.S.V.K., newly joined Deputy Registrar against PwD category (VH) for protection of pay drawn by him in the post of Assistant Professor in IBS, Hyderabad (Deemed to be University)**

The Committee considered the pay protection case of Shri Prasad T.S.V.K. who joined as Deputy Registrar against PwD category (Visually Challenged) in AUD w.e.f. 30.07.2015 on direct recruitment basis. Prior to his joining he was teaching in the two business schools as Assistant Professor and Associate Professor at Hyderabad.

After discussions, the Committee felt his case is to be examined by the University in detail and resolved to refer it to the same Committee which is to examine the case of Shri Katarmal under item No.5 above. The recommendations of the said Committee will be placed before the EC in the next meeting.

7. **To consider the proposal to create a full time post of Medical Officer in AUD on contractual basis in place of part-time Physician**

The Committee considered the proposal for creation of one post of Medical Officer in PB 3 + GP 5400/- (Group A) to be appointed on a fixed tenure contractual basis as per the provisions of the existing RRs. The Committee also felt that there is a need to have a full time Staff Nurse to run the AUD Clinic successfully.

After deliberations, the EC approved the proposal in principle to create one post each of Medical Officer and Staff Nurse to be filled through fixed contractual

basis as per the provisions of existing RRs. Detailed financial implication on the creation of these posts along with draft Recruitment Rules for these posts are to be worked out and to be placed in the next meeting of the EC for approval.

8. To re-consider the recommendations of the Establishment Committee against Item No.5 of the 13th Meeting held on Tuesday, the 14th July 2015 regarding absorption of short-term non-teaching contractual staff of AUD as referred back by the Board of Management on 2nd November 2015 in its adjourning meeting in the light of the new policy by the Cabinet of the Government of NCT of Delhi on regularization of contractual employees conveyed vide Dy Secretary (Services), GNCTD order dated 19.10.2015

The EC in its 13th Meeting held on 14th July 2015 had resolved to recommend the following for consideration of the Board of Management:

- (i) All the contractual employees who were recruited with or without open advertisement or selection committee on a need-basis for short-term, whose services have been reviewed periodically and have completed three years continuous service in a contractual post as on date be extended consolidated remuneration in the regular Pay Band with Grade Pay attached to the post with other usual allowances as applicable to regular employees prospectively on long term contractual tenure against the 2/3rd quota of deputation/contract as prescribed under the existing RRs through a duly constituted selection committee.
- (ii) All the vacant posts of non teaching be filled in a time bound manner as per the RRs and the existing contractual employees should be given due preference and weightage in the selection process for regular appointment with age relaxation, wherever necessary.

These recommendations by the EC were considered by the BoM in its 18th Meeting (adjourned) held on 2nd November 2015. Meanwhile, the Government

of NCT of Delhi has issued instructions regarding a general policy for regularization of the contractual employees working in various departments of the Govt of NCT of Delhi (as per the Cabinet decision No. 2223, dated 06.10.2015) vide Order No F.19 (11)/2015/S IV/1890-96, dated 19th October 2015 (Appendix-2).

The new GNCTD policy decision is broadly in line with the judgement dated 10.04.2006 by the Hon'ble Supreme Court of India in the matter 'Secretary, State of Karnataka & Others Vs Umadevi and Others' related to regularization of contractual employees in Government department/organization. According to the said instructions issued by the Services Department of the Govt of NCT of Delhi:

- (i) Every department should formulate a scheme to fill up all vacant posts
- (ii) Contractual employees working against these posts should be allowed to apply with following conditions:-
 - (a) They should be given age relaxation.
 - (b) They should be given appropriate and adequate weightage of experience for that post in evaluation.
 - (c) Any contractual employee, whose service was terminated due to unsatisfactory work during their contractual employment, shall be treated as ineligible, under the scheme.
- (iii) Policy in para-2 shall also be applicable to the contractual employees who have worked against these posts for an aggregate period of 6 months or more after 01.04.2013.

A copy of the Cabinet decision conveyed by the Govt of NCT of Delhi was placed on the table of BoM on 2nd November 2015. The BoM, after taking note of the Order dated 19.10.2015 of GNCTD, felt that the instructions issued by the Govt of NCT of Delhi should be complied with by AUD in letter and spirit. It was resolved by the BoM to refer back the matter to the EC to relook into the matter.

in the light of the instructions issued in this regard by the Govt of NCT of Delhi and to suggest a suitable scheme to fill up all vacant posts in AUD for the consideration of the BoM at the earliest.

The EC deliberated the issue in detail and felt that there is a need to bring suitable amendments and changes in the existing Recruitment Rules (Non-Teaching Employees) 2013, approved by the BoM to give effect to the instructions issued by the GNCTD in this regard. Hence there is a need to constitute a Committee to look into the issues involved in this matter. After discussions, it was resolved to constitute a Committee to review the existing recruitment rules for non-teaching employees and related matters, consisting of the following to formulate a scheme with Action Plan to fill up all the vacant posts to comply with the order dated 19.10.2015 issued by the GNCTD:

- (i) Prof. Kuriakose Mamkootam, Director, SBPPSE & Dean (SS) - Chair
- (ii) One Nominee of the Vice-Chancellor
- (iii) Registrar
- (iv) Controller of Finance

The Committee can co-opt any internal or external expert(s), if required. The recommendations of this Committee are to be considered by the EC in its next meeting.

9. To consider the proposal to increase the salary structure of short-term contractual employees working against the sanctioned Non-teaching posts at the level of Junior Executive, Assistant/Technical Assistant, MTS etc.

The EC considered the proposal for a suitable rationalization of the salary structure applicable to the 63 non-teaching engaged by the University on short-term contractual basis.

The average salary of a Junior Executive (PB 2 + GP 4200/-) is worked out to Rs. 30,185/- as against Rs. 37,023/- at the minimum of the scale attached to the post. Similarly, the average salary of an Assistant (PB 1 + GP 2800/-) is worked out to Rs.

22,630/- as against Rs. 31,694/- at the minimum of the scale attached to the post. In the case of MTS (PB 1 + GP 1800), the average salary is worked out to Rs. 15,145/- as against Rs. 18,708/- at the minimum of the scale attached to the post

The EC noted that salary structure of short-term contractual employees was revised in the past on four occasions between 31st May 2010 and 1st May 2014 as detailed below with the approval of BoM:

Effective date	Details of pay revision	EC/BoM approval dates
31.05.2010	Rs. 10,000/- Assistant & below Rs. 20,000/- Jr Executive level	29.04.2010 (EC) 31.05.2010 (BoM)
24.06.2011	Rs. 8000/- - MTS Rs. 12,500/- Assistant and its equivalents	23.06.2011 (EC) 24.06.2011 (BoM)
14.11.2011	Annual increment: 10% increase for each completed year for short-term contractual employees	09.11.2011 (EC) 14.11.2011 (BoM)
01.05.2014	25% increase in the gross salary Rs. 10,000/- to MTS category Rs. 15,650/- to Assistant and its equivalents Rs. 25,000/- to Jr Executive and its equivalents Rs. 37,500/- to Assistant Registrar level	19.03.2014 (EC) 04.04.2014 (BoM)

The Committee also noted that as per the earlier decision taken by the BoM on 14.11.2011, short-term contractual staff is being allowed 10% annual increase subject to satisfactory performance. About 1/3rd of the total short-term contractual employees are now reached at a level where their pay exceeded the minimum salary applicable to regularly appointed employees in full scale + allowances. However the EC felt that there is a considerable gap in the existing salary structure at the level of Junior Executive and below level especially at the level of MTS staff.

The EC observed that the University is likely to advertise 1/3rd quota of regular posts as per the approved recruitment rules. The contractual employees will be eligible for

being considered for regular posts as and when advertised. However, the contractual pay cannot be protected under clause 19 of the existing Recruitment Rules/Government of India guidelines.

Considering the fact that all the regularly appointed staff in AUD will be entitled to revision of pay scales as per the 7th Central Pay Commission's recommendations to be implemented w.e.f. 1.1.2016, the EC resolved to recommend **10% increase in the gross salary to be implemented prospectively w.e.f. 1.1.2016.**

Therefore, the revision of salary structure shall be subject to the condition that

- (a) Any further revision in the existing salary structure for the above short term contractual employees will be considered only after 31.12.2017.
- (b) No salary protection is admissible in case such short-term contractual employees are selected and appointed on regular basis through due selection process and in such cases their pay will be fixed as per extant rules of the Government as applicable to AUD employees.

The EC further resolved that henceforth, no short-term contractual appointment should be resorted to by the University and all the vacancies shall be filled only as per the method of appointment prescribed by the approved Recruitment Rules for non-teaching staff (i.e. direct recruitment, long-term contract or deputation)

10. **To consider the proposal for change in the minimum educational qualifications & experience and maximum age limit prescribed for direct recruits at the entry level posts in Group B & C and defining career path for regular and contractual non teaching employees in the existing Recruitment Rules 2013**

The EC deliberated the issue and in principle approved the proposal to lower the age limit for direct recruitment and long-term contractual appointments on line with

similarly situated organizations under the Government of India/GNCTD. The EC resolved to refer the matter to the Committee constituted for the purpose of reviewing the existing recruitment rules for non-teaching employees.

11. To consider the proposal to frame a Scheme/pattern of written test and weightage for interview etc. for entry level appointments for the posts of Junior Executive, Assistant, MTS in AUD in conformity with the existing provisions of the Recruitment Rules for Non-Teaching staff

The EC deliberated the matter in detail. Keeping in view the provisions made under the existing Recruitment Rules in which selection of candidates for the respective posts shall be based on the performance in the written test, wherever necessary, and interview. The scheme of such written examination and the weightage to be given in the written test and interview shall be prescribed by the University.

In view of the said provisions under the existing RRs for Non-teaching employees, the EC felt that unless and until the scheme of the written test and weightage for interview etc. is finalized, the University may not be able to handle the huge number of applications received against each open advertisement especially at the level of Junior Executive, Assistant & MTS.

After discussions, the EC resolved to refer the matter to the Committee constituted for the purpose of reviewing the existing recruitment rules for non-teaching employees to suggest suitable scheme of written test and weightage for written test and interview.

12. To consider the proposal to implement the minimum qualifications and change in the method of appointment for the posts of Assistant Registrar & Deputy Registrar level in conformity with the existing UGC Regulations and MHRD guidelines issued vide letter dated 31.12.2008 and subsequent guidelines on the subject

The EC noted the guidelines dated 31st December 2008 issued by the Ministry of Human Resource Development, Government of India and issued by the UGC regarding minimum qualifications, method of appointment and promotional opportunities for the posts of Registrar, Deputy Registrar, Assistant Registrar etc.

The EC also noted the fact that at present the University has filled all the vacant posts meant for direct recruitment against 1/3rd quota at the level of Deputy Registrar and Assistant Registrar

After discussion, the EC resolved to refer the matter to the Committee constituted for the purpose of reviewing the existing recruitment rules for non-teaching employees to suggest changes in the educational qualifications, experience and method of recruitment wherever necessary to bring the recruitment rules in conformity with the UGC Regulations and MHRD guidelines for the posts of Deputy Registrar and Assistant Registrar.

13. **To review the Grade Pay for the newly created temporary posts viz. Assistant Engineer and Executive Engineer etc for the Campus Development Division of AUD**

The EC deliberated the issue with regard to prescribing appropriate Pay Band and Grade Pay to the temporary posts for Campus Development project of AUD under Phase-I (Dheerpur) & Phase-II (Rohini) which were earlier approved by the EC and ratified by the BoM. The EC felt that the AUD should broadly follow the pay structure of the Central Government departments/organizations/PWD for these posts and decided to review the pay structure earlier approved by it.

It was resolved to refer the matter to the Committee constituted for the purpose of reviewing the existing recruitment rules for non-teaching employees to examine the issue and suggest suitable pay structure. Any appointments against these positions will be subject to changes in the pay structure to be suggested by the Committee and approved by BoM.

14. **To report and ratify the current status of staff engaged on long-term and short-term contractual basis against sanctioned non-teaching posts**

The EC noted and ratified the current status of 14 staff engaged on long term contractual basis and 76 staff engaged on short term contractual basis against the Non-teaching posts sanctioned by the Board of Management.

15. **To report and ratify the extension of deputation/EOL tenure of employees working on deputation at the level of Junior Executive and Assistant in AUD**

The EC noted and ratified the extension of deputation period in respect of the following staff in AUD against the sanctioned posts by the Board of Management:

- (i) Mrs. Ramanjeet Kaur in the post of Jr Executive upto 7.12.2015 (4th year)
- (ii) Shri Ajay Kumar Thakur in the post of Jr Executive upto 20.06.2016 (4th year)
- (iii) Shri Subhash in the post of Junior Executive upto 28.08.2016 (4th year)
- (iv) Shri Brajesh Kumar Gupta in the post of Assistant upto 27.11.2016 (5th year)

16. **To report the joining of Shri Ram Prakash Bhardwaj, Accounts Officer from Public Works Department, Government of NCT of Delhi as Assistant Registrar (Accounts) on usual foreign service/deputation basis in AUD**

The EC noted and ratified the appointment of Shri Ram Prakash Bhardwaj in the post of Assistant Registrar (Accounts) on foreign service/deputation in AUD w.e.f. 21st October, 2015 for a period of three years.

17. **To consider the proposal to introduce Group Insurance Scheme for the benefit of teachers and employees (including contractual employees) of AUD through LIC's Group Insurance Scheme**

After deliberations, the EC approved the proposal for extending the Group Life Insurance cover to all the teaching and non-teaching employees of AUD appointed on regular and contractual basis from the Life Insurance Corporation of India on annual basis as detailed below:

- (i) Rs. 7,00,000/- for Group A level employees
- (ii) Rs. 5,00,000/- for Group B level employees
- (iii) Rs. 3,50,000/- for Group C level employees including MTS category

Employees who are on deputation from other Government Departments/Institutions/ Universities etc shall be governed by their existing insurance schemes, as applicable to their respective institutions

The meeting ended with a vote of thanks to the Chair



(M A. Sikandar)
Registrar



(Shyam B. Menon)
Vice-Chancellor

Action Taken Report (ATR) on the Minutes of the 13th Meeting of the Establishment Committee held on Tuesday, the 14th July 2015

Resolution No.	Decision	Action Taken
1	Resolved to confirm the Minutes of the 12 th Meeting of the Establishment Committee held on 15 th December 2014.	Recorded
2	Resolved to note the Action Taken Report on the Minutes of the 12 th Meeting of the Establishment Committee held on 15 th December 2014.	Recorded
3	Resolved to approve the draft Recruitment Rules (RRs) for various posts in the School of Design, AUD	The recommendations of EC were subsequently approved by BoM in its 18 th Meeting (adjourned) held on 2 nd November 2015. The approved amendments will be inserted in the existing RRs accordingly.
4	Resolved to approve the policy and procedure for absorption of deputationists of Non-teaching employees in AUD.	The recommendations of the EC were approved by the BoM in its 18 th Meeting (adjourned) held on 2 nd November 2015 The approved provisions will be notified by AUD in due course.
5.	To consider the report submitted by the Committee appointed by the Senior Management Team to explore the mechanism for absorption of short-term non-teaching contractual staff of AUD	The recommendations of the EC was deliberated in the BoM in its 18 th Meeting (adjourned) held on 2 nd November 2015. It was resolved by the BoM to refer back the matter to EC in the light of the new policy by the Cabinet of the Government of NCT of Delhi on regularization of

		contractual employees conveyed vide Dy Secretary (Services), GNCTD order dated 19.10.2015. Accordingly a revised agenda is placed before the 14 th Meeting of the EC for its consideration.
6.	Resolved to ratify the current status of staff engaged on long term and short term contract basis against non-teaching posts sanctioned by the BoM.	Recorded.
7.	To report the present status of the post of Controller of Finance in AUD	Recorded. Subsequently the post of CoF was readvertised by the University and Shri J Earnest Samuel Ratnakumar has been appointed as Controller of Finance w.e.f. 29 th September 2015 for a tenure of five year after following due selection process. The matter has already been reported and recorded to the 18 th Meeting of the BoM held on 8.10.2015.
8.	To report the appointment of Dr M. A. Sikandar to the post of Registrar	Dr M.A. Sikandar has been appointed as Registrar w.e.f. 29.7.2015 (AN) for a tenure of five years. The matter has already been reported and recorded to the 18 th Meeting of the BoM held on 8.10.2015.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(SERVICES DEPARTMENT- BRANCH -IV)
7TH LEVEL, B-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002

No.F.19(11)/2015/S.IV/1896-96

Dated: 19/10/15

ORDER

The Government of National Capital Territory of Delhi has considered the issue of regularization of the Contractual employees working in various departments of Govt. of N.C.T. of Delhi and approved the following general policy for regularization of the contractual employees vide Cabinet Decision No.2223 dated 06.10.2015: -

In line with the Uma Devi Judgement, Government of National Capital Territory of Delhi makes the following policy for contractual employees working against regular posts: -

1. Every department should formulate a scheme to fill up all vacant posts.
2. Contractual employees working against these posts should be allowed to apply with following conditions: -
 - (a) They should be given age relaxation.
 - (b) They should be given appropriate and adequate weightage of experience for that post in evaluation.
 - (c) Any contractual employee, whose service was terminated due to unsatisfactory work during their contractual employment, shall be treated as ineligible, under the scheme.
3. Policy in para-2 shall also be applicable to the contractual employees who have worked against these posts for an aggregate period of 6 months or more after 01.04.2013.

It is, therefore, requested that the necessary action with regard to implementation of above decisions may be initiated at the earliest.

Anupma Chakravorty
(ANUPMA CHAKRAVORTY)
DY. SECRETARY (SERVICES)

No.F.19(11)/2015/S.IV/1896-96

Dated: 19/10/15

Copy forwarded for information and necessary action to: -

1. Secretary to Lt. Governor, Govt. of N.C.T. of Delhi.
2. Pr. Secretary to Chief Minister, Govt. of N.C.T. of Delhi.
3. Secretary to Dy. Chief Minister, Govt. of N.C.T. of Delhi.
4. Secretaries to all Ministers, Govt. of N.C.T. of Delhi.
5. OSD to Chief Secretary, Govt. of N.C.T. of Delhi.
6. Pr. Secretaries / Secretaries / Heads of Departments, Govt. of N.C.T. of Delhi, Delhi / New Delhi.
7. Guard file / Delhi Govt. website.

Anupma Chakravorty
(ANUPMA CHAKRAVORTY)
DY. SECRETARY (SERVICES)



AMBEDKAR UNIVERSITY DELHI

Minutes of the 15th Meeting of the Establishment Committee of the University held on Wednesday, the 9th of March, 2016 at 11.00 a.m. in the Committee Room-I at AUD, Kashmere Gate Campus, Delhi 110 006

The 15th Meeting of the Establishment Committee (EC) of Ambedkar University Delhi (AUD) was held on the 9th of March 2016 at 11.00 a.m. The following were present at the meeting:

1. Professor Shyam B Menon Vice-Chancellor	Chairperson
2. Dr. Kiran Datar Nominee of the Board of Management	Member
3. Professor Ashok Nagpal Dean, School of Human Studies, AUD	Member
4. Professor Jatin Bhatt Dean, School of Design, AUD	Member
5. Dr M. A. Sikandar Registrar	Member Secretary

Special Invitees

6. Professor Chandan Mukherjee, SLS, AUD
7. Prof. Kuriakose Mamkootam, Director, SBPPSE & Dean (SS), AUD
8. Shri J. Ernest Samuel R, Controller of Finance, AUD
9. Professor Salil Misra, SLS, AUD

At the outset, the Vice Chancellor (Chair) extended a warm welcome to the Members and the Special Invitees of the Establishment Committee (EC). The Vice Chancellor also informed the EC about the nomination of Prof. Jatin Bhatt as Member on the EC, in his capacity as the Dean, SDes and thanked Prof. Chandan Mukherjee, the outgoing member, for his valuable contribution

The Establishment Committee deliberated on the following agenda items:

1. **To confirm the Minutes of the 14th Meeting of the Establishment Committee held on 5th November, 2015**

Resolved to confirm the Minutes of the 14th Meeting of the Establishment Committee held on 5th November, 2015, as circulated on 23.12.2015.

2. **To note the Action Taken on the Minutes of the 14th Meeting of the Establishment Committee held on 5th November, 2015**

Resolved to note the Action Taken Report (ATR) on the Minutes of the 14th Meeting of the Establishment Committee held on 5th November, 2015.

3. **To consider the recommendations of the Recruitment Rules Review Committee (3rd March, 2016)**

In pursuance of the Resolution No. 8 of the 14th Meeting of the Establishment Committee held on 05.11.2015, the Vice-Chancellor had constituted a Committee consisting of the following to review the existing Recruitment Rules for Non-teaching staff of AUD vide notification dated 05.01.2016, to formulate a scheme with Action Plan to fill up the vacant non-teaching posts arising out of the Government of NCT of Delhi policy guidelines, issued by the Services Department vide Order No. F.19(11)/2015/S IV/1890-96, dated 19.10.2015.-

- (i) Prof. Kuriakose Mamkootam, Director, SBPPSE & Dean (SS) – Chair
- (ii) Prof. Jatin Bhatt, Dean, SDes - Member
- (iii) The Controller of Finance – Member
- (iv) The Registrar – Member Secretary

The Terms of Reference of the Committee were as under

- (i) To suggest a scheme with Action Plan to fill up the vacant non-teaching posts arising out of Government of NCT of Delhi policy guidelines, issued by the Services Department vide Order No. F.19(11)/2015/S.IV/1890-96,

dated 19.10 2015 and the decision taken by the BoM in its 18th meeting (adjourned) held on 2.11 2015 on the subject.

- (ii) To suggest the change in the minimum educational qualifications & experience and maximum age limit prescribed for direct recruits at the entry level posts in Group B & C and defining career path for regular and contractual non teaching employees in the existing Recruitment Rules 2013
- (iii) To suggest a scheme/pattern of written test and weightage for interview etc. for entry level appointments for the posts of Junior Executive, Assistant, MTS in AUD in conformity with the existing provisions of the Recruitment Rules for Non-Teaching staff.
- (iv) To suggest the changes in the minimum qualifications, method of appointment and promotional avenues for the posts of Assistant Registrar and Deputy Registrar in conformity with the existing MHRD and UGC Regulations /guidelines issued on the subject.
- (v) To review the Grade Pay for the newly created temporary posts viz Assistant Engineer Executive Engineer etc for the Campus Development Division of AUD.
- (vi) To suggest suitable changes/modifications in the existing Recruitment Rules for engagement of retired Government officers/employees in AUD in the light of the Finance Department, Govt. of NCT of Delhi Office Memorandum dated 04.12.2015, issued by the Special Secretary (Finance)
- (vii) Any other connected matter(s).

The Committee submitted its report to the Vice Chancellor on 03.03.2016.

The Establishment Committee after due deliberations, accepted the *recommendations of the Recruitment Rules Review Committee* with minor modifications and resolved to recommend the matter to the Board of Management for consideration, vide **Annexure-I**.

The Establishment Committee also placed on record its appreciation to the Recruitment Rules Review Committee for bringing out an *exhaustive report* on each of the Terms of Reference within a record time.

4. To consider the Revised Medical Attendance and Treatment Regulations for the employees of AUD

The Establishment Committee in its Meeting held on 14.3.2011 under item No.9 had recommended for the introduction of the Medical Attendance and Treatment Regulations, 2011. The recommendations of the EC were placed before the Finance Committee in its 4th Meeting held on 14.03.2011. The recommendations of the Finance Committee were subsequently approved by the BoM in its 9th Meeting held on 15.3.2011. Accordingly, the University had notified these Regulations namely 'Medical Attendance and Treatment Regulations, 2010' on 14.9.2011. These Regulations were largely based on Central Services (Medical Attendance) Rules, 1944 [shortly CS(MA) Rules].

At present, no empanelment of hospitals has been done for medical treatment of AUD employees including students. As per the existing Medical Reimbursement Scheme Indoor/Outdoor medical reimbursement claims are admitted/ restricted to the rates of CGHS/DGEHS/AIIMS or the rates approved by the St. Stephen's Hospital, Delhi whichever is advantageous to the employees of AUD. While the Central Government employees are governed by the CGHS, employees of the Govt. of NCT of Delhi including certain autonomous bodies like MCD etc. are governed by DGEHS. Central Universities like JNU, University of Hyderabad etc. have been covered by CGHS scheme for the serving teachers and other employees. While in the case of the University of Delhi which is also a Central University, the teachers and non-teaching employees are enjoying the medical facilities under World University Scheme (WUS) Health Scheme after paying a monthly contribution while on service and after retirement.

The existing medical benefits of AUD were found highly inadequate as compared to those employees who are serving in other government bodies/universities and enjoying the medical benefits under the CGHS or the DGEHS. Most of the time, the AUD employees had to bear medical expenses over and above the prescribed rates under the CGHS/St. Stephen's Hospital rates. In order to bring improvement in the medical facilities for the employees, a proposal seeking extension of the DGEHS benefits to the employees of AUD was sent to the Director of Health Services, GNCTD in

Feb 2015. But, the Govt of NCT of Delhi did not agree with the said proposal as conveyed by the Director of Health Services (DHS) vide his letter No. F 25(III)/DGEHS dated 27.04 2015. In the said letter, the Director, Health Services has also conveyed to the University the approval of the Finance Department of the Govt of NCT of Delhi to evolve its own health cover scheme.

The University made efforts to ascertain the medical benefits available to the employees working in sister Universities like the GGS Indraprastha University etc. It has been noticed that the GGS Indraprastha University, Delhi is administering a comprehensive Medical Attendance & Treatment Regulations, 2000 (revised upto 2013) for its regular, contractual as well as retired employees. According to the scheme, the following category of the employees are entitled to avail the medical benefits.

- a) All regular employees of University
- b) All employees who are in continuous contract or on Ad-hoc service for a period of more than a year
- c) Those employees who are on deputation from other Government departments/universities
- d) All retired employees who served at least five years on regular basis including tenure appointment provided and he/she is not availing the medical facilities from any other source.
- e) All re-employed persons in the University who are not eligible for any medical benefits from their previous employers

Note: Consultants and casual employees are not covered under the above medical scheme of the GGSIP University.

The existing AUD Medical Attendance Regulations, 2010 prescribe a monthly membership contribution varying from Rs 50/- to Rs.500/- to avail reimbursement facilities which is not in consonance with either the CGHS or the DGEHS guidelines. The question of monthly contribution arises only if the AUD extends dispensary or hospital benefits like WUS scheme under the Delhi University or the CGHS beneficiaries under Central Government and its institutions like JNU. On the other hand, the existing Medical Attendance & Treatment Regulations, 2010 of AUD are found inadequate as compared to the medical benefits applicable to similarly placed employees working in the GGSIP University. Hence, it was felt to enlarge the scope of the said

Regulations to cover other categories of employees of AUD on the lines of the GGSIP University.

The Establishment Committee, after due deliberations, resolved to recommend the proposal for introduction of a revised Medical Attendance & Treatment Regulations for the employees of AUD with a minor modification to the Finance Committee/Board of Management for consideration, vide *Annexure-II*.

5. To consider the creation of one post each of Medical Officer and Staff Nurse in AUD main campus

The Establishment Committee in its 14th meeting held on 5th of November, 2015 had considered the above proposal and after due deliberation approved the proposal in principle for creation of one post of each of Medical Officer in PB-3 + GP Rs.5400/- and Staff Nurse (female) in PB-2 + GP Rs.4200/- to be filled up through fixed contractual tenure with regular pay scales. The approximate financial implication for the creation of one post each of Medical Officer and Staff Nurse has been worked out to Rs.18,89,100/- (Rupees eighteen lakh eighty nine thousand one hundred only) per annum.

After deliberations, the Establishment Committee resolved to recommend the proposal for the creation of one post each of Medical Officer and Staff Nurse (female) along with draft Recruitment Rules to the Finance Committee and the Board of Management.

6. To consider the recommendations of the Committee constituted by the Vice Chancellor regarding higher start in pay in respect of Shri J. Ernest Samuel Ratnakumar in the post of Controller of Finance

The Vice Chancellor had constituted a Committee consisting of the following to look into the request of Shri J. Ernest Samuel Ratnakumar, Controller of Finance (who joined AUD on 29.09.2015) for grant of higher start in pay in the post based on his past service rendered in similar capacities under different Universities/Institutions of Higher Learning:

- (i) Professor Chandan Mukherjee, SLS
- (ii) Professor Kuriakose Mamkottam, Dean (SS)
- (iii) Professor Ashok Nagpal, Dean, SHS
- (iv) Dr M.A. Sikandar, Registrar

The Committee after considering the experience being possessed by Shri Samuel in a similar capacity i.e Registrar in NIT, Trichy, Thapar University, Shiv Nadar University, IGNOU etc with more than 6 years *continuous service and professional educational qualifications* recommends that he may be granted four non-compounded advance increments @ Rs 1590/- (Rs.1590 x 4 = Rs. 6360/-) and his pay may be fixed at Rs. 49,360/- + GP 10,000/- from the date of his appointment i.e. 29.9.2015 as a very special case to compensate him under the provisions of FR 27

The Committee noted that Shri Samuel had served more than five years as Registrar in Central Government recognized Universities/Institutions of Higher Learning PB-4 + GP 10,000/- equivalent to the post of Controller of Finance in AUD. The Committee, after due deliberations, resolved to recommend to the Board of Management for grant of five non-compounded advance increments to Shri Samuel.

(When the item was taken up for discussion, Shri Samuel recused from the meeting)

7. **To consider the recommendations of the Committee constituted by the Establishment Committee regarding higher start in pay in respect of Dr. Prasad T.S.V.K. in the post of Deputy Registrar on direct recruitment against PwD category**

The Establishment Committee in its 14th meeting held on 05.11.2015 had approved the constitution of a Committee consisting of Professor Chandan Mukherjee, Registrar and Controller of Finance to consider the request of Dr Prasad T.S.V.K

The Committee recommended for the grant of two non-compounded advance increments @ Rs.1101/- in PB-3 Rs.15600-39100 + GP Rs.7600/- (attached to the post of Deputy Registrar in AUD) from the date of appointment of Dr. Prasad (i.e. from 30.07.2015) as a very special case under the provisions of FR 27

After due deliberations, the Establishment Committee resolved accept the recommendations of the Committee and recommend the proposal to the Board of Management for consideration.

8. To consider the proposal to grant honorarium/fixed conveyance charges to the administrative staff for attending office on holidays and late sitting due to exigencies of service in AUD

The Establishment Committee considered the proposal mooted by the Finance Division to grant fixed conveyance charges and refreshment charges to the administrative staff for attending office on Holidays and late sitting due to exigencies of services in the University on the line of the facility available to the employees of University of Delhi.

After due deliberations, the Establishment Committee has resolved to recommend the above proposal with the rates as mentioned below, for the consideration of the Board of Management, subject to other general conditions:

A. Rates of Conveyance for Holidays for AUD employees:

Group A Officers with Grade pay of Rs.5,400/- and above	Rs. 1,000/- for full day	Rs. 600/- for half day
Other category of employees with Grade pay below Rs.5,400/-	Rs. 500/- for full day	Rs. 300/- for half day

B. Rates of Refreshment and Conveyance charges for late sitting for AUD employees:

Category	Duration of overstay	Rates
Group A Officers with Grade pay of Rs. 5,400/- and above	beyond office hours for not less than 1 ½ hours	Rs. 250/- per day
	beyond office hours above 1 ½ hours but more than three hours	Rs. 400/- per day
Other category of employees with Grade pay below Rs. 5,400/-	beyond office hours for not less than 1 ½ hours	Rs. 150/- per day
	beyond office hours above 1 ½ hours but more than three hours	Rs. 250/- per day

General conditions:

- (1) The payment of refreshment/conveyance charges shall be subject to the verification of attendance details as taken in the Bio-metric attendance system and/or certification by the concerned Division/School/Centre Head.

- (2) The payment of refreshment/conveyance charges shall also be applicable to contractual employees. However, they shall not be entitled to avail compensatory leave in lieu of working on holidays
- (3) Officers/employees essentially engaged on National holidays with the approval of the competent authority will be paid double the above tabled rates of refreshment/conveyance charge

9.1 To report the observations of the Committee constituted by the Establishment Committee regarding protection of pay in respect of Shri P.K. Katarmal in the post of Deputy Registrar on re-employment in AUD

The Establishment Committee noted the observations of the Committee constituted by the Establishment Committee and resolved to defer the matter till a final view is taken by the Board of Management on the recent policy guidelines, relating to engagement of retired Government servants as Consultants on contractual basis against the vacant sanctioned posts issued by the Finance Department, Government of NCT of Delhi vide OM dated 4.12.2015.

9.2. To report the engagement/extension of administrative staff on Deputation/Foreign Service from government departments/ organizations in AUD

The Establishment Committee noted the repatriation of Smt. Ramanjeet Kaur, Junior Executive (on EOL from Indian Society for Technical Education, New Delhi) w.e.f. 08.12.2015 (AN) on completion of her four years deputation tenure.

9.3 To report the engagement/extension of administrative staff on long-term contractual basis in AUD

The Establishment Committee noted the engagement of Shri Ajit Singh (Ex-serviceman) as Security Supervisor in PB-2 + GP Rs.4200/- w.e.f. 15.1.2016 on long term contractual basis, for a period of three years with annual review.

9.4. To report the engagement/extension of the retired officers from government organizations as consultants on short duration

The Establishment Committee noted the extension/ engagement of the following retired government officers as Consultants on a fixed tenure and consolidated salary/ fee in AUD as detailed below:-

- (i) Shri Keshar Singh Bisht (Retd. Assistant Comdt./ Jr. Admn. Officer, CISF/MHA) as a Senior Consultant, Administration w.e.f. 09.11.2015 initially for a period of six months with a monthly remuneration of Rs 35,000/- per month, against a vacant post of Assistant Registrar.
- (ii) Shri Shiv Kumar (Retd. Sub. Major, Indian Army) as a Consultant, (Administration) w.e.f. 19.10.2015 initially for a period of six months with a monthly remuneration of Rs 25,000/- per month, against a vacant post of Junior Executive.
- (iii) Shri Jitender Kumar Duggal (Retd. Senior Assistant, University of Delhi) as a Consultant in Academic Services Division w.e.f. 18.01.2016 initially for a period of six months with a monthly remuneration of Rs.25,000/- per month, against a vacant post of Junior Executive

9.5. To report the engagement/extension of administrative staff on short-term contractual basis in AUD

- (1) The Establishment Committee noted the action taken by the Vice Chancellor in approving the extension of present tenure of 64 (62+2) short-term contractual employees for six/three months beyond 31.12.2015 on the existing terms and conditions or till the posts are filled by the University through due process as per the recruitment rules on the existing salary pattern approved by the BoM, as detailed in three Office Orders issued on 13.01.2016.
- (2) The Establishment Committee noted the action taken by the Vice Chancellor in approving the extension of Shri Sumar Pal as Senior Consultant in the Finance Division for a further period of six months w.e.f. 06.02.2016 on a consolidated remuneration of Rs 37,500/- p.m. against a vacant post of Assistant Registrar (PB-3 + GP Rs.5400/-)
- (3) The Establishment Committee noted the action taken by the Vice Chancellor in approving the extension of Shri Vikas Dalal as Senior Consultant in Campus Development [against a vacant post of Junior Executive (Tech.)] for a period of two months w.e.f. 16.02.2016 on a consolidated remuneration of Rs.35,000/- p.m. against a vacant Group A post in the Campus Development Division.

- (4) The Establishment Committee noted the action taken by the Vice Chancellor in approving the extension of Shri M.R Kapoor as Consultant on re-employment basis (against a vacant post of Junior Executive) for a period of six months w.e.f. 19.12.2015 to 10.04.2016 beyond the age of 65 years on a consolidated remuneration/ fee of Rs. 40,263/- p.m. on the existing terms and conditions.
- (5) The Establishment Committee noted the action taken by the Vice Chancellor in approving the extension of Shri Sita Ram Sharma as Caretaker on re-employment basis from 08.02.2016 to 31.05.2016 beyond the age of 65 years due to exigencies of service on a consolidated remuneration/ fee of Rs. 27,452/- p.m. on the existing terms and conditions.

9.6. To report the constitution of a Standing Advisory Committee to oversee the effective implementation of reservation policy of the Govt. of NCT of Delhi in Admissions and Appointments in AUD

The Establishment Committee noted the constitution of a Standing Advisory Committee, constituted by the Vice Chancellor to oversee the effective implementation of reservation policy of the Govt. of NCT of Delhi in Admissions and Appointments in AUD, as per notification No. AUD/1-31(4)/HR/2015/341 dated 10.02.2016 *Annexure-III*.

9.7. To report the introduction of Biometric Attendance System (BAS) for non-teaching officers and staff in AUD

The Establishment Committee noted the introduction of Biometric Attendance System (BAS) for non-teaching officers and staff in AUD w.e.f. 1st January, 2016, in pursuance to the Government of NCT of Delhi, Directorate of Higher Education communication No. DHE 1(12/Misc/2013-14/05, dated 2nd April 2014 as approved by the Board of Management (BOM) (against item No.15) in its 17th meeting held on 7th October 2014. The HR Division will act as Time Office for implementation of BAS and the Assistant Registrar (HR) shall be the officer responsible for the coordination and proper implementation of BAS.

9.8. To report the alternative arrangements made in the Divisions of Campus Development, IT Services and Planning in AUD

The Establishment Committee noted the alternative arrangement made in place of Professor Vijaya S Varma who demitted his office as Advisor (Planning) w.e.f. 05.01.2016 in AUD as approved by the Vice Chancellor and notified vide Office Order No. 01/2016, dated 04.01.2016:

- (i) Professor Jatin Bhatt, Dean, SDes shall hold additional charge as Director (Campus Development)
- (ii) Professor Chandan Mukherjee, SLS shall hold additional charge as Director (IT Services).
- (iii) Dr Praveen Singh, Dy Dean, Planning shall hold the charge as Dean (Planning) and is designated as Dean (Officiating), Planning

The Establishment Committee also placed on record its deep appreciation for the contribution made by Professor Vijaya S Varma in various capacities in the University for the period from 1.9.2008 to 4.1.2016

10. To consider the proposal to review the existing Policy of engagement of Officers retired on superannuation from Government Departments/ Organizations in AUD

The Establishment Committee noted the contents of recent Finance Department, Govt of NCT of Delhi Office Memorandum dated 04.12.2015, issued by the Special Secretary (Finance), vide **Annexure-IV**

The Establishment Committee in its 8th Meeting held on 11.10.2012, 21.11.2012 & 18.12.2012, had approved the following guidelines for the engagement of retired officers from Central/State Government Departments/ Autonomous Bodies as a part of the Rule 19 of the Recruitment Rules (Non-Teaching Employees):-

Officers retired from Central/State government departments/ autonomous bodies/public sector undertakings/government educational institutions will also be considered for contractual employment in AUD, who will be appointed initially for a period of three years subject to review of performance each year, ordinarily upto the age of 65 years.

The pay and allowances of retired officers on their engagement will be paid a consolidated remuneration computed on the basis of the

minimum of the concerned PB + Grade Pay + DA + HRA + Transport Allowance. The consolidated remuneration will be enhanced on the completion of each year by an amount computed on the basis of annual increment and DA revised by the Government from time to time for the concerned Pay Band.

The re-employed officers on superannuation will also be entitled for leave (Earned Leave, Commuted Leave, Maternity Leave, Paternity Leave, Paternity Leave for Child Adoption, Child Adoption Leave as per Central Civil Services (Leave) Rules, 1972, Home Town Leave Travel Concession once in two years and Children Education Allowance as per the Central/ State Government orders issued from time to time, and encashment of Earned Leave etc.

These recommendations were part of the Minutes of the 8th Meeting of the EC which were ratified by the Board of Management in its 13th Meeting held on 11.2.2013.

The Establishment Committee, after due deliberations, resolved to place the matter before the Board of Management for adoption of the policy guidelines issued by the Finance Department of the Government of NCT of Delhi.

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



(M.A. Sikandar)
Registrar



(Shyam B. Mehta)
Vice-Chancellor

**Report of the Recruitment Rules Review Committee
constituted by the
Establishment Committee**

March, 2016



Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi – 110 006

Ambedkar University Delhi

Lothian Road, Kashmere Gate, Delhi – 110 006

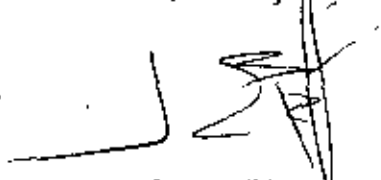
Report of the Recruitment Rules Review Committee constituted by the Establishment Committee

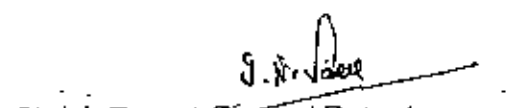
The committee constituted by the Vice Chancellor following the decision of the Establishment Committee in its 14th Meeting held on 5.11.2015, to review the existing Recruitment Rules for Non-teaching staff of AUD and to formulate a scheme with Action Plan to fill up the vacant non-teaching posts, arising out of the Government of NCT of Delhi policy guidelines, issued by the Services Department vide Order No. F.19 (11)/2015/S.IV/1890-96, dated 19.10.2015 met on 14.01.2016, 21.01.2016, 29.01.2016, 04.02.2016 & 03.03.2016 at AUD Kashmere Gate Campus in all members were present in all meetings. Mr. N.K. Verma, Co-Director (Tech) was invited as special invitee in the second meeting held on 21.01.2016 to discuss about the posts related to Campus Development.

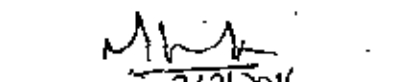
The Terms of Reference (TORs) of the Committee as notified by the University vide Notification No. AUD/1-23(1)/HR/2016, dated 5.1.2016 are at **Appendix-1**.

The Committee was assisted by Dr Prasad T.S.V.K., Dy Registrar (HR), Shri Sat Pal, Asstt. Registrar (HR), Shri B Malesha, Asstt. Registrar, VCO & Governance and Shri Mahesh, Assistant (HR) in its deliberations.

The committee hereby submits the report which is based on its deliberations.


 Prof Jatin Bhatt
 (Dean, SDes & Director,
 Campus Development)


 Shri J. Ernest Samuel Ratnakumar
 (Controller of Finance)


 3/2/2016
 Dr M.A. Sikandar (Registrar)
 (Member Secretary)


 Prof. Kuntakosé Mamkottám
 Director, SBPPSE &
 Dean (SS) – Chair

Delhi, Dated 3rd March, 2016

INDEX

Sl. No.	Description	Page No.
1.	Summary of Recommendations by the Recruitment Rules Review Committee	3 – 5
2.	Report of the Recruitment Rules Review Committee constituted by the Establishment Committee	6 – 23
3.	Appendix-1 The Terms of Reference (TORs) of the Committee as notified by the University vide Notification No AUD/1-23(1)/HR/2016, dated 5.1.2016	24 – 25
4.	Appendix-2 The salient features of the Datar Committee	26 – 27
5	Appendix-3 The Committee noted that the BoM has so far approved 175 regular administrative positions at various levels	28 – 29
6.	Appendix-4 Existing sanctioned posts as approved by the BoM, as on date	30 – 31
7	UGC policy guidelines DO letter No.F.1-57/2001(CPP-II) dated 8 th April 2002 and copy of decision of the UGC in its 474 th meeting held on 6 th January, 2011 on teaching to non-teaching staff ratio in Central Universities and Deemed Universities (Enclosure-I)	32 – 37
8	Appendix-5 The Committee recommends the revision of minimum qualifications, experience, method of recruitment etc. in the existing recruitment rules	38 – 65
9.	Appendix-6 The Committee emphasized the need for career progression of administrative staff and recommends a career path for the following category of employees	66 – 76
10.	Appendix-7 The Committee has identified all possible vacant posts, group-wise, earmarked for both contractual and direct recruitment quota by applying the 2:1 ratio of fixed tenure appointments to regular appointments (i.e. contract/deputation vs direct recruitment) as recommended by the Datar Committee	77 – 78

Summary of Recommendations by the Recruitment Rules

Review Committee

A. Change in the minimum educational qualifications & experience and maximum age limit and defining career path for regular and contractual non teaching employees:

- Grade Pay attached to the post of Assistant may be rationalized and kept at PB 1 + GP 2400/- instead of GP 2800/- and the minimum educational qualification may be raised from 10+2 to Graduation. [Para 6.1(c,d&e)]
- The post of Assistant should be adequately manned with regular staff as compared to other positions subject to overall ceiling of contractual employment in Group C level. [Para 6.1(g)]
- An intermediate level of Executive may be created and 18 posts of Junior Executive may be upgraded to the level of Executive with PB 2 + GP 4600/- (supervisory level) to create sufficient promotional opportunities for the feeder grade of Junior Executive [Para 6.2(c)]
- The contractual/fixed tenure appointment at any given time should not exceed 2/3rd of total sanctioned posts excluding Group-A positions at the level of Assistant Registrar and Deputy Registrar and its equivalent. [Para 6.3]
- **Introduction of the Area of Specialization:** The present job requirement in the University Divisions and Schools can be broadly divided into 3 categories viz. (a) HR & General Admin., (b) Finance and Accounts, and (c) Secretarial Assistance. University may each time decide the specialization before advertizing a particular vacancy. [Para 6.6]
- **Age limit for direct recruits** shall be as per general guidelines issued by the DoPT and similar positions adopted by the IIT Delhi. For Departmental candidates serving in AUD, the maximum eligible age may be 55 years. [Para 7.1]
- **Career path for Administrative Staff:** In order to retain talents in the University, each category of administrative posts at various levels may be provided with definite career path and promotional opportunities with the minimum eligibility of service from one level to another level. [Para 10.3]
- **Career Path for MTS:** Some vacant posts of MTS may be carved out to make it promotional post. Seven posts may be earmarked for direct recruitment with a view to provide opportunities of regularization of the existing short-term contractual MTS. [Para 10.4]
- **Promotional opportunities and Career path for long-term contractual employees:** Absorption of long term contractual employees, appointed on the recommendation of a Statutory Selection Committee, at the end of the five year term, subject to availability of regular vacancies as per reservation points may be provided. [Para 10.5]
- **Introduction of benchmark of performance for contractual employees:** At any point, during the tenure of the contract, if the performance of a contractual employee is found below the benchmark of **Good** (or equivalent) for Group B & C Category and **Very Good** (or equivalent) for Group A posts for two successive years, the contract can be terminated with three months' notice or notice pay in lieu of notice period [Para 10.5(f)]

- **Minimum qualifying service for promotion for Administrative Staff:** The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the employee concerned has sufficient opportunity to demonstrate his competence/potential for holding the higher post in a government department/organization. Minimum qualification service for each level is recommended. **[Para 10.8]**
- **Period of probation for Direct Recruits/ Promotees** at each level may be as per DoPT guidelines. **[Para 10.9]**
- B. Scheme/pattern of written test and weightage for interview etc. for entry level appointments for the posts of Junior Executive, Assistant and MTS:**
 - **For Group B & C Posts:** Selection to the posts of groups B & C will be made on the basis of cumulative scores obtained by the candidates in a Written Test (objective type), a Descriptive Test and the Interview **[Para 8.1(a)]**
 - **Weightage:** The objective type written test will carry 60 percent weight; the descriptive test will carry 15 percent weight and the interview will carry 25 percent weight. **[Para 8.1(b)]**
 - Candidates to be invited for descriptive type test on a relevant subject and interview will be shortlisted on the basis of the scores obtained in the objective type written test **[Para 8.1(f)]**
 - **Selection Test for Multi Tasking Staff (MTS):** Selection to the posts at MTS level will be made on the basis of cumulative scores obtained by the candidates in a Written Test (objective type) and a Trade Test. No interview will be conducted for MTS. **[Para 8.2]**
- C. Changes in the minimum qualifications, method of appointment and promotional avenues for the posts of Assistant Registrar and Deputy Registrar:**
 - The minimum qualification, experience and method of recruitment etc. in respect of Assistant Registrar, Deputy Registrar and its equivalent shall be as per UGC Regulations recommended on the basis of MHRD guidelines from time to time **[Para 9]**
 - Seventy five percent the posts of Deputy Registrar and 50% of the posts of Assistant Registrar shall be filled by direct recruitment. **[Para 9]**
 - **Re-designation of isolated posts in Group-A:** In order to facilitate Career Advancement Scheme and other promotional opportunities, 4 isolated posts in PB 3 + GP 5400/- (Group-A) i.e. Research & Planning Officer-2, PRO-cum-Media Officer-1, Publication Officer-1 may be re-designated as Assistant Registrar (Planning), Assistant Registrar (PR) & Assistant Registrar (Publication) respectively. This will also provide flexibility to the University in the deployment of staff; besides they will get a fair opportunity of career progression in the organizational hierarchy at par with similarly placed officers. **[Para 10.1]**

D. Rationalization of Designation/ Grade Pay for the newly created temporary posts in Campus Development Division:

- Certain changes in the designations are suggested. [Para 11]
- One regular Assistant Registrar from Finance Division will be posted to assist the Director/ Co-Director (Technical) in the day to day operations. [Para 11.5]

E. Any other connected matter(s):

- **Compulsory working knowledge of computers for administrative staff:** Working knowledge of latest computer applications and good communication skills may be recommended as compulsory for all administrative positions in Group A, B & C except trade categories of MTS such as Mali, Electrician, Plumber etc. The university may test these skills at the time of selection. [Para 6.4]
- **Post qualification experience:** Wherever certain experience is prescribed along with essential educational qualification, only post qualification experience shall be counted. [Para 6.5]
- **Extension of full pay band and grade pay plus other allowances to long term contractual employees appointed through statutory selection committee:** All long term contractual employees may be extended full pay scales (Pay Band, Grade Pay) and other allowances as applicable to regular employees except re-employed officers from government organization after superannuation [Para 10.2]
- **Statutory Selection Committee:** All future appointments of administrative staff including long-term contractual appointments against regular posts may be made through a duly constituted Statutory Selection Committee as applicable to regular appointments. [Para 10.6]
- **Reporting relationship between administrative staff:** Keeping in mind AUD's vision of a flat and non-hierarchical organisation, and the Datar Committee recommendations, the reporting relationship between the administrative staff at various levels is suggested. At no point in time, the reporting among the support staff, supervisory and junior management should exceed two levels for administrative efficacy [Para 10.10]
- **Review of the HR Policy:** The existing policy of having 1:2 ratio of direct and contract/deputation appointment of administrative staff may be reviewed after the present 1/3rd direct recruitment quota is fully utilized by the University and the staffing is stabilized. [Para 13]

F. Scheme with Action Plan to fill up the vacant non-teaching posts arising out of Government of NCT of Delhi policy guidelines, issued by the Govt. of NCT of Delhi.

- Identification of 60 posts at various levels to be filled by direct recruitment on priority basis. [Para 12.3 & 12.4]
- The recruitment process, if initiated immediately as per the Action Plan for Recruitment suggested by the Committee, will be completed by the end of December, 2016. [Para 12.5]

Report of the Recruitment Rules Review Committee constituted by the Establishment Committee

1. The Committee studied the reports of Dr Datar Committee dated 10.12.2009, on 'Organizational Structure and Personnel Policy', approved by the Board of Management (BoM) in its meeting held on 12.12.2009. The Committee had noted that most of the administrative (Non-Teaching) posts for which the RR Committee needs to deliberate, were created on the basis of the recommendations of the Datar Committee. The salient features of the Datar Committee are listed at **Appendix-2**.
2. The committee also examined the Mid-Term Review Committee (2013) which was prepared under the Chairmanship of Professor Deepak Nayyar, constituted by the Board of Management (9th Meeting held on 15.03.2011) which had emphasized the guiding principles highlighted by the Datar Committee Report (10.12.2009) with regard to Personnel Policy and Administrative Structure of the University
3. The Committee noted that the BoM has so far approved 175 regular administrative positions at various levels as detailed in **Appendix-3**. Besides the BoM has also approved the creation of 10 temporary project posts for Campus Development Division.
4. The Committee examined the method of recruitment, pay band, educational qualification, experience, age-limit etc. of these posts approved by the BoM at the time of their creation scheduled in the existing Recruitment Rules (Non-Teaching Employees), 2013, approved by the BoM held on 11.02.2013.
5. The existing sanctioned posts as approved by the BoM, as on date, are tabulated in **Appendix-4**.
- 5.1 The summary of sanctioned positions (Group-wise) of Administrative Staff is given as under

Summary of sanctioned positions of Administrative Staff (as on 31.12.2015)

Sl. No.	Regular posts	Total	Project posts for Campus Development	Total
1	Group A	30	08	38
2	Group B	59	01	60
3	Group C	86	01	87
	Total	175	10	185

5.2. The Committee noted that the ratio of Academic to Non-Academic posts prescribed by the Ministry of HRD, Government of India and University Grants Commission for unitary University like AUD is 1: 1.1. AUD is also running a School of Business, Public Policy and Social Entrepreneurship (SBPPSE). In the case of Business Schools, the ratio of non-teaching inclusive of administrative, ministerial, technical and other unskilled and semi skilled staff, to teaching staff as prescribed by AICTE is 3:1. However, the Committee has recommended to apply the staff ratio prescribed by the UGC/MHRD. A copy of the UGC policy guidelines DO letter No.F.1-57/2001(CPP-II) dated 8th April 2002 is enclosed to this report (Enclosure-I).

5.3. To propose the permissible limit for creation of non-academic (administrative) position, the committee collected the present strength of faculty positions as approved by the BoM from time to time, which is as under

Summary of Sanctioned Positions of Teaching & Academic Staff

Sl. No.	Regular posts	Total	Tenure posts	Total
1	Professor	20	—	20
2	Associate Professor	40	—	40
3	Assistant Professor	80	20	100
4	Librarian	01	—	01
5	Dy Librarian	01	—	01
6	Assistant Librarian	02	—	02
	Total	144	Grand Total	164

5.4. By applying the Academic and Non-Academic staff Ratio (i.e. 1: 1.1) prescribed by the UGC/MHRD, AUD could create a maximum of 180 administrative positions. Out of which AUD has so far created only 175 regular positions and 10 project posts for Campus Development (Total = 185).

5.5 The Committee noted that as per the Government of NCT of Delhi for Pattern of Assistance guidelines, dated 31.7.2013, the Board of Management of AUD can create posts for the purpose of meeting the objectives of the University subject to the approval of the Govt. of NCT of Delhi.

6. Change in the minimum educational qualification and experience for Group B & C posts:

The Committee noted that the Datar Committee in its report had recommended that (a) the minimum educational qualification for appointment to various positions shall be prescribed by the Establishment Committee, (b) that in no case the qualification and experience required shall be lower than those prescribed for corresponding positions in the University system and/or in the Government departments and (c) the qualifications, experience and pay scales for the positions created in Pay Band-3 & Pay Band-4 will be according to the guidelines prescribed by the UGC from time to time

The Committee further observed that as per the existing guidelines, issued by the Government of NCT of Delhi, the pay scales, allowances, etc shall not be higher than those applicable to similar categories of employees working in the GNCTD. Keeping in view of the spirit of the Datar Committee recommendations and the guidelines of the Government of NCT of Delhi, the Committee recommends that:

6.1 Rationalization of Grade Pay for Assistant

- (a) The posts at entry level in Delhi Administration Subordinate Services (DASS), Grade.IV carry PB 1 + GP 1900/- and DASS, Gr.III carries PB-1 & GP 2400/-. The posts under the main Ministry, Govt. of India, also have similar entries. It is the same case in Central and State Universities under the Govt. of NCT of Delhi.

- (b) At entry level (Lower Division Clerk), the minimum educational qualification required is 10 + 2. The minimum qualification required at the entry level for the posts which carry the PB-2 + Rs. 2400/- above would be graduation.
- (c) It is, therefore, proposed that the Grade pay attached to the post of Assistant may be rationalized and kept at PB 1 + GP 2400/- instead of GP 2800/-.
- (d) As per the existing RRs, the minimum qualification i.e. 10+2 is inadequate for the post as compared to other similarly placed posts under Govt./University system
- (e) The minimum educational qualification may accordingly be raised from 10+2 to Graduation.
- (f) However, the University may keep the existing grade pay of Rs. 2800/- for technical posts like Technical Assistant (IT), Studio Assistant, Library Assistant etc as higher grade pay has been prescribed for such posts in the Institution of Higher Learning/University system.
- (g) The post of Assistant is at the entry level for Administrative Cadre for undertaking multifarious jobs in various divisions and schools. Therefore, it should be adequately manned with regular staff as compared to other positions subject to overall ceiling of contractual employment in Group C level.

6.2 Introduction of supervisory level in the Administrative Cadre with PB-2 + GP 4600/-

- (a) At present, the sanctioned posts of Assistant are 34 as against 48 posts of Junior Executive (Administrative). This disturbs the organizational pyramid as there would not be sufficient opportunity for upward movement for the staff in these grades.
- (b) As per the existing Recruitment Rules, Junior Executive (Group-B, PB 2 + GP 4200/-) is directly eligible for promotion to the post Assistant Registrar (Group-A, PB 3 + GP 5400/-). In other universities, incumbents at the level of Junior Executive (PB-2 + GP 4200) are moving to either of PB-2 + GP 4600 or PB-2 + GP 4800/- before they are placed as Assistant Registrar. Once they are placed in the Assistant Registrar grade, further upward movement through promotion is limited. This would also restrict the upward movement of the incumbents working in the posts of Assistant and Junior Executive on promotion.
- (c) Therefore, it is proposed that 18 posts of Junior Executive may be upgraded to Executive with PB 2 + GP 4600/- (supervisory level) which is equivalent to Group -B post in the Government and Section Officer in the University System).
- (d) Consequently, the distribution of posts at three levels in the Administrative cadre would be Assistant - 34; Junior Executive -30; and Executive-18. These posts will be kept as promotional posts for the feeder grade of Junior Executive. Till such time, eligible candidates become available; these posts can be filled through direct recruitment.

The overall distribution of sanctioned posts at different levels would be as under:

6.3 Ratio of Contractual Vs Regular staff:

- (a) The contractual/fixed tenure appointment at any given time should not exceed 2/3rd of total sanctioned posts i.e. 121
- (b) However, this condition could not be made applicable for the posts of Assistant Registrar, Deputy Registrar or its equivalents as the minimum qualification, method of appointment and upward promotions in the cadre of Registrar etc. has been governed by the UGC Regulations and MHRD guidelines from time to time.

6.4 Compulsory working knowledge of computers for administrative staff.

- (a) For all administrative positions in Group A, B & C except trade categories of MTS such as Mali, Electrician, Plumber etc Working knowledge of latest computer applications and good communication skills are recommended as mandatory. These skills may be tested at the time of selection.

6.5 Post qualification experience:

- (a) The Committee after due deliberations, recommends that wherever certain experience is prescribed along with essential educational qualification, only post qualification experience shall be counted for this purpose.

Recommendations

Accordingly, the Committee recommends the revision of minimum qualifications, experience, method of recruitment etc. in the existing recruitment rules as per Appendix-5.

6.6 Area of Specialization: The Committee observed that the present job requirement in the University Divisions and Schools can be broadly divided into 3 categories viz. (a) HR & General Admin., (b) Finance and Accounts, and (c) Secretarial Assistance, while at the same time not creating separate cadres or isolated pool of talents. Therefore, the Committee recommends that the University may each time decide the specialization required before advertizing the vacant posts.

7. Age limit for direct recruits:

7.1 As per the general guidelines regarding framing of Recruitment Rules issued by the Govt. of India, DoPT, vide office memorandum dated 31.12.2010, the upper age limit for different posts depend upon the nature of duties, educational qualifications and experience requirements. Broadly, the following criteria may be followed.

Sl.	Posts	Age Limits
i)	Posts having Grade Pay more than Grade Pay Rs. 7600	Preferably below 50 years*
ii)	Posts having Grade Pay Rs. 7600	50 years
iii)	Posts having Grade Pay Rs. 6600	40 years
iv)	Posts having Grade Pay Rs. 5400	35 years
v)	Posts having Grade Pay Rs. 4200, 4600 & 4800	30 years
vi)	Posts having Grade Pay Rs. 1800, 1900, 2000, 2400 & 2800	Between 18 and 25 years

However, the department/organization concerned may examine the age limit requirement at the time of framing of RRs and incorporate specific age limit

7.2 The age limit prescribed for various administrative positions under Indraprastha Institute of Information Technology (IIIT) Delhi are as under:

Sl.	Posts	Age Limits
i)	Deputy General Manager PB-3 + Grade Pay Rs. 7600	50 years
ii)	Senior Manager PB-3 + Grade Pay Rs. 6600	45 years
iii)	Manager PB-3 + Grade Pay Rs. 5400	40 years
iv)	Deputy Manager/ Senior Executive Assistant PB-2 + Grade Pay Rs. 4800	40 years
v)	Assistant Manager/ Executive Assistant PB-2 + Grade Pay Rs. 4600	35 years
vi)	Data Entry Operator cum Multi Skill Assistant PB-1 + Grade Pay 2400/ 2800	30 years

Recommendations

Considering the DoPT guidelines and the age limit criteria adopted by the IIIT Delhi the following age limits are proposed for Group A, B & C positions in AUD:

Sl.	Posts	Age Limits
i)	Posts having Grade Pay Rs. 7600 (Deputy Registrar and its equivalent)	45 years
ii)	Posts having Grade Pay Rs. 5400 (Assistant Registrar and its equivalent)	40 years
iii)	Posts having Grade Pay Rs. 2800, 4200 and 4600 (Tech. Assistant, Jr. Executive, Executive, Jr. Engineer and its equivalent)	35 years
iv)	Posts having Grade Pay Rs. 1800, 1900 and 2400 (Assistant, Library Assistant, Jr. Assistant, MTS and its equivalent)	30 years
v)	For departmental candidates including short-term/ long-term contractual staff with at least six months continuous service in AUD.	Below 55 years (with relaxation)
vi)	Age relaxation for employees of Central Govt. and Govt. of NCT of Delhi who have rendered not less than three years regular and continuous service as on closing date	05 years for those possessing relevant experience and/or working in the same or allied line
vii)	Age relaxation for Ex-servicemen from Defence forces a) Ex-servicemen + OBC b) Ex-servicemen + SC/ST c) Ex-servicemen Disabled in Operation	3 years + military service 6 years + military service 8 years + military service 5 years + military service
viii)	Age relaxation for Persons with Disabilities (PwD) a) PwD + OBC b) PwD + SC/ST	10 years 13 years 15 years
ix)	Age relaxation for SC/ST	5 years
x)	Age relaxation for OBC (Central list of Delhi State + List of OBCs included by the GNCT Delhi)	3 years
xi)	Age relaxation for other categories including government servants (Central Govt. Departments/GNCT of Delhi), Ex-Servicemen, SC, ST, OBC (Delhi), PwD etc.	As per the Govt. of India/ Delhi Govt guidelines

Note: For other categories not covered above, Govt. of NCT of Delhi guidelines shall apply.

8. Scheme/pattern of written test and weightage for interview etc. at entry level positions in Group B & C:

8.1 For Group B & C Posts:

- (a) Selection to the posts of group B & C will be made on the basis of cumulative scores obtained by the candidates in a Written Test (objective type), a Descriptive Test and the Interview.
- (b) The objective type written test will carry 60 percent weight; the descriptive test will carry 15 percent weight and the interview will carry 25 percent weight.
- (c) The objective type written test will consist of 100 questions; each correct answer will be awarded 4 marks and one mark will be deducted for every wrong answer; unanswered questions will carry zero mark.
- (d) The objective type written test will assess the aptitude of the candidate in English Comprehension, Numerical Ability and familiarity with university (office) rules and procedures.
- (e) Shortlist of candidates to be invited for interview will be based on their scores obtained in the objective type written test. Five candidates will be shortlisted for every vacant post, relaxable for reserved categories (SC/ST/OBC/PwD).
- (f) The shortlisted candidates invited for interview will be given a Descriptive Test on a relevant subject, which will carry 15 percent weight, just before appearing for the interview.

Note: The results of the objective type written test will be displayed on the university website along with a list of shortlisted candidates to be invited for the descriptive test and interview in advance, for the notice of all candidates.

8.2 Selection Test for Multi Tasking Staff (MTS):

- (a) Selection to the posts at MTS level will be made on the basis of cumulative scores obtained by the candidates in a Written Test (objective type) and a Trade Test
- (b) The objective type written test will carry 75 percent weight; the trade test in the relevant field will carry 25 percent weight.
- (c) The objective type written test will consist of 75 questions [General Awareness-35; General Intelligence/Aptitude-15; Elementary Mathematics/Arithmetic/Numerical Ability-15 and Language (English or Hindi)-10]. Each correct answer will be awarded 4 marks and one mark will be deducted for every wrong answer; unanswered questions will carry zero mark.
- (d) The general awareness will be designed to test the ability of the candidate's awareness of the environment around him and its application to the community and society. The questions in general intelligence will be of simple verbal and non-verbal type. Arithmetical & Numerical Ability part will test the elementary mathematical ability of candidates. Test of English Language or Test of Hindi Language will test the comprehension ability of applicants in Hindi/ English language.
- (e) Only candidates who score sufficiently well will be shortlisted to be called for Trade Test. Five candidates will be shortlisted for every vacant post, relaxable for reserved categories (SC/ST/OBC/PwD).

Note: The results of the objective type written test will be displayed on the university website along with a list of shortlisted candidates invited for Trade Test in advance for the notice of all candidates

9. Minimum qualification, method of appointment and promotional avenues for Assistant Registrars and Deputy Registrars and its equivalents:

The Committee noted that the Datar Committee in its report had recommended that the qualifications, experience and pay scales for the positions created in Pay Band-3 & Pay Band-4 will be according to the guidelines prescribed by the UGC from time to time. *The minimum qualification, experience and method of recruitment etc. in respect of Assistant Registrar, Deputy Registrar and Finance Officer, Controller of Examinations & Registrar are regulated by UGC Regulations on the basis of MHRD guidelines from time to time.*

Recommendations

After taking note of the MHRD guidelines on the subject and UGC Regulations *proposed to bring the minimum qualification, method of recruitment and other CAS benefits etc. for the Assistant Registrar, Deputy Registrar and its equivalents in conformity with the same as under -*

Existing Provisions under RRs	Proposed	Remarks
<u>Assistant Registrar</u> Essential (Education Qualification & Experience): (i) Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC seven point scale Or (ii) Section officers or equivalent who are holding Bachelor's Degree with at least 50% marks or its equivalent grade from a recognized university with 5 years administrative or equivalent experience in a University or similar organization, will also be eligible to apply Desirable: i. Experience in Supervisory or equivalent Cadre in a Group 'B' post in a Government Department or a University or Educational or Research Institution or Teaching or Research experience along with proven administrative capabilities ii. Good knowledge of computer applications and office procedure. iii. LLB or MBA or CA or MCA or equivalent qualification Promotion: Junior Executive in the PB-2, Rs 9300-34800 plus Grade Pay Rs 4200/- having 10 years regular service. Method of Recruitment: 1/3rd by direct recruitment / Promotion failing which by absorption 2/3rd by deputation / contract Note: Assistant Registrar shall be eligible for the higher Grade Pay of Rs 6600 within the Pay Band of Rs 15600-39100 after 8 years of service provided, they have participated in	<u>Assistant Registrar</u> Direct Recruitment Essential (Education Qualification & Experience): i. Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC seven point scale ii. At least three years of relevant experience in a supervisory capacity equivalent to a Group 'B' post in a Govt. Department or a University or Educational or Research Institution or Teaching or Research experience or similar corporate experience in a reputed private organization along with proven administrative capabilities. Desirable: i. LLB or MBA or CA/ICWA/CS or MCA or equivalent qualification ii. Knowledge of Govt. Rules and Office Procedure. Promotion: By Departmental Competitive Test amongst the Executive (PB-2 + GP 4600/-) with five years regular service in AUD Method of Recruitment: 50% by Direct Recruitment 50% by Promotion failing which by direct recruitment Note: 1. Assistant Registrars and equivalent posts shall be eligible for the higher Grade Pay of Rs.6600 within the Pay Band of Rs 15600-39100 after 8 years of service provided, they have participated in two training programmes on Education Administration, each, of approximately four weeks' duration and their performance appraisal reports are consistently satisfactory. 2. The higher Grade Pay of Rs 6600/- shall be restricted, as at present, in the case of	i) Experience in a supervisory capacity has been added to attract the right kind of candidates. ii) The method of recruitment is brought in line with UGC/MHRD guidelines

two training programmes on Education Administration, each, of approximately four weeks' duration and their performance appraisal reports are consistently satisfactory	promotion to senior scale of these posts, to 50% of total strength of Assistant Registrars or their equivalent grades 3. The minimum educational qualification of postgraduate with 55% will not be insisted upon for promotees from the feeder grade i.e. Executive as per UGC guidelines. However, they should possess the minimum qualification of graduate degree	
Existing Provisions under RRs	Proposed	Remarks
Deputy Registrar Essential (Education Qualification & Experience): (i) Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC 7 point scale (ii) Nine years of experience as Assistant Professor in the Academic Grade Pay (AGP) of Rs.6000/- and above with experience in educational administration. OR Comparable experience in research establishment and/or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post Desirable : i. Master's degree in Management / Law / Computer Applications ii Chartered Accountancy / Cost Accountancy / Company Secretary iii Good knowledge of computer applications. iv Experience in University Administration / Finance and familiar with the working of University Bodies and Institutions. v Thorough knowledge of service matters/accounts/budget/conduct of examinations Deputation: Officers from State Government / Universities / Recognized Research Institution / Semi-government / Public Sector Undertakings and Autonomous Organization.- (a)(i) Holding analogous post on regular basis; or (ii) 8 years regular service in PB-3, Rs 15600-39100 with Grade Pay of Rs 6600/-. (b) Possessing the educational qualifications and experience as prescribed above Promotion. From amongst the Assistant Registrar and its equivalents with 5 years service in PB-3, Rs. 15600-39100/- with Grade Pay of Rs. 6600/- Method of Recruitment: 1/3rd by direct recruitment / Promotion failing which by absorption 2/3rd by deputation / contract.	Deputy Registrar Direct Recruitment Essential (Education Qualification & Experience). No Change is proposed (UGC/MHRD Qualification) Promotion: No change Method of Recruitment. 75% by Direct Recruitment 25% by Promotion failing which by direct recruitment/ deputation Note: 1 As per MHRD letter No. 1-32/2006-U.II/U(II) dated 31.12.2008 and UGC letter No. F.No.6-7/97(JCRC)/Vol.IV dated 1st October, 2014, the Deputy Registrars, in the pay scale of 15600-39100 with Grade Pay of Rs 7600/-, on completion of 5 years is eligible to move to the Pay Band of Rs.37400-67000 with a Grade pay of Rs.8700/- and they will be re-designated as a Joint Registrar, with the stipulation that the post will revert back as Deputy Registrar when it falls vacant 2. Teachers appointed to the post of Deputy Registrar and equivalent, shall be entitled to appropriate Grade Pay for these categories of posts, and shall not retain Academic Grade Pay of the teaching post held	No change is proposed except the method of recruitment in line with UGC/MHRD guidelines

Note: The pay of all incumbents in the post of Deputy Registrar will be fixed in the higher grade of PB-4, Rs.37400-67000 plus Grade Pay Rs 8700/- after completion of 5 years		

10. Other Relevant Suggestions/Recommendations

10.1 Re-designation of isolated posts in Group-A:

In order to facilitate Career Advancement Scheme and other promotional opportunities, 4 isolated posts in PB 3 + GP 5400/- (Group-A) i.e. Research & Planning Officer-2, PRO-cum-Media Officer-1, Publication Officer-1 may be re-designated as Assistant Registrar (Planning), Assistant Registrar (PR) & Assistant Registrar (Publication) respectively. This will provide some flexibility to the University in the deployment of staff besides; in addition, the staff will have a fair opportunity for career progression in the organizational hierarchy at par with similarly placed officers.

10.2 Extension of full pay band and grade pay plus other allowances to long term contractual employees appointed through statutory selection committee

As per the existing provisions contained in the RRs, the long-term contractual employees are entitled to draw consolidated remuneration computed on the basis of the minimum of the concerned PB + Grade Pay + DA + HRA + Transport Allowance. The consolidated remuneration will be enhanced on the completion of each year by an amount computed on the basis of annual increment and DA revised by the Government from time to time for the concerned Pay Band.

Besides, long term contractual employees are entitled to other service benefits such as all kinds of Leave, LTC, Medical Claim, TA/DA, CEA etc. as applicable to regular employees of the University. All such benefits are ordinarily based on the status of the employees in the Grade Pay in which they are placed.

The provision of consolidated salary often fails to attract young talents. It is, therefore, proposed that all long term contractual employees may be extended full pay scales (Pay Band, Grade Pay) and other allowances as applicable to regular employees except those who are re-employed officers from government organization after superannuation. However, the contractual employees are not entitled to National Pension Scheme which is applicable only to regular employees.

10.3 Career path for Administrative Staff:

In order to retain talents in the University, it is important to provide definite career path to employees. Hence the committee recommends definite career path for each category of administrative posts at various levels, based on the proposed structure and available promotional opportunities with the minimum eligibility of service from one level to another level.

In case of the MTS, there is no career path available presently and there is a need to carve out some vacant posts of MTS to make it a promotional post (Junior

Assistant) for them through limited departmental test. This would also make available some additional posts at entry level till eligible MTS become available in the Cadre.

10.4 Introducing the element of direct recruitment for MTS (General) & (Mali).

At present, the sanctioned posts of MTS (General) and MTS (Mali) (PB-1 GP Rs.1800/-) is 30 + 06 (36). Out of which, the committee recommends that 3 posts of MTS (General) may be upgraded as Junior Assistant (PB-1 GP Rs.1900/-) to provide career progression for MTS cadre. Consequently, the revised sanctioned posts of MTS (General) would be 27 and 6 posts of MTS (Mali). The Datar Committee had recommended that all MTS level positions should be filled only on contract or outsourcing basis. However, the University has prescribed regular pay scales to MTS positions in the Recruitment Rules which were approved by the EC and BoM in 2013. With a view to ensure sufficient opportunities of regularization to the existing short-term contractual MTS, it is proposed to earmark 07 posts (25% of sanctioned posts i.e. 27+6) for direct recruitment.

Recommendations:

The Committee emphasized the need for career progression of administrative staff and recommends a career path for the following category of employees (**Appendix-6**):

- (a) Career path for Entry level at Assistant
- (b) Career path for Direct Entry at Junior Executive level
- (c) Career path for Direct Entry at Executive level
- (d) Career path for Direct Entry at Assistant Registrar level
- (e) Career path for lateral entry of Teachers/Administrative staff at Deputy Registrar level
- (f) Career path for Entry level at Technical Assistant (IT)
- (g) Career path for Entry level at Library Assistant
- (h) Career path for MTS(General)
- (i) Career path for MTS (Mali)

According to the proposed career path, an Assistant directly recruited can become an Assistant Registrar (Group-A) after completing 20 years of service. Similarly a Junior Executive directly recruited can become a Deputy Registrar (Group-A) after putting in 20 years of service. There are also opportunities for a MTS to reach the level of Junior Executive (Group-B) after serving 23 years. A Technical Assistant (IT) directly recruited can reach the level of System Administrator (IT) (Group-A) equivalent to Assistant Registrar after serving 16 years. A Library Assistant directly recruited can be promoted as Junior Executive (Library) after 6 years of service.

Career path for the following isolated and technical posts could not be worked out due to want of suitable posts in the hierarchy:

- (a) Horticulturist (PB 2 + GP 5400/-)
- (b) MTS (Electrician)/(Plumber)

- (c) Studio Assistant (PB 1 + GP 2800/-)
- (d) Lab Technician (Mech. & Materials Workshop) (PB 1 + GP 1800)
- (e) Lab Technician (Leather and Soft Materials Workshop) (PB 1 + GP 1800)

10.5 Promotional opportunities and Career path for long-term contractual employees

The existing RRs provide that contractual employees will be eligible for being considered for regular post as and when advertised. There is no career path or promotional opportunities provided in the existing policy of the University. After examining the promotional opportunities and career path that exists in similar university institutions under the Govt. of NCT of Delhi, the Committee observed that as per the existing RRs, long term contractual employees are given a contract for duration of three/five years with annual performance review.

Recommendations:

After due deliberations, the Committee has made the following recommendations for long-term contractual employees:

- (a) All long term contractual employees may be engaged on an initial contractual period of either three or five years based on their performance in the Selection Committee with one year Probation and Annual Review.
- (b) For a five year contract, there will be a mid-term review, particularly if some of the yearly reviews are found not satisfactory.
- (c) If the mid-term review is not found satisfactory, the contract can be terminated with three months' notice or notice pay in lieu of notice period by the University.
- (d) If a long term contractual employee has successfully completed his/her five year contract, a Departmental Promotion Committee (DPC) will evaluate the candidate's performance towards the completion of initial contract period and the DPC may recommend any of the following:
 - i. To absorb the employee on regular basis against the direct recruitment quota at the same level provided he/she was appointed through a due selection process on the recommendations of a Statutory Selection Committee subject to reservation rosters. His/her seniority including pay in the post would be determined from the date of such absorption in the University. However, the Selection Committee may recommend advance increments (not more than 5) in exceptional cases as per GoI guidelines.
 - ii. May be promoted to the next level with a fresh three or five years contract, provided he/she fulfils the minimum educational qualification, experience and other conditions prescribed for the promotional post subject to reservation rosters.

- (e) For those who were engaged on three years contract, the DPC may recommend for the further renewal of contract of three or five years. In such cases, the employee concerned need not be placed on probation again.
- (f) At any point, during the contractual tenure, if the performance of a contractual employee is found below the benchmark of **Good** (or equivalent) for Group B & C Category and **Very Good** (or equivalent) for Group A posts for two successive years, the contract may be terminated with three months' notice or notice pay in lieu of notice period.

10.6 Statutory Selection Committee

As per the existing policy of the University, the educational qualifications and experience prescribed for contractual employees are same as in the case of direct recruits. Considering the career prospects of employees, to be engaged on long term contractual basis as per the revised eligibility conditions proposed by the Committee, it is recommended that all the future appointments of administrative staff against regular posts may be done through a duly constituted Statutory Selection Committee as applicable to regular appointments.

10.7 Levels and Scales

The Committee identified the levels and scales of the administrative staff as under:

Level	Group	Titles/ Positions in the Group	Pay Band + Grade Pay	Total Emoluments at the minimum of the scale (as on 31.12.2015)
Support Staff	C	Junior Assistant/ Assistant Caretaker	PB-1 + GP1900	Rs.20,562/-
	C	Assistant/ Library Assistant/ Technical Assistant	PB-1 + GP2400/ PB-1 + GP2800	Rs.28,180/- Rs.31,790/-
	B	Junior Executive/ Junior Engineer	PB-2 + GP4200	Rs.37,119/-
Supervisory	B	Executive/Junior System Administrator	PB-2 + GP4600	Rs.46,183/-
Junior Management	A	Assistant Registrar/ System Administrator/ Project Engineer, CD/ Horticulturist	PB-3 + GP5400/ PB-3 + GP6600	Rs.59,298/- Rs.70,130/-
Middle Management	A	Deputy Registrar/ Deputy Director, CD/Senior Project Engineer, CD	PB-3 + GP7600	Rs.80,463/-
Senior Management	A	Registrar/Controller of Finance/Director (ITS)/ Director, CD/ Co-Director (Technical) CD	PB-4 + GP10000	Rs.1,38,978/-

10.8 Minimum qualifying service for promotion for Administrative Staff

The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the employee concerned has sufficient opportunity to demonstrate his competence/potential for holding the higher post in a government department/organization. The period of qualifying service varies from post to post

depending upon the scale of pay and the experience, required for manning the higher post.

Recommendations:

The minimum residency period prescribed for promotion at each level for various administrative posts in AUD (as per the existing guidelines of the DOPT OM No. AB 14017/61/2008-Estt. (RR) dated 24.3.2009 and dated 12.3.2010) is recommended as under:

Level/Group/Pay Band and Grade Pay		No. of years of experience required for promotion
From	To	
PB-1 + GP1900	PB-1 + GP2400	8
PB-1 + GP2400	PB-2 + GP4200	10
PB-1 + GP2800	PB-2 + GP4200	6
PB-2 + GP4200	PB-2 + GP4600	5
PB-2 + GP4600	PB-3 + GP5400	5
PB-3 + GP5400	PB-3 + GP6600	5
PB-3 + GP5400	PB-3 + GP6600	8 under CAS for ARs and its equivalents as per MHRD guidelines
PB-3 + GP6600	PB-3 + GP7600	5
PB-3 + GP7600	PB-4 + GP8700	5
PB-3 + GP7600	PB-4 + GP10000	6
PB-4 + GP8700	PB-4 + GP10000	3

Note: This will apply only in the case of promotion against a regular post and not for any other up-gradation or career advancement scheme etc. extended by the government from time to time.

10.9 Period of probation for Direct Recruits/ Promotees:

The period of probation for direct recruits and promotees is suggested as under:

S.No.	Method of appointment	Period of probation
1.	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation
2.	Promotion from one Group to another e.g. Group B to Group A	2 years or the period of probation prescribed for the direct recruitment to the post, if any
3.	(i) For direct recruitment to posts except clause (ii) below (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years	2 years 1 year
4.	Officers re-employed before the age of superannuation.	2 years
5.	Appointment on long-term contract basis	1 year
6.	Appointment on tenure basis including statutory posts, re-employment after superannuation and absorption	No probation

[Reference: DOP&T OM No. 21011/2/80-Estt (C) dated 19.5.1983].

10.10 Reporting relationship among administrative staff

In the light of AUD's vision of a flat and non-hierarchical organization, the Datar Committee had recommended that (a) AUD will have a flat structure with few hierarchical levels aiming at greater efficiency and performance; (b) the staff structure of AUD should not be based on classical structures and seniority based promotion patterns; (c) the administrative staff should be multi-skilled and able to move across a spectrum of jobs vertically as well as horizontally, (d) as far as possible, no function or set of functions, shall involve more than two levels except at the higher levels of decision making, (e) stresses on organizational chart to clearly define the roles, responsibilities and accountability at each level of staffing.

Recommendations:

Keeping in view of the above recommendations as approved by the BoM, the reporting relationship among the administrative staff at various levels is suggested below:

Reporting relationship between Administrative Staff

Level	Group	Title/ Position in the Group	Reporting Officer		Senior Management
			Level 1	Level 2	Level 3
Support Staff	C	Junior Assistant	Executive/ Assistant Registrar	Deputy Registrar/ Assistant Registrar	Pro-VC/ Dean/ Registrar/ CoF/Director
	C	Assistant			
	B	Junior Executive			
Supervisory	B	Executive Jr System Administrator	Assistant Registrar/ Deputy Registrar	Dean/ Registrar/ CoF/Director	Vice Chancellor/ Pro-VC
Junior Management	A	Assistant Registrar System Administrator	Deputy Registrar/ Jt Registrar	Dean/ Registrar/ CoF/Director	Vice Chancellor/ Pro-VC
Middle Management	A	Deputy Registrar/ Joint Registrar	Dean/ Registrar/ CoF/Director	Vice Chancellor/ Pro-VC	—

The Committee also proposes that as far as possible all Group - A officers holding administrative positions should be given independent responsibility of a Section or a Desk/Unit in the University. In the case of a Deputy Registrar functioning without the support of Assistant Registrar, the Deputy Registrar concerned may be assisted by a supervisory staff at the level of Executive.

10.11 Academic Staff in the School of Design (SDes)

The BoM on the basis of the recommendations from the Establishment Committee, approved the creation of one post each of Technical Instructor (Mech) and Technical Instructor (Software & IT) for School of Design in PB-2 + GP Rs.4200/-. The Committee is of the view that the Technical Instructors in SDes are academic posts and they may be provided career advancement and other benefits extended to academic posts in the University. The post of Workshop Superintendent in PB-3 Rs.15600-39100 + GP Rs.5400/- exists in Indira Gandhi Delhi Technological University for Women (IGDTUW).

The Committee, therefore, recommends that the post may be re-designated as Workshop Superintendent and placed in PB-3 + GP Rs.5400/- or AGP Rs 6000/- as the case may be, with the minimum qualification i.e. Bachelor's or Master Degree in Engineering or Design discipline, as per the AICTE Regulations, 2010. The Dean, School of Design may take up this matter with the Academic Council for further consideration.

11. Campus Development

Review of Grade pay/Rationalization of the Campus Development posts:

The Committee after interacting with Shri N. K. Verma, Co-Director (Technical), Campus Development agreed in principle that the designation of sanctioned posts meant for Campus Development should be distinct from the regular sanctioned posts

Recommendations:

The Committee recommends the following:

11.1 Re-designation of Administrative Officer (1 post): Considering the minimum qualification prescribed for the post of Administrative Officer which is a Group A level post (PB-3 + GP 7600/-) and equivalent to Deputy Registrar in the University system. However, considering the specific nature of the job attached with the post in the Campus Development, it is proposed to re-designate the post as Deputy Director, Campus Development with the existing Pay Band + Grade Pay.

11.2 Architect (1 post): The post carries the salary equivalent to Group A, PB-3 + GP 7600/-. Considering the minimum qualification and responsibilities attached to the post, no change is proposed.

11.3 Executive Engineer (Civil-1; Electrical-1): The post is equivalent to Group A (PB-3 + GP 7600/-). The Committee noted that initially two posts of Consultant (Project Development) with engineering background in Civil and Electrical were created in PB-3 + GP 5400/- with the approval of BoM. Subsequently, these posts were upgraded to PB-3 + GP 7600/- with change in designation as Executive Engineers. It is proposed to re-designate the two posts of Executive Engineer (Civil-1, Electrical-1) as Senior Project Engineer (Civil/Electrical) with the existing pay structure.

11.4 Assistant Engineer (Civil/Electrical-2 Posts): The pay structure of these posts is equivalent to Group A post (PB-3 + GP 5400/-). Considering the minimum qualification and experience prescribed for the post, it is proposed to re-designate the post of Assistant Engineer as Project Engineer (Civil/Electrical) with the existing pay structure.

11.5 Accounts Officer (1 post): The pay structure of the post is in PB-3 + GP 7600/- equivalent to Deputy Registrar in the University system. The vacant post was advertised by the University in June 2015 but the response was poor. Considering the nature of duties and responsibilities attached to the post, the Committee suggested that

it would be more appropriate if one of the regular Assistant Registrars In the University is posted to work in the Campus Development Division to handle the accounts and other project related work. The Committee also recommended that one of the ARs may be posted to this division after the closing of the current financial year 2015-16. The matter will be reviewed as and when the requirement for more positions in finance/ accounts may come up in Campus Development Division.

11.6 Junior Executive (Tech) (1 post): The post was advertised in June 2015 along with other vacant posts meant for Campus Development but the selection committee found none of the candidates suitable for the position. The nature of the job requires the incumbent should be able to assist the Campus Development Division in project scheduling and control, project schedule adherence, project report generation, meetings, minutes and documentation etc. with 2 to 3 years experience on live project. Accordingly, the qualification for the post may be suitably modified and re-advertised.

11.7 Multi-Tasking staff (1 post): The recruitment process to fill up the post was successful. Hence no change is proposed.

12. Action Plan

The Government of NCT of Delhi has issued instructions regarding a general policy for regularization of the contractual employees working in various departments of Govt of NCT of Delhi (as per the Cabinet decision No. 2223, dated 06.10.2015) vide Order No. F.19(11)/2015/S.IV/1890-96, dated 19th October 2015 (Enclosure-I). The said policy is in line with the Hon'ble Supreme Court of India in the matter 'Secretary, State of Karnataka & Others Vs Umadevi and Others' related to regularization of contractual employees in Government department/organization. According the said instructions issued by the Services Department of the Govt of NCT of Delhi:

- (i) Every department should formulate a scheme to fill up all vacant posts
- (ii) Contractual employees working against these posts should be allowed to apply with following conditions:-
 - (a) They should be given age relaxation.
 - (b) They should be given appropriate and adequate weightage of experience for that post in evaluation.
 - (c) Any contractual employee, whose service was terminated due to unsatisfactory work during their contractual employment, shall be treated as ineligible, under the scheme.
- (iii) Policy in para-2 shall also be applicable to the contractual employees who have worked against these posts for an aggregate period of 6 months or more after 01.04.2013.

12.1 The Committee in the present report has already covered points (ii) and (iii) above. Appropriate amendments in the existing Recruitment Rules with regard to (a) Age Relaxation to Departmental candidates and (b) Adequate weightage of experience for the open posts are proposed.

12.2 With regard to formulation of scheme to fill up all vacant posts in AUD, the Committee has identified all possible vacant posts, group-wise, earmarked for both contractual and direct recruitment quota by applying the 2:1 ratio of fixed tenure appointments to regular appointments (i.e. contract/deputation vs direct recruitment) as recommended by the Datar Committee and the details are given at Appendix-7.

12.3 On the basis of the existing staff strength against the following 15 categories, the exact number of posts in each category to be advertised by the University worked out as under:

Vacant Posts available for Direct Recruitment Quota (as on 31.12.2015)

Sl. No.	Name of the post	Total No. of posts earmarked for DR Quota	In position against DR Quota & Deputation	No. of posts proposed to be advertised
Administrative Support				
1	Executive	06	-	06
2	Junior Executive	10	02	08
3	Assistant	20	01	19
4	Caretaker	-	-	-
5	Junior Assistant/ Assistant Caretaker	02	-	02
Library Services				
6	Junior Executive (Library)	01	-	01
7	Library Assistant	01	-	01
IT Services				
8	System Administrator (IT)	01	-	01
9	Technical Assistant (IT)	02	-	02
10	Junior Engineer (Electrical)	01	-	01
11	MTS (Office Attendant)	07	-	07
Deputy Registrar Assistant Registrar and its equivalent posts				
12	Deputy Registrar	05	02	03
13	Assistant Registrar	15	05 + 02	08
14	Research Officer	01	-	01
15	Planning Officer	-	-	-
Total		72	12	60

12.4 The vacancies are grouped into three batches for administrative convenience to complete the recruitment process as under:-

S.No.	Batch I	Batch II	Batch III	Grand Total
1	Asstt. Registrar - 9	Jr. Executive - 8	Executive - 6	
2	Sys. Administrator - 1	Assistant - 18	Jr. Assistant - 2	
3	Dy. Registrar - 3	Caretaker - 1	Tech. Assistant (IT) - 2	
4	-	Jr. Engineer (Elect.) - 1	Jr. Executive (Lib) - 1	
5	-	-	Library Assistant - 1	
6	-	-	MTS - 7	
Total	13	28	19	60

12.5 Recruitment Plan:

The proposed recruitment plan to fill up these vacancies on priority basis is proposed as under, subject to the approval of the creation of posts by the Govt. of NCT of Delhi:

Stage	Batch-I (13 Posts)	Batch-II (28 Posts)	Batch-III (19 Posts)
Release of Recruitment Notification through newspapers	2 nd / 3 rd Week of May, 2016	2 nd / 3 rd Week of June, 2016	2 nd / 3 rd Week of July, 2016
Holding of 1 st stage objective type written test	-	2 nd Week of August, 2016	2 nd Week of September, 2016
Declaration of results of the 1 st stage objective type written test	-	Last Week of August, 2016	Last Week of September, 2016
Holding of 2 nd stage descriptive type test/trade test (MTS) and/or interview	Last Week of July/ 1 st Week of August, 2016	Last Week of September, 2016	Last Week of October, 2016
Declaration of final results/ Issue of Offer of Appointments	2 nd Week of August, 2016	1 st Week of October, 2016	1 st Week of November, 2016
Likely joining of newly recruited persons	2 nd Week of September, 2016	1 st Week of November, 2016	1 st Week of December, 2016
Familiarization course for newly recruited officers and staff	January, 2017		

13. Review of the HR Policy

The existing policy of having 1/3:2/3 ratio of direct and contract/deputation appointment of administrative staff may be reviewed after a period of three years as the Committee strongly feels that the ideal ratio of direct and contractual appointments should be 2:1. However, this could be done in the second phase, once the present 1/3rd direct recruitment quota is fully utilized by the University and the staffing is stabilized.

14. Review of the Policy regarding re-employment of Officers/Employees Retired and Superannuation from Government Departments/Organizations in AUD

As regards to ToRs under para 2.6 above regarding changes/modifications in the existing Recruitment Rules for engagement of retired Government officers/employees in AUD in the light of the Finance Department, Govt. of NCT of Delhi Office Memorandum dated 04.12.2015, issued by the Special Secretary (Finance), the Committee observed that implementation of these guidelines would result in change in the policy, earlier approved by the BoM in its meeting held on 11.02.2013. The Committee, therefore, resolved that the matter may be placed before the Finance Committee and Board of Management for appropriate decision.



डॉ. एम. ए. सिकंदर
कुल सचिव

Dr. M. A. Sikandar
Registrar

F.No. AUD/1-23(1)/HR/2016/
5.1.2016

NOTIFICATION

Pursuant to the decision taken by the Establishment Committee in its 14th Meeting held on 05.11.2015, the Vice-Chancellor is pleased to constitute a Committee consisting of the following to review the existing Recruitment Rules for Non-teaching staff of AUD and to formulate a scheme with Action Plan to fill up the vacant non-teaching posts arising out of the Government of NCT of Delhi policy guidelines, issued by the Services Department vide Order No. F.19(11)/2015/S.IV/1890-96, dated 19.10.2015:-

- (i) Prof. Kuriakose Mankootam, Director, SBPPSE & Dean (SS) – Chair
- (ii) Prof. Jatin Bhatt, Dean, SDes - Member
- (iii) The Controller of Finance – Member
- (iv) The Registrar – Member Secretary

2. Terms of Reference:

- (i) To suggest a scheme with Action Plan to fill up the vacant non-teaching posts arising out of Government of NCT of Delhi policy guidelines, issued by the Services Department vide Order No. F.19(11)/2015/S.IV/1890-96, dated 19.10.2015 and the decision taken by the BoM in its 18th meeting (adjourned) held on 2.11.2015 on the subject.
- (ii) To suggest the change in the minimum educational qualifications & experience and maximum age limit prescribed for direct recruits at the entry level posts in Group B & C and defining career path for regular and contractual non teaching employees in the existing Recruitment Rules 2013.
- (iii) To suggest a scheme/pattern of written test and weightage for interview etc. for entry level appointments for the posts of Junior Executive, Assistant, MTS in AUD in conformity with the existing provisions of the Recruitment Rules for Non-Teaching staff.
- (iv) To suggest the changes in the minimum qualifications, method of appointment and promotional avenues for the posts of Assistant Registrar and Deputy Registrar in conformity with the existing MHRD and UGC Regulations /guidelines issued on the subject


5/1/2016

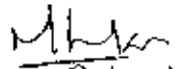
- (v) To review the Grade Pay for the newly created temporary posts viz. Assistant Engineer, Executive Engineer etc for the Campus Development Division of AUD.
- (vi) To suggest suitable changes/modifications in the existing Recruitment Rules for engagement of retired Government officers/employees in AUD in the light of the Finance Department, Govt of NCT of Delhi Office Memorandum dated 04.12.2015, issued by the Special Secretary (Finance).
- (vii) Any other connected matter(s).

3. The Committee can co-opt any internal or external expert(s), if required.

4. The Committee will be assisted by the HR Division and the Assistant Registrar, VCO & Governance.

5. The Committee is expected to submit its report to the Vice-Chancellor within 6 weeks from the date of this Notification

6. The first meeting of the Committee is fixed for 14th January 2016 at 2 30 p.m. in the Committee Room-I.


9/1/2016
REGISTRAR

Copy to:-

1. The Chairperson and Members of the Committee (By Name)
2. The Deputy Registrar (HR)
3. The Assistant Registrar, VCO & Governance
4. Office of the Vice-Chancellor
5. Office Copy

Appendix-2

Salient Features of the Datar Committee Recommendation dated 10.12.2009, on 'Organizational Structure and Personnel Policy', approved by the Board of Management (BoM) in its meeting held on 12.12.2009

1. Structure

- (i) The AUD will have a flat structure with few hierarchical levels aiming at greater efficiency and performance.
- (ii) The staff structure of AUD should not be based on classical structures and seniority based promotion patterns. The Staff should be (a) multi-skilled (b) able to move across a spectrum of jobs vertically as well as horizontally.
- (iii) As far as possible, no function or set of functions, shall involve more than two levels except at the higher levels of decision making.
- (iv) Stresses on organizational chart to clearly define the roles, responsibilities and accountability at each level of staffing
- (v) Each School and Centre will have a core administrative support unit.
- (vi) The number of positions of attendants should be very minimum and to be filled on contractual basis.

2. Career Advancement

- (vii) The Personnel policy of the University should recognize and reward merit to improve efficiency and to develop a healthy work culture.
- (viii) AUD will strive to provide opportunities to its entire staff for vertical career mobility and will improve their career prospects

3. Qualifications, Experience, Method and Mode of recruitment

- (ix) Senior appointments in AUD will be on fixed tenures.
- (x) The method of appointment of staff will be 1/3rd on regular basis and 2/3rd on contractual or on deputation basis at all levels. At any given time, the ratio of fixed tenure appointments to regular appointments would be 2:1
- (xi) The minimum educational qualification for appointment to various positions shall be prescribed by the Establishment Committee and in no case the qualification and experience required shall be lower than those prescribed for corresponding positions in the University system and/or in the Government departments.
- (xii) The qualifications, experience and pay scales for the positions created in Pay Band-3 & Pay Band-4 will be according to the guidelines prescribed by the UGC from time to time.
- (xiii) The **Engineering staff** and Consultant positions for the **campus management division** would be appointed either on deputation or on post-retirement (Re-employment basis) for specific periods.

4. Review of Personnel Policy

- (xiv) Policies on administrative structures and positions will ordinarily be reviewed after every 3 years with a provision of the first review after completion of two years.

5. Salary pattern of Support Staff

- (xv) The support (staff) structure in AUD will be placed in Pay Band-1 & 2.
- (xvi) The Dean, Director, Librarian, Registrar, CoF and Consultant (Project Development) equivalent to Professor (PB 4 + GP 10,000)
- (xvii) Deputy Registrar, Deputy Librarian, Deputy Director – PB-3 + GP 7600/-
- (xviii) Assistant Registrar, Assistant Librarian, Research/Planning Officer, Assistant Director, PRO/Media Officer, Assistant Engineer – PB 3 + GP 5400/-

The salient features of the recommendations of the Mid-Term Review Committee (31.01.2013) with regard to the Personnel Policy approved by the Board of Management in its 9th meeting held on 15.03.2011:-

While there has been good progress in terms of the recruitment of academic staff, the recruitment of administrative staff has not kept pace with the growth of the University in terms of programmes and the increase in enrolment of students. This has resulted in a heavy workload for administrative staff. It has also resulted in uneven workload among some of the academic staff. The problems arising from an inadequate number of administrative staff were further compounded by the exigencies of coping with the lack of a full-time Registrar for an extended period as well as functioning from two separated campuses.

The Mid-Term Review Committee in its report also observed that:

"The University has already initiated an internal process to examine the current state of deployment of staff and its future requirements. This process must be expedited and immediate steps taken to fill existing vacancies, especially vacancies in administrative positions. In order to facilitate recruitment on deputation or on contract, an appropriate, innovative and legally compliant policy for recruitment of administrative staff on fixed-term (say 3 years) contracts must be implemented urgently. The terms and conditions must be such as would attract good talents to apply for these positions. Further, a policy for orientation and training of staff and continuing professional development of administrative personnel should be formulated and implemented keeping in view the vision and mission of the University and its requirements".

Appendix-3

A. Regular: Administrative Posts

Table-1

S.No.	Name of the post	No. of Posts	Pay Band + Grade Pay	Date of BoM Meeting
1.	Registrar	1	PB-4 Rs 37400-67000 + GP Rs 10000	Statutory Post
2.	Controller of Finance	1	PB-4 Rs 37400-67000 + GP Rs 10000	Statutory Post
3.	Deputy Registrar	5	PB-3 Rs 15600-39100 + GP Rs. 7600	6 th Meeting of the BoM held on 12.12.2009
4.	Assistant Registrar	14	PB-3 Rs 15600-39100 + GP Rs. 5400	6 th Meeting of the BoM held on 12.12.2009
		1		13 th Meeting of BoM held on 11.02.2013
5.	Research Officer/Planning Officer	2	PB-3 Rs 15600-39100 + GP Rs 5400	6 th Meeting of the BoM held on 12.12.2009
6.	Public Relation Officer/ Media Officer/ Publication Officer	2	PB-3 Rs. 15600-39100 + GP Rs 5400	-do-
7.	System Administrator (IT)	2	PB-3 Rs. 15600-39100 + GP Rs. 5400	-do-
8.	Assistant Engineer (Civil/ Electrical)	1	PB-3 Rs 15600-39100 + GP Rs. 5400	-do-
9.	Junior Executive (Library)	3	PB-2 Rs. 9300-34800 + GP Rs 4200	6 th Meeting of the BoM held on 12.12.2009
10.	Junior System Administrator (IT)	1	PB-2 Rs. 9300-34800 + GP Rs. 4600	-do-
11.	Junior Executive (IT)	1	PB-2 Rs 9300-34800 + GP Rs 4200	-do-
12.	Technical Assistant (IT)	3	PB-1 Rs 5200-20200 + GP Rs 2800	-do-
13.	Junior Executive	47	PB-2 Rs 9300-34800 + GP Rs 4200	6 th Meeting of the BoM held on 12.12.2009
		1		13 th Meeting of BoM held on 11.02.2013 (for PVC Office)
14.	Security Supervisor	2	PB-2 Rs 9300-34800 + GP Rs 4200	6 th Meeting of the BoM held on 12.12.2009
15.	Assistant	35	PB-1 Rs. 5200-20200 + GP Rs 2800	-do-
16.	Caretaker	2	PB-1 Rs 5200-20200 + GP Rs 2800	-do-
17.	Assistant Caretaker	2	PB-1 Rs. 5200-20200 + GP Rs. 1800	-do-
18.	Attendant (MTS)	20	PB-1 Rs 5200-20200 + GP Rs 1800	6 th Meeting of the BoM held on 12.12.2009
		10		13 th Meeting of BoM held on 11.02.2013
19.	Junior Engineer (Civil/ Electrical)	2	PB-2 Rs 9300-34800 + GP Rs 4200	13 th Meeting of BoM held on 11.02.2013
20.	Library Assistant	2	PB-1 Rs 5200-20200 + GP Rs. 2800	-do-
21.	Horticulturist	1	PB-3 Rs 15600-39100 + GP Rs. 5400	-do-
22.	Gardener Supervisor	1	PB-1 Rs. 5200-20200 + GP Rs. 2800	-do-
23.	Mali (now MTS)	6	PB-1 Rs. 5200-20200 + GP Rs 1800	-do-
24.	Director (IT Services)	1	PB-4 Rs. 37400-67000 + GP Rs. 10000	14 th Meeting of the BoM held on 29.07.2013
25.	Electrician (now MTS)	2	PB-1 Rs 5200 -20200 + GP Rs. 1800	16 th Meeting of the BoM held on 04.04.2014
26.	Plumber (now MTS)	1	PB-1 Rs. 5200 -20200 + GP Rs 1800	-do-
27.	Technical Instructor (Mechanical)	1	PB-2 Rs. 9300 - 34800 + GP Rs 4200	-do-
28.	Technical Instructor (Software & IT)	1	PB-2 Rs. 9300 - 34800 + GP Rs 4200	-do-
29.	Lab Technician - (Mechanical and Materials Workshop)	1	PB-1 Rs 5200 -20200 + GP Rs 1800	-do-
30.	Lab Technician - (Leather and Soft Materials Workshop)	1	PB-1 Rs 5200 -20200 + GP Rs 1800	-do-

S.No.	Name of the post	No. of Posts	Pay Band + Grade Pay	Date of BoM Meeting
31	Studio Assistant	1	PB-1 Rs. 5200-20200 + GP Rs. 2800	17 th Meeting of the BoM held on 07.10.2014
	Total	175		

B. Temporary project posts for Campus Development:

Table-2

S.No.	Name of the post	No. of Posts	Pay Band + Grade Pay	Date of BoM Meeting
1	Co-Director (Technical)	1	PB-4 Rs. 37400-67000 + GP Rs. 10000	6 th Meeting of the BoM held on 12.12.2009
2	Executive Engineer (Civil)	1	PB-3 Rs. 15600-39100 + GP Rs. 7600	18 th Meeting of the BoM held on 05.10.2015 & 02.11.2015
3	Executive Engineer (Services)	1	PB-3 Rs. 15600-39100 + GP Rs. 7600	-do-
4	Assistant Engineer (Civil)	1	PB-3 Rs. 15600-39100 + GP Rs. 5400	-do-
5	Assistant Engineer (Services)	1	PB-3 Rs. 15600-39100 + GP Rs. 5400	-do-
6	Senior Architect	1	PB-3 Rs. 15600-39100 + GP Rs. 7600	-do-
7	Administrative Officer	1	PB-3 Rs. 15600-39100 + GP Rs. 7600	-do-
8	Accounts Officer	1	PB-3 Rs. 15600-39100 + GP Rs. 7600	-do-
9	Junior Executive	1	PB-2 Rs. 9300-34800 + GP Rs. 4200	-
10	MTS	1	PB-1 Rs. 5200-20200 + GP Rs. 1800	-
	Total	10		

Appendix-4

Existing sanctioned Administrative and Technical positions as approved by the BoM, as on 31st December, 2015

Table-1

Group A (Administrative & Technical)

S.No.	Name of the post	PB + GP	No.of posts	In position	vacant
1	Registrar	PB-4 + GP 10000	01	01	
2	Controller of Finance	PB-4 + GP 10000	01	01	
3	Director (IT Services)	PB-4 + GP 10000	01		01
4	Deputy Registrar	PB-3 + GP 7600	05	05	-
5	Assistant Registrar	PB-3 + GP 5400	15	12	03
6	System Administrator (IT)	PB-3 + GP 5400	02	02	-
7	Research & Planning Officer	PB-3 + GP 5400	02	-	02
8	PRO cum Media Officer	PB-3 + GP 5400	01	-	01
9	Publication Officer	PB-3 + GP 5400	01	-	01
10	Horticulturist	PB-3 + GP 5400	01	-	01
		Total	30	21	09

Table-2

Group B (Administrative & Technical)

Sl. No.	Name of the post	Scale of Pay/ PB	Sanctioned	In Position	Vacant
1	Junior System Administrator (IT)	PB-2 + GP Rs 4600	01	-	01
2	Junior Executive (General)	PB-2 + GP Rs 4200	48	8	40
3	Junior Executive (IT)	PB-2 + GP Rs.4200	01	-	01
4	Junior Executive (Library)	PB-2 + GP Rs 4200	03	02	01
5	Security Supervisor	PB-2 + GP Rs 4200	02	02	-
6	Junior Engineer (Civil)	PB-2 + GP Rs 4200	01	-	01
7	Junior Engineer (Electrical)	PB-2 + GP Rs 4200	01	01	-
8	Technical Instructor (Mech.)	PB-2 + GP Rs.4200	01	-	01
9	Technical Instructor (Software & IT)	PB-2 + GP Rs 4200	01	-	01
		Total	59	13	46

Table-3

Group-C (Administrative, Technical & Support Staff)

Sl. No.	Name of the post	Scale of Pay/ PB	Sanctioned	In Position	Vacant
1	Assistant (General)	PB-1 + GP Rs 2800	34	26	08
2	Assistant (Library)	PB-1 + GP Rs.2800	02	-	02
3	Caretaker	PB-1 + GP Rs.2800	02	02	-
4	Technical Assistant (IT)	PB-1 + GP Rs 2800	03	03	-
5	Garden Supervisor	PB-1 + GP Rs.2800	01	01	-
6	Studio Assistant	PB-1 + GP Rs.2800	01	-	01
7	Lab Technician (Mech & Materials Workshop), SDes	PB-1 + GP Rs 1800	01	-	01
8	Lab Technician (Leather & Soft Materials Workshop), SDes	PB-1 + GP Rs 1800	01	-	01
9	MTS (Office Attendant)	PB-1 + GP Rs 1800	30	19	11
10	MTS (Mali)	PB-1 + GP Rs 1800	06	05	01
11	MTS (Electrician)	PB-1 + GP Rs.1800	02	02	-
12	MTS (Plumber)	PB-1 + GP Rs 1800	01	-	01
13	MTS (Assistant Caretaker)	PB-1 + GP Rs 1800	02	-	02
		Total	86	58	28

Table-4

Campus Development (Project Posts)

S.No.	Name of the post	PB + GP	No.of posts	In position	vacant
1	Co-Director (Technical)	PB-4 + GP 10000	01	01	
2	Administrative Officer	PB-3 + GP 7600	01	01	–
3	Executive Engineer (Civil)	PB-3 + GP 7600	01	–	01
4	Executive Engineer (Elect)	PB-3 + GP 7600	01	–	01
5	Architect	PB-3 + GP 7600	01	–	01
6	Accounts Officer	PB-3 + GP 7600	01	–	01
7	Assistant Engineer (Civil)	PB-3 + GP 5400	01	–	01
8	Assistant Engineer (Electrical)	PB-3 + GP 5400	01	–	01
9	Junior Executive (Technical)	PB-2 + GP Rs 4200	01	–	01
10	MTS	PB-1 + GP Rs 1800	01	–	01
		Total	10	02	08

Table-5

Summary of sanctioned positions of Administrative Staff (as on 31.12.2015)

Sl. No.	Regular posts	Total	Project posts for Campus Development	Total
1	Group A	30	08	38
2	Group B	59	01	60
3	Group C	86	01	87
	Total	175	10	185

Dr. P. Srivastava
DR. P. SRIVASTAVA



TELEPHONE : 3234019

FAX : 3234037

TELETYPE : 3234059

INTERNET : ugc.nic.in

POSTAL ADDRESS :

Room-110 B 24

UNIVERSITY GRANTS COMMISSION

BAHADURSHAH ZAFAR MARG

NEW DELHI-110002

SECRETARY

D.O.No.F.1-57/2001(CPP-1)

A.T. L.S.S.

RECEIVED

Reg. Off. Office

Date 5/5/2002

RECEIVED

Director's Office

Date 5/5/2002

11 May 2002

The Expenditure Reforms Commission in its Ninth Report has, inter alia, observed that the proportion of non-academic staff in educational institutions is too high by any standards. It not only puts strains on scarce resources but also often becomes a hindrance in smooth functioning of the organization. The Report has recommended that education department should provide college academic institutions in categories depending on the support service such institutions provide and for a fixed percentage of non-academic staff in the range of 10% to 20%. This ratio should be attained within next few years by closing concerned non-academic posts. 25% of non-academic positions falling vacant in a year will be considered as a success. The remaining 75% positions could be allowed to be filled up at the discretion of head of the institution so that vacancy in essential positions do not disrupt work. Maintenance grant to such institutions should be reduced to the extent of positions abolished as above, after allowing these institutions to retain a part of the savings for being used for important programmes.

The Commission in its meeting held on 21.3.2002 considered the matter in detail. It was decided that Central and Deemed Universities and Delhi Colleges/BHU Colleges receiving maintenance grant be requested to take the following steps to fulfill this objective in next 5 years.

1. Redundant vacant posts like Bhisti, Gas Mechanic, Book Binder, Ward, Janitor etc. should be abolished, and it may also be ensured that no such posts are created in future.
2. Such remaining posts as given at S.No.1 above should also be abolished as and when these fall vacant due to superannuation, retirement and death etc.

Control

3234019

25

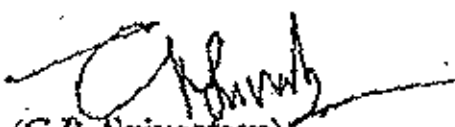
3. No new non-teaching posts be sanctioned in Central & Deemed Universities during X Plan.
4. The work related to transportation, cleanliness & security should be assigned to a private agency instead of engaging regular staff for this purpose.
5. Resultant vacancies due to superannuation, retirement and death etc. may not be filled up without the approval of UGC.
6. All casual/daily wage/ad-hoc/temporary staff appointed without sanctioned posts being available be dispensed with immediately.

shall be grateful if you take necessary action to implement the above decisions of Commission and reduce the ratio of academic to non-academic staff to 1:1.5 to 1:2 in the next five years as recommended by the Expenditure Reform Commission in its Ninth Report.

A compliance report in this regard be sent to the Commission quarterly.

With regards,

Yours sincerely,


(C.P. Srivastava)

Prof. R.R. Singh
Director
Tata Institute of Social Sciences
Shan-Trombay Road

CONFIDENTIAL**UNIVERSITY GRANTS COMMISSION**Meeting: 474thDate : 6th January, 2011ITEM NO.2.02:

TITLE OF THE ISSUE UNDER DISCUSSION	To consider the guidelines on the norms for teacher to student ratio for various disciplines/programmes and teaching to non-teaching ratio in Central Universities and UGC maintained Deemed to be Universities

BACKGROUND

As per the existing practice, the posts of teaching and non-teaching staff are created in Central Universities/UGC fully funded Deemed Universities and Colleges on the basis of the recommendations of the Visiting Committees or any other committees constituted from time to time by the University Grants Commission. Hence, as such there is no set/scientific basis for creation of posts and is being done on ad hoc basis.

In 1992, UGC constituted a Committee on "UGC Funding of Institutions of Higher Education" under the Chairmanship of Justice Dr. K.Punnayya. The Punnayya Committee had recommended in its report that the teacher-student ratio should be 1:12. Further, in the case of Non-teaching staff, UGC had issued the instructions to maintain the ratio of teaching to non-teaching staff as 1:3 in pursuance of the recommendations of the Punnayya Committee in 1992. But later, Expenditure Reforms Commission (ERC) in its Ninth Report, has, inter alia, recommended that the Education Department should divide existing academic institutions in categories depending on the support service such institutions provide and fix the ratio of academic staff to non-academic staff in the range of 1:1.5 to 1:2. Such a ratio was envisaged to be attained within the next few years by concerned academic institutions while abolishing 75%

of non-academic positions falling vacant in a year till the desired ratio is achieved. The remaining 25% positions could be allowed to be filled up at the discretion of head of the institution so that vacancy in essential positions do not disrupt work. Accordingly, the Commission issued necessary instructions in 2002 to all Central Universities to fulfill the objectives in next five years.

Ministry of HRD vide its D.O. No.F.20-6/2008-Desk(U) dated 27th May, 2008 (Annexure-I) (P.9-10) has informed that the Department of Expenditure, Ministry of Finance vide their note dated 19.3.2008 has approved delegation of powers to the Ministry for creation of faculty and non-faculty positions in technical and management institutions like IITs, NITs and IIMs etc. subject to adherence to certain norms. While for creation of faculty posts, the teacher-pupil ratio varies from institute to institute, for non-faculty posts, a uniform norms for faculty to non-faculty ratio of 1:1.1 for all the institutions has been prescribed.

It was felt that at present faculty to non-faculty ratio in most of the Central Universities is on a much higher side than what has hitherto prescribed in terms of the recommendations of the Expenditure Reforms Commission. Similarly, for teaching posts there is a need to lay down appropriate norms for creation of posts rather than resorting to adhoc measures.

In order to evolve set norms for teacher - student ratio and teaching - non-teaching ratio in Central Universities/UGC fully funded Deemed Universities and Colleges, the Chairman, University Grants Commission constituted a Committee under the Chairmanship of Prof. J.A.K. Tareen, Vice-Chancellor, Pondicherry University and former UGC Commission Member.

The Committee had two meetings in the UGC to consider the guidelines on the norms for teacher to student ratio for various disciplines/programmes and teaching to non-teaching ratio in central universities and UGC maintained deemed to be universities.

The Committee perused and discussed the norms for creation of teaching post and non-teaching posts in respect of colleges affiliated to University of Delhi.

The Committee also perused the views/comments invited by the UGC on the norms for evolving teacher-pupil ratio and teaching to non-teaching ratio from Central Universities, UGC maintained Deemed to be Universities.

After going through all the available papers/documents and detailed discussion, the following were recommended:

TEACHER-STUDENT RATIO

The UGC Regulations for Appointment of Teaching and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 states as under:-

"The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University / College for which necessary space and infrastructure should be provided by the University / College. Direct teaching-learning process hours should be as follows.

Assistant Professor	16 hours
Associate Professor and Professor	14 hours

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher."

After discussing the norms for creation of teaching posts in case of Colleges affiliated to University of Delhi, views / comments invited from the Central Universities/ UGC maintained Deemed to be Universities and UGC Regulations for Appointment of Teaching and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010, the Committee recommends the following teaching to student ratio in

Central Universities and UGC maintained Deemed to be Universities for various discipline as under :-

PG Programme

(i)	For Science Programme	1:10
(ii)	For Humanities / Social Sciences	1:15
(iii)	Commerce & Management	1:15
(iv)	Media & Mass Communication	1:10

UG Programme

(i)	Social Sciences	1:30
(ii)	Sciences	1:25
(iii)	B.Ed. / B.El.D	As per NCTE norms
(iv)	Media & Mass Communication	1:15

There should be a minimum of 20 students in a class except in case of newly established Central Universities. The minimum number of teacher should be in the ratio of 1: 2: 4 in a department.

If the number of students is less than 20 in a class, the departments are expected to design other courses such as diploma, certificate and soft core courses so as to meet the minimum workload requirements failing which university may transfer those positions to other departments as and when it falls vacant.

TEACHING TO NON-TEACHING RATIO .

The Committee recommended that the teaching to non-teaching ratio should be as under:-

1:1.1	Non-Teaching (Ministerial) (for Unitary Universities)
1:0.40	Non-Teaching (Technical)
1:1.30	Non-Teaching (Ministerial) (for affiliating Universities)

A copy of the Guidelines as finalized by the Committee on the norms for Teacher-Student Ratio for various disciplines/ programmes and Teaching to Non-Teaching Ratio in Central Universities/ UGC maintained deemed to be universities is enclosed (Annexure-II)(P.11-12).

Table showing the existing sanctioned posts pay scale/ band/ Grade Pay, Method of appointment and educational qualification and experience prescribed and proposed by the RRs Review Committee

Administrative Support

		EXISTING				PROPOSED					
*Depending upon the functional requirement will be decided each time by the competent authority.											
Sl. No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
1	Executive	-	-	-	-	PB-2 Rs 9300- 34800 + GP 4600/-	HR & General Administration	18	1/3 rd by direct recruitment, 1/3 rd by Promotion among the Junior Executives with 5 years regular service in AUD failing which by Contract/ Deputation and 1/3 rd by Contract/Deputation	i. Post graduate degree with at least 50% marks ii. Three years post qualification experience in a responsible position equivalent to Jr Executive level (PB-2+ GP 4200) in Universities/ Institutions of Higher learning/ Govt Departments/ comparable experience in a reputed private organization in the relevant field OR i. Graduate with at least 50% marks ii. Five years post qualification experience in a responsible position equivalent to Jr. Executive level (PB-2+GP 4200) in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organizations in the relevant field	To balance the cadre and also to provide sufficient promotional opportunities for Junior Executive 18 Posts of Junior Executives are proposed to be upgraded as Executives. The post of executive will be feeder grade for Assistant Registrar, Group-A
							Finance and Accounts			i. Post graduate in Commerce or Post graduate with Inter CA/	

										Inter ICWAI or MBA (Finance) ii Three years post qualification experience as Junior Executive level (PB-2+GP 4200) in Universities/ Institutions of Higher learning/ Govt Departments/ comparable experience in a reputed private organizations in the relevant field OR i Graduate in Commerce or Graduate in other subjects with Inter CA/ Inter ICWAI or BBA with specialization in Finance ii. Five years post qualification experience of Junior Executive level (PB-2+GP 4200) in Universities/ Institutions of Higher learning/ Govt Departments/ comparable experience in a reputed private organizations in the relevant field	
							Secretarial Assistance			i. Graduate with at least five years post qualification experience at Junior Executive level (PB-2+GP 4200) or equivalent position in managing the office of senior functionary in Universities/ Institutions of Higher learning/ Govt Departments/ top level executive in corporate sector in the relevant field ii. Working knowledge of English shorthand.	

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority.					
Sl. No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
2	Junior Executive	PB-2 Rs 9300- 34800 + GP 4200/-	48	1/3 rd by Direct Recruitment 2/3 rd by Deputation/ Contract	Essential: Bachelor's Degree from a recognized University or Institutions with at least 50% marks either at the Bachelor's or at the Master's level. Desirable: Excellent knowledge of Computer applications like MS-office, internet etc	PB-2 Rs.9300- 34800 + GP 4200/-	HR & General Administra- tion	30	1/3 rd by Direct Recruitment 2/3 rd by Promotion among the Assistant with 10 years regular services in AUD failing which by Contract/ Deputation	i. Graduate/Post Graduate with at least 50% marks from a recognized University or Institution ii. Five years post qualification experience in the relevant field in Universities/ Institutions of Higher learning/ Govt Departments/ comparable experience in a reputed private organization	No substantial change is proposed
							Finance and Accounts			i. Graduate/Post Graduate in Commerce with at least 50% marks OR Any Graduate/Post Graduate with Inter CA/ Inter ICWAI with at least 50% marks OR BBA/ MBA (Finance) with at least 50% marks ii. Five years post qualification experience in the relevant field in Universities/ Institutions of Higher learning/ Govt Departments/ comparable experience in a reputed private organizations.	188

							Secretarial Assistance			i. Graduate/Post Graduate with at least 50% marks from a recognized University or Institutions ii. Five years post qualification experience in the relevant field at the level of Assistant (PB-1 + GP 2400/-) in managing the office of a senior functionary in Universities/ Institutions of Higher learning/ Govt Departments/ top level executive in corporate sector. iii Working knowledge of English shorthand.	
3	Assistant	PB-1 Rs.5200-20200 + GP Rs 2800	34	1/3 rd by Direct Recruitment 2/3 rd by Deputation/ Contract	Essential: (i) 10+2 or equivalent from a recognized Board (ii) A minimum typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer. Desirable: (i) Excellent knowledge of Computer applications like Ms-Office, Internet etc (ii) At least 2 years experience in a University System / Educational Institutions	PB-1 Rs 5200-20200 + GP Rs.2400	HR & General Administration	34 + 2 (including caretaker)	40% (20 posts) by Direct Recruitment 50% by Contract 10% by promotion among the Junior Assistants/ Assistant Caretakers with 8 years regular service failing which by contract.	Graduate with at least three years of post qualification experience in the relevant field in Universities/ Institutions of Higher learning/ Govt Departments/ comparable experience in a reputed private organization.	The existing grade pay of Rs 2800/- has been rationalized to Rs 2400/- keeping in view of the comparable positions in the University System/ Govt. Departments. Two posts of Caretaker are to be re-designated as Assistant-cum-Caretaker for further promotional opportunities The method of recruitment is changed to 40% by Direct Recruitment and 60% by Deputation/ Contract

		EXISTING				PROPOSED					
Sl. No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
							Finance and Accounts			i A Bachelor's Degree in Commerce OR A Graduate in other subjects with Inter CA/ Inter ICWAI OR BBA/MBA (Finance) ii Three years post qualification experience in the relevant field in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organization	
							Secretarial Assistance			i Graduate from a recognized University ii Three years post qualification experience in the relevant field in managing the office of a senior functionary in Universities/ Institutions of Higher learning/ Govt Departments/ top level executive in corporate sector iii Working knowledge of English shorthand.	

190

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority.					
Sl. No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
							Caretaker	02		Essential: i. 10+2 or equivalent from a recognized Board ii. ITI Trade Certificate in Civil/ Plumbing/ Electrical with three years' post qualification experience of caretaking services of Govt./Institution buildings. OR Six years post qualification experience of caretaking services of Govt./Institution buildings Desirable: Working knowledge of Civil maintenance (plumbing / electrical work)	
4	Caretaker	PB-1 Rs.5200-20200 + GP Rs.2800/-	02	Direct Recruitment		PB-1 Rs.5200-20200 + GP Rs.2400/-	-	-	-	-	To be merged with the cadre of Assistant.
5	Jr. Assistant/ Assistant Caretaker	-	-	-	Essential Qualification for Assistant Caretaker. (i) Matriculation from recognized school/Board (ii) Working knowledge of Civil maintenance (plumbing / electricity) Desirable: ITI Certificate	PB-1 Rs.5200-20200 + GP Rs.1900/-	NA	03 + 02	100% Promotion failing which 1/3 rd (2 posts) by Direct Recruitment 2/3 rd (3 posts) by Contract	Direct Recruitment Essential: i. 10+2 or equivalent from a recognized Board. ii. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer (35 words per minute and 30 words per minute correspond to 10500 key depressions per hour (in	Three posts of MTS (Office Attendant) and two posts of Assistant Caretaker in PB-1 + GP Rs.1800/- are proposed to be upgraded for promotional opportunities of MTS

Library Services

EXISTING						PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority.					
Sl No	Name of the Post	Pay Scale Prescribed	No of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
1	Junior Executive (Library)	PB-2 Rs 9300-34800 + GP 4200/-	03	1/3 rd by Direct Recruitment 2/3 rd by Deputation/ Contract	Essential: i. M Lib Science / M.L.I.Sci. or equivalent with 50% marks OR Master's Degree in Arts/Science/Commerce/any other discipline with 50% marks and B Lib Science with 50% marks ii. 2 years Professional experience of a Library of Standing Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.	No Change	NA	03	1/3 rd by Direct Recruitment 2/3 rd by Deputation/ Contract	No changes proposed	No changes proposed
2	Library Assistant	PB-1 Rs.5200-20200 + GP 2800	02	Deputation/ Contract	Essential: (i) Bachelor's Degree from a recognized University with working knowledge of computer applications. (ii) Diploma or Certificate in Library Science. Desirable: Working experience in a computerized Library of State Government/Universities/Recognized Research Institutions / Semi-Govt./ Public Sector Undertaking and Autonomous Organizations	No Change	NA	02	50% by Direct Recruitment 50% by Deputation/ Contract	No changes proposed	One post each for direct recruitment and deputation/ contract is proposed

IT Services

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority					
Sl. No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
1	System Administrator (IT)	PB-3 Rs 15600-39100 + GP 5400/-	02	Contract/ Deputation	Essential: - Post graduate Degree in Computer Science/Information Technology / B Tech or Master's in Computer Applications (MCA) with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale alongwith professional certification from Microsoft / Oracle / Cisco / Sun / Red Hat. - At least 5 years' experience in managing networking and installation of packages in University / Government / Public / Private Organization of repute. Desirable: - Working experience on Microsoft IIS Webserver and LINUX-Apache Server, and Implementation of Intrusion Protection System (IPS) - Working experience of ERP implementation, problem solution in a University system or Educational Institutions of Higher Learning.	No change	NA	02	50% by direct recruitment 50% by promotion/ Contract/ Deputation	Direct recruitment No changes proposed Promotion/Deputation Five years regular service as Junior System Administrator IT in PB-2 + GP Rs 4600/-	Change in method of appointment is proposed

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority.					
Sl. No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
2	Junior System Administrator (IT)	PB-2 Rs.9300-34800 + GP 4800/-	01	Deputation/ Contract	Essential: B.Tech/VBE Computer Science / Electrical Engineering / Electronics Engineering / MSC / MCA with one year experience OR relevant / specialized Bachelor's degree in Physics/ Maths/ Statistics/ Computer Science/ BCA with 2 years experience in e-governance of Educational Administration/ Managing networks. Desirable: i. Professional Certification from Microsoft/ Oracle/ Cisco/ Sun/Red Hat. ii. ERP implementation, problem solution in a University system or Educational Institutions of Higher Learning.	No Change	NA	01	Deputation/ Contract	No changes proposed	No changes proposed
3	Junior Executive (IT)	PB-2 Rs.9300-34800 + GP 4200/-	01	Deputation/ Contract	Essential: B.Tech/VBE (Computer Science)/ MSc. Computer Science / IT/ MCA/MBA(IT) with at least 50% marks, and one year's experience OR i. Bachelor's Degree in Physics/Maths/Statistics/Computer Science/BCA with at least 55% marks ii. 2 years experience in administering and supervision of computer systems. Desirable: i. Experience in Purchase, Procurement and AMC of	No Change	NA	01	Deputation/ Contract	No changes proposed	No changes proposed

					all IT related Hardware Software/ Networking and other Services. B. ERP Implementation, problem solution in a University system or Educational Institutions of Higher Learning.						
4	Technical Assistant (IT)	PB-1 Rs.5200- 20200 + GP 28000/-	03	2/3 rd by Direct Recruitment 1/3 rd by Deputation/ Contract	Essential: 10+2 with 3 years of work experience of Computer Applications / Hardware & Networking in Computer Centre / Lab in University / Government / Public / Private organizations Desirable: B Sc with diploma in Computer Applications	No Change	NA	03	2/3 rd by Direct Recruitment 1/3 rd by Deputation/ Contract	No changes proposed	No changes proposed

Technical Posts for various Schools

(i) School of Design (SDes)

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority.					
Sl. No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization	No of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
1	Technical Instructor (Mech.)	PB-2 Rs.9300-34800 + GP 4200/-	01	Contract	Essential Qualification: i. Three years Diploma in Mechanical/ Electrical Engineering from an recognized university/ institute with at least 55% marks. ii. At least 8 years experience in installation, running and maintenance of different types of plastic, metal and wood working machinery iii. Proficiency in using and demonstrating basic hand and portable machine tools related to plastic, metal and wood working iv. Working knowledge of engineering drawing and AUTO CAD Desirable: 1-2 years of teaching experience in relevant field with govt. or private organization.	No Change	NA	01	Contract	No changes proposed	Please see the recommendations under para 10.11
2	Technical Instructor (Software & IT)	PB-2 Rs.9300-34800 + GP 4200/-	01	Contract	Essential Qualification: Bachelor of Engineering in computer science/ IT/ electronics and communication or bachelor of computer application from a recognized university/ institute, with minimum of 60% marks or equivalent	No Change	NA	01	Contract	No changes proposed	Please see the recommendations under para 10.11

					grade. ii. Comprehensive knowledge of AutoCAD, 3D Studio, Rhino, Adobe, other graphic and similar software on both Mac and Windows platform with an ability to teach and guide students. iii. Competency in hardware upkeep and maintenance of computer labs. Desirable: At least 2 years of working experience as teacher/ trainer in 3D Modeling and Graphic software.						
3	Lab Technician (Mech. & Materials Workshop)	PB-1 Rs 5200-20200 + GP 1800/-	01	Contract	Essential Qualification: i. Matriculation or equivalent with at least 55% marks with diploma in fitter trade from ITI/ mechanical engineering from a recognized university/institute ii. At least 3 years experience in installation, running and maintenance of different types of metal/ wood working machinery Desirable: 1 year of teaching/ training experience in relevant field with govt. or private organization.	No Change	NA	01	Contract	No changes proposed	No changes proposed
4	Lab Technician (Leather & Soft Materials Workshop)	PB-1 Rs 5200-20200 + GP 1800/-	01	Contract	Essential Qualification: i. Matriculation or equivalent with at least 55% marks. ii. Minimum 5 years experience in cutting, sewing and pattern making of fashion accessories like bags, purses, wallets, belts, etc.	No Change	NA	01	Contract	No changes proposed	No changes proposed

					Desirable: Proficient hands-on skills and experience of working in leather goods construction and production industry/ unit						

(ii) School of Culture and Creative Expressions (SCCE)

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority					
Sl. No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
1	Studio Assistant	PB-1 Rs.5200-20200 + GP 2800/-	01	Contract	Essential Qualification: 10 + 2 or equivalent from recognized Board. Working knowledge to handle equipment and material used in visual art and performance art programmes. Experience: Working knowledge of carpentry and electrical work for at least 2 years Desirable: A diploma in Fine Art/Commercial Art/Sculpture Knowledge of Computer Applications.	No Change	NA	01	Contract	No changes proposed	No changes proposed

Security and Maintenance Staff

EXISTING						PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority					
Sl No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
1	Horticulturist	PB-3 Rs 15600-39100 + GP 5400/-	01	Contract/ Deputation	Essential: M.Sc in Agriculture/ Horticulture with at least 55% marks and at least three years experience as Horticulturist of equivalent position preferably in an <i>Government Establishment</i> (e.g.: bodies like MCD, NDMC or DDA etc)/ Educational Institute or commercial establishment of repute. OR B.Sc. Agriculture/Horticulture with at least 8 years experience as Horticulture Assistant or equivalent position in any reputed educational institutions Desirable: Experience in landscaping	PB-3 Rs 15600-39100 + GP 5400/-	NA	01	Contract/ Deputation	Essential: M.Sc. in Agriculture/ Horticulture with at least 55% marks and at least three years experience as Horticulturist or in equivalent position in PB-2 + GP Rs.4600/- preferably in an Government Establishment (e.g.: bodies like MCD, NDMC or DDA etc.)/ Educational Institute or commercial establishment of repute. OR B.Sc. Agriculture/ Horticulture with at least 8 years experience as Horticulture Assistant in PB-2 + GP Rs.4200/- or equivalent position in any reputed educational Institutions Desirable: Experience in landscaping.	Slight changes in the essential qualification highlighted in "bold letters" are proposed

200

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority					
Sl No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
2	Security Supervisor	PB-2 Rs.9300-34800 + GP 4200/-	02	Deputation/ Contract	Essential: 1 Bachelor's degree or equivalent qualification from a recognized University. 2 At least 10 years experience in Police / Central Para-Military Forces / Armed Forces of the Union not below the rank of Assistant Sub-Inspector (Exe) / Naib Subedar or an equivalent position with Exemplary service. 3 Holding a Valid Driving Licence to ride Jeep/Motor Cycle. Desirable: 1 Completion of a course in Fire Fighting or Unarmed Combat Course in Army or para-Military Force. 2. Knowledge of Local Police Act 3. Experience of handling / supervising private / similar security jobs 4 Good command over spoken English and Hindi	No Change	NA	02	Deputation/ Contract	No changes proposed	No changes proposed

201

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority.					
Sl No	Name of the Post	Pay Scale Prescribed	No of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
3	Junior Engineer (Civil)	PB-2 Rs.9300-34800 + GP 4200/-	01	Deputation/ Contract	Essential: B.E /B.Tech in Civil Engineering from a recognized University with 50% marks. OR Three years full time (or equivalent) Diploma in Civil/Structural Engineering with 50% marks from a recognized institute with minimum one year experience in the related field.	No Change	NA	01	Deputation/ Contract	No changes proposed	No changes proposed
4	Junior Engineer (Electrical)	PB-2 Rs.9300-34800 + GP 4200/-	01	Deputation/ Contract	Essential: B.E /B.Tech in Civil Engineering from a recognized University with 50% marks OR Three years full time (or equivalent) Diploma in Civil/Structural Engineering with 50% marks from a recognized institute with minimum one year experience in the related field.	No Change	NA	01	Direct	No changes proposed	The method of appointment is changed from Deputation/ Contract to Direct recruitment basis
5	Garden Supervisor	PB-1 Rs.5200-20200 + GP 2800/-	01	Contract	Essential. Matriculation from recognized School/Board. At least 5 years experience as Skilled Mali or an equivalent post in a University/Research Institutions/Gardens maintained by Civic bodies	No Change	NA	01	Contract	No changes proposed	No changes proposed

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority					
Sl. No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
6	MTS (Office Attendant)	PB-1 Rs.5200-20200 + GP 1800/-	30	Contract	Essential: Matriculation from recognized school/Board OR ITI Pass	No Change	NA	27	25% (07 posts) by Direct Recruitment 75% (20 posts) by Contract	No changes proposed	Three posts are proposed to be upgraded as Junior Assistant for making promotional avenues for MTS 25% by direct recruitment is proposed
7	MTS (Mali)	PB-1 Rs 5200-20200 + GP 1800/-	06	Contract	Essential: (i) 8 th class passed or its equivalent examination from a recognized school or institutions. (ii) Elementary knowledge in gardening/landscaping with agricultural background. (iii) Must be conversant with gardening operations.	No Change	NA	06	Contract	No changes proposed	No changes proposed
8	MTS (Electrician)	PB-1 Rs.5200-20200 + GP 1800/-	02	Contract	Essential: (i) Matriculation from recognized School/Board (ii) ITI Diploma in Electricals Trade (iii) Must have minimum practical experience of 5 years in erection & running, maintenance of different types of electrical appliances and installations including UG cable systems	No Change	NA	02	Contract	No changes proposed	No changes proposed

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority.					
Sl. No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
9	MTS (Plumber)	PB-1 Rs 5200-20200 + GP 1800/-	01	Contract	Essential: (i) Matriculation from recognized School/Board (ii) Should possess Industrial Training Institute (ITI) trade certification OR equivalent in the trade with at least 5 years practical experience in the trade (iii) Should have a working knowledge of various types of special tools used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him (iv) Should be able to follow drawings and sketches and execute work according to lay out (v) Should possess plumbing license tax where such licenses are issued by local authorities.	No Change	NA	01	Contract	No changes proposed	No changes proposed

204

Deputy Registrar/ Assistant Registrar and its equivalent posts where the minimum qualification, pay scale, method of recruitment are regulated by MHRD/ UGC guidelines.

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority.					
Sl No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
1	Deputy Registrar	PB-3 Rs.15600-39100 + GP 7600/-	05	1/3 rd Direct Recruitment 2/3 rd Contract/ Deputation	Essential: i. Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC 7 point scale ii. Nine years of experience as Assistant Professor in the Academic Grade Pay (AGP) of Rs.6000/- and above with experience in educational administration. OR Comparable experience in research establishment and / or other Institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post. Desirable : i. Master's degree in Management / Law / Computer Applications ii. Chartered Accountancy / Cost Accountancy / Company Secretary iii. Good knowledge of computer applications. iv. Experience in University Administration / Finance and familiar with the working of University Bodies and Institutions. Thorough knowledge of service matters / accounts / budget / conduct of examinations	No Change (Placement at PB-4 + GP 8700/- on completion of five years service with re-designation as a joint registrar as per MHRD/ UGC guidelines)	HR & General Admn./ Finance & Accounts	05	75% by Direct Recruitment 25% by Promotion failing which by direct recruitment/ deputation (as per MHRD/UGC guidelines)	Direct Recruitment Existing qualification and experience are retained Promotion Five years regular service as Assistant Registrar in senior scale (PB-3 + GP 6600/-)	Changes proposed in method of recruitment as per MHRD/UGC guidelines

205

2	Assistant Registrar	PB-3 Rs 15600-39100 + GP 5400/-	15	1/3 rd Direct Recruitment 2/3 rd Contract/Deputation	Essential: (i) Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC seven point scale. OR (ii) Section officers or equivalent who are holding Bachelor's Degree with at least 50% marks or its equivalent grade from a recognized university with 5 years administrative or equivalent experience in a University or similar organization, will also be eligible to apply Desirable: i. Experience in Supervisory or equivalent Cadre in a Group 'B' post in a Government Departments or a University or Educational or Research Institutions or Teaching or Research experience along with proven administrative capabilities ii. Good knowledge of computer applications and office procedure. iii. LLB or MBA or CA or MCA or equivalent qualification	No Change (Eligible for placement in PB-3 + GP 6800/- after completion of eight years of regular service under Career Advancement Scheme (CAS) as per MHRD/UGC guidelines)	HR & General Admn./ Finance & Accounts	15	50% by Direct Recruitment and 50% by Promotion falling which by direct recruitment (as per this MHRD/UGC guidelines)	Direct Recruitment Essential: i. Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC seven point scale ii. At least three years post qualification experience in a supervisory capacity in a relevant field, equivalent to a Group 'B' post in a Govt. Departments or a University or Educational or Research Institutions or Teaching or Research experience or similar corporate experience in a reputed private organization along with proven administrative capabilities. Desirable: i. LLB or MBA or CA/ICWA/CS or MCA or equivalent qualification ii. Knowledge of Govt. Rules and Office Procedures Promotion: By Departmental Competitive Test amongst the Executives (PB-2 + GP 4600/-) with five years regular service in AUD

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority					
Sl No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
3	Research Officer	PB-3 Rs.15600-39100 + GP 5400/-	01	Contract/ Deputation	Essential: Master's degree in Economics/Statistics/Education/ Operational Research/ Management with NET/ Ph.D (as per the norms prescribed by UGC from time to time). Desirable: Familiarity with quantitative / qualitative research methods, Experience in planning & Institutional research.	No change	Planning	02	50% by direct recruitment 50% by Contract/ Deputation	Essential: i. Master's degree in Economics/Statistics// Operational Research/ Management with 55% marks or its equivalent grade of 'B' in the UGC seven point scale ii At least three years post qualification experience in a relevant field in a Govt Departments/ University/ Research Institutions OR At least three years post qualification Teaching/ Research experience/ similar corporate experience in a reputed private organization along with proven administrative capabilities. Desirable: Ph D and familiarity with quantitative / qualitative research methods, Experience in planning & Institutional research.	To be re-designated as Assistant Registrar (Planning)
4	Planning Officer	PB-3 Rs 15600-39100 + GP 5400/-	01	Contract/ Deputation	Essential: Master's degree in Economics/Statistics/Education/ Operational Research / Management with NET / Ph D (as per the norms prescribed by UGC from time to time). Desirable: Familiarity with quantitative / qualitative research methods, Experience in planning & Institutional research.						
5	PRO cum Media Officer	PB-3 Rs 15600-39100 + GP 5400/-	01	Contract/ Deputation	Essential: i Master's degree in Mass Communication / Journalism / PR / English with 55% marks or equivalent from an Indian University ii. At least 5 years of experience on a post carrying Pay Band (2) Rs 9300-34,800+GP:4800	No change	Public Relations (PR)	01	Contract/ Deputation	Essential. i Master's degree in Mass Communication / Journalism / PR / English with 55% marks or equivalent grade of 'B' in the UGC seven point scale ii At least three years post qualification experience in Public Relations	To be re-designated as Assistant Registrar (Public Relations)

					or equivalent in public relations activities including press and electronic media, preparation of publicity material etc preferably in a University or Institutions of higher education or reputed public sector iii. Excellent Command of English & Hindi languages both in speaking and writing and strong communication skill.					activities including Press and Electronic Media, preparation of publicity material etc, preferably in a University or Institutions of higher education or reputed public sector in a responsible capacity. Desirable: Good communication skills in English & Hindi	
6	Publication Officer	PB-3 Rs 15600-39100 + GP 5400/-	01	Contract/Deputation	Essential: i. Master's degree in Mass Communication / Journalism / PR / English with 55% marks or equivalent from an Indian University. ii. At least 5 years of experience on a post carrying Pay Band (2) Rs 9300-34,800+GP;4800 or equivalent in public relations activities including press and electronic media, preparation of publicity material etc, preferably in a University or Institutions of higher education or reputed public sector iii. Excellent Command of English & Hindi languages both in speaking and writing and strong communication skill.	No change	Publication	01	Contract/Deputation	Essential: i. Master's degree in Mass Communication / Journalism / PR / English with 55% marks or equivalent from an Indian University ii. At least three years post qualification experience in Editing, Printing, and Publications related work in a Govt. Departments/ University/ Institutions of higher education or reputed public sector in a responsible capacity Desirable: Good communication skills in English & Hindi	To be re-designated as Assistant Registrar (Publication)

Temporary posts created for Campus Development Division

		EXISTING				PROPOSED					
						*Depending upon the functional requirement will be decided each time by the competent authority.					
Sl. No	Name of the Post	Pay Scale Prescribed	No. of Posts	Method of appointment	Educational Qualification & Experience	Pay Scale Prescribed	Specialization*	No. of Posts	Method of appointment	Educational Qualification & Experience	Remarks/ Recommendations
1	Co-Director (Technical)	PB-4 Rs 37400-67000 - GP 10000/-	01	Deputation/ Contract	Essential: B.E. / B.Tech in Civil/ Electrical Engineering with 50% marks from any recognized University and with minimum six years experience as Executive Engineer with GP of Rs.7600/- Desirable: Supervision of construction preferably of Institutions of Higher Education/PSUs	No Change	NA	01	Deputation/ Contract	No changes proposed	No changes proposed
2	Administrative Officer	PB-3 Rs.15800-39100 - GP 7600/-	01	Contract	Essential: i. A graduate or Post - Graduate degree. ii. Experience: 25 years, out of which at least 5 years in PB 3 with GP Rs 7600/- iii. The candidate should have experience of working in Govt./Semi Govt./ Autonomous organizations/ Central/ State Universities as Administrative Officer having dealt with General Administration, HR and Purchase etc. He should have exposure to handling legal contracts, correspondence with Government Departments etc. Preference will be given to those who have experience of handling similar works in State/Centre Departments/Universities/ public sector organizations/ educational institutions etc.	No Change	NA	01	Contract	No changes proposed	To be re-designated as Deputy Director, Campus Development

3	Accounts Officer	PB-3 Rs 15600-39100 + GP 7600/-	01	Contract	Essential: i. A Bachelor's or Master's degree ii. Experience: 25 years, out of which at least 5 years in PB 3 with GP Rs.7600/- iii. The candidate should have experience as Finance and Accounts Officer in the Finance Departments of a Govt /Semi Govt / Autonomous Organizations. He should have experience in handling contracts, budgeting, making annual projections and handling day-to-day matters in Finance. Preference will be given to those who have experience in large construction projects, making project reports, estimates and obtaining approvals with Government Departments.	No Change	NA	01	—	—	For the time being One Assistant Registrar from Finance Division will be deputed to Campus Development to handle the Finance Work. The matter will be reviewed as and when the requirement for more position for Finance specialization in Campus Development Division.
4	Executive Engineer (Civil)	PB-3 Rs 15600-39100 + GP 7600/-	01	Deputation/ Contract	Essential: Bachelor's degree in Civil Engineering with 80% marks. Experience: 9 years after graduation The applicant should have worked in planning and designing of large Institutional Campuses, Residential Colonies, Multi-storeyed Buildings, including services works. He should be familiar with the softwares and tools for Contract Management. Preference will be given to those who are having experience of handling similar works in State/Centre Departments/public sector organization/ educational Institutions etc.	No Change	NA	01	Deputation/ Contract	No changes proposed	To be re-designated as Senior Project Engineer

5	Executive Engineer (Electrical)	PB-3 Rs 15600-39100 + GP 7600/-	01	Deputation/ Contract	Essential: Bachelor's degree in Electrical Engineering with 60% marks. Experience: 9 years after graduation The official should have experience in major services works like Electrical, Air-conditioning, Lifts, Fire fighting and fire alarm systems etc in large Institutional campuses, multi-storeyed buildings and residential colonies etc. He should be familiar with the software and tools for Contract Management. Preference will be given to those who are having experience of handling similar works in State/Centre Departments/public sector organization/ educational Institutions etc.	No Change	NA	01	Deputation/ Contract	No changes proposed	To be re-designated as Senior Project Engineer
6	Architect	PB-3 Rs 15600-39100 + GP 7600/-	01	Deputation/ Contract	Essential: A Bachelor's degree in Architecture with 60 % marks. Experience: 9 years after graduation The applicant should have worked in planning and designing of large Institutional Campuses, Residential Colonies, Multi-storeyed Buildings, including services works. He should be familiar with all municipal/local bye laws in NCR. He is expected to have experience in designing Green Campuses and Buildings. Preference will be given to those who are having experience of handling similar works in	No Change	NA	01	Deputation/ Contract	No changes proposed	No change

					State/Centre Departments/public sector organization/ educational Institutions etc						
7	Assistant Engineer (Civil)	PB-3 Rs.15600- 39100 + GP 5400/-	01	Deputation/ Contract	Essential: Bachelor or Master's degree in Civil Engineering with 60 % marks Experience: 3 years. The applicant should have experience in Pre and Post Contract Management of multi-storeyed buildings, Institutional Buildings and residential complexes including services works. He should be familiar with the softwares and tools for Contract Management	No Change	NA	01	Deputation/ Contract	No changes proposed	To be re- designated as Project Engineer
8	Assistant Engineer (Electrical)	PB-3 Rs.15600- 39100 + GP 5400/-	01	Deputation/ Contract	Essential: Bachelor or Master's degree in Electrical Engineering with 60 % marks Experience: 3 years. The official should have experience in Electrical and Air-conditioning works etc in multi-storeyed Institutional office and residential complexes. He should be familiar with the software and tools for Contract Management	No Change	NA	01	Deputation/ Contract	No changes proposed	To be re- designated as Project Engineer
9	Junior Executive (Technical)	PB-2 Rs.9300- 34800 + GP Rs 4200/-	01	Contract	Essential: Bachelor in Computer Application (BCA)/ Master of Computer Application (MCA) from a recognized University or Institutions with minimum of 60% marks OR Bachelor's degree from a recognized University or Institutions with at least 50% marks alongwith One year Diploma/Certificate Course in	No Change	NA	01	Contract	(Revised qualification and experience needs to be worked out by the Director, Campus Development)	The nature of the job requires the incumbent should be able to assist the Campus Development Division in project scheduling and control, project schedule adherence, project

					Computer Application from a recognized University or Institutions Experience: Preference will be given to those who have work experience of 2 years and above in the Engineering or Administrative Departments of the Organization. The work experience should include preparing reports/documents/ presentations/ correspondence and use of various softwares for office and project management.						report generation, meetings, minutes and documentation etc with 2 to 3 years experience on live project. Accordingly, the qualification for the post may be suitably modified and re-advertised
10	MTS	PB-1 Rs 5200- 20200 GP 1800/-	01	Contract	Essential: 10+2 or equivalent from a recognized School or Institutions with at least 50% marks Experience: The candidates should have work experience of 2 years and above of providing general assistance in the administrative or engineering Departments of the organization.	No Change	NA	01	Contract	No changes proposed	No change

AUD HR Policy for Administrative/Support Staff

LEVELS AND SCALES

Level	Group	Titles/ Positions in the Group	Pay Band + Grade Pay	Total Emoluments at the minimum of the scale (Rs.)
Support Staff	C	Junior Assistant/ Assistant Caretaker	PB-1 + GP1900	20,562/-
	C	Assistant/ Library Assistant/ Technical Assistant	PB-1 + GP2400/ PB-1 + GP2800	28,180/- 31,790/-
	B	Junior Executive/ Junior Engineer	PB-2 + GP4200	37,119/-
Supervisory	B	Executive/Junior System Administrator	PB-2 + GP4600	46,183/-
Junior Management	A	Assistant Registrar/ System Administrator/ Project Engineer, CD/ Horticulturist	PB-3 + GP5400/ PB-3 + GP6600	59,298/- 70,130/-
Middle Management	A	Deputy Registrar/ Deputy Director, CD/Senior Project Engineer, CD	PB-3 + GP7600	80,453/-
Senior Management	A	Registrar/Controller of Finance/Director (ITS)/ Director, CD/ Co-Director (Technical) CD	PB-4 + GP10000	1,38,978/-

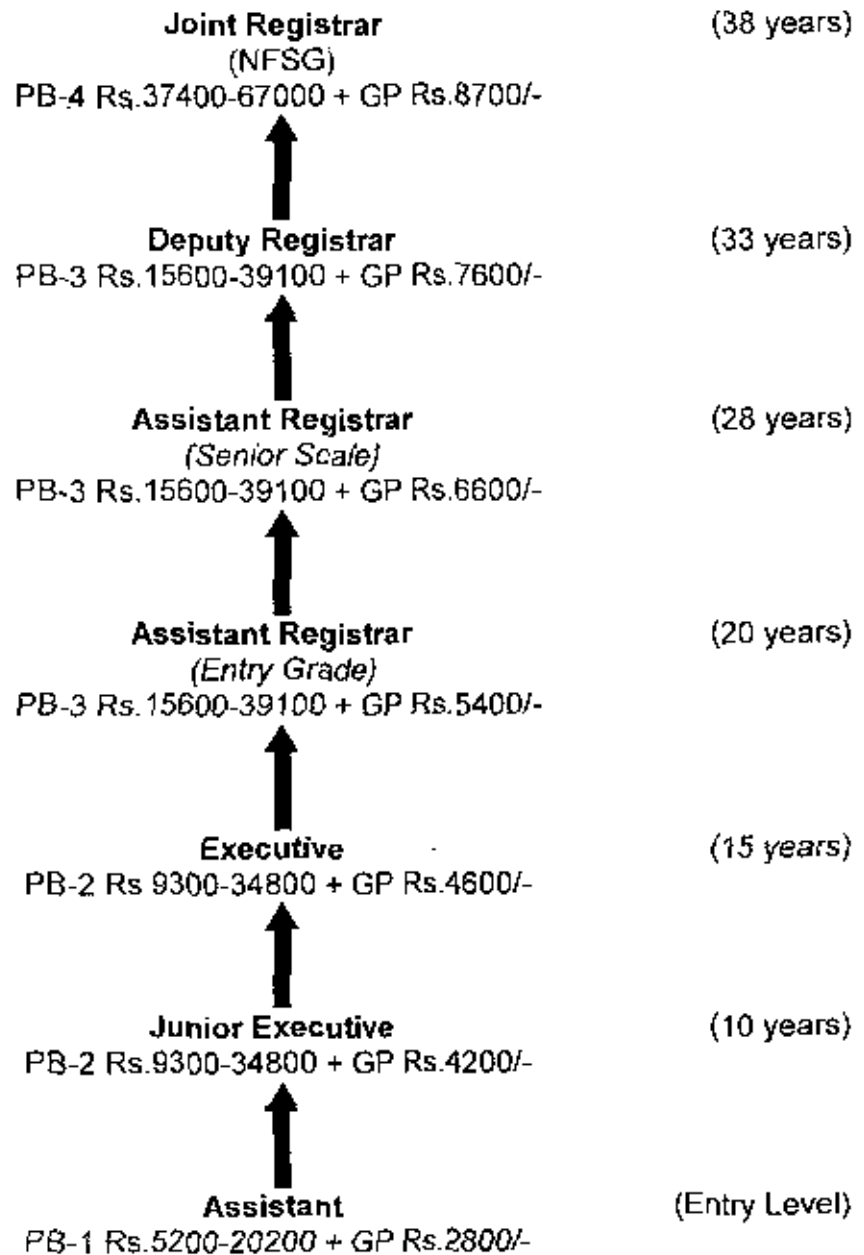
Eligibility for promotion for various administrative posts in AUD:

Level/Group/Pay Band and Grade Pay		No. of years of experience required for promotion
From	To	
PB-1 + GP1900	PB-1 + GP2400	8
PB-1 + GP2400	PB-2 + GP4200	10
PB-1 + GP2800	PB-2 + GP4200	6
PB-2 + GP4200	PB-2 + GP4600	5
PB-2 + GP4600	PB-3 + GP5400	5
PB-3 + GP5400	PB-3 + GP6600	5
PB-3 + GP5400	PB-3 + GP6600	8 under CAS
PB-3 + GP6600	PB-3 + GP7600	5
PB-3 + GP7600	PB-4 + GP8700	5
PB-3 + GP7600	PB-4 + GP10000	8
PB-4 + GP8700	PB-4 + GP10000	3

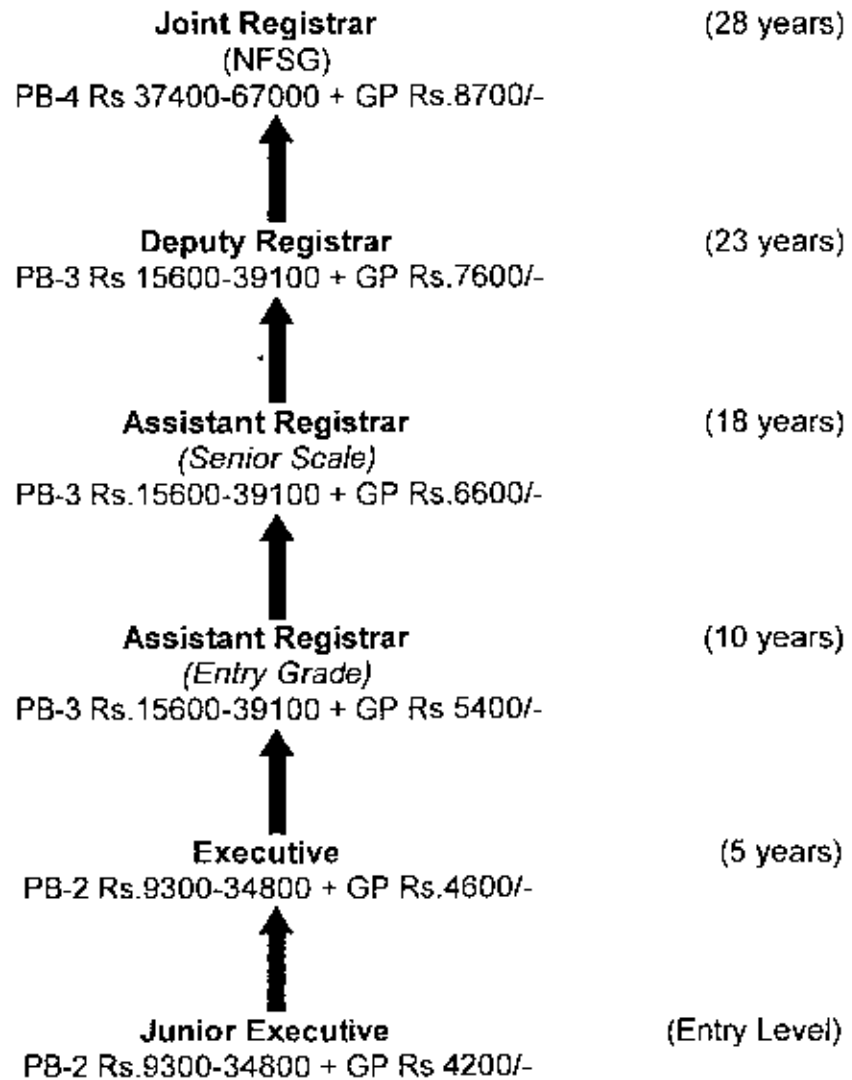
Ambedkar University Delhi

Career Path for Non-Teaching Staff

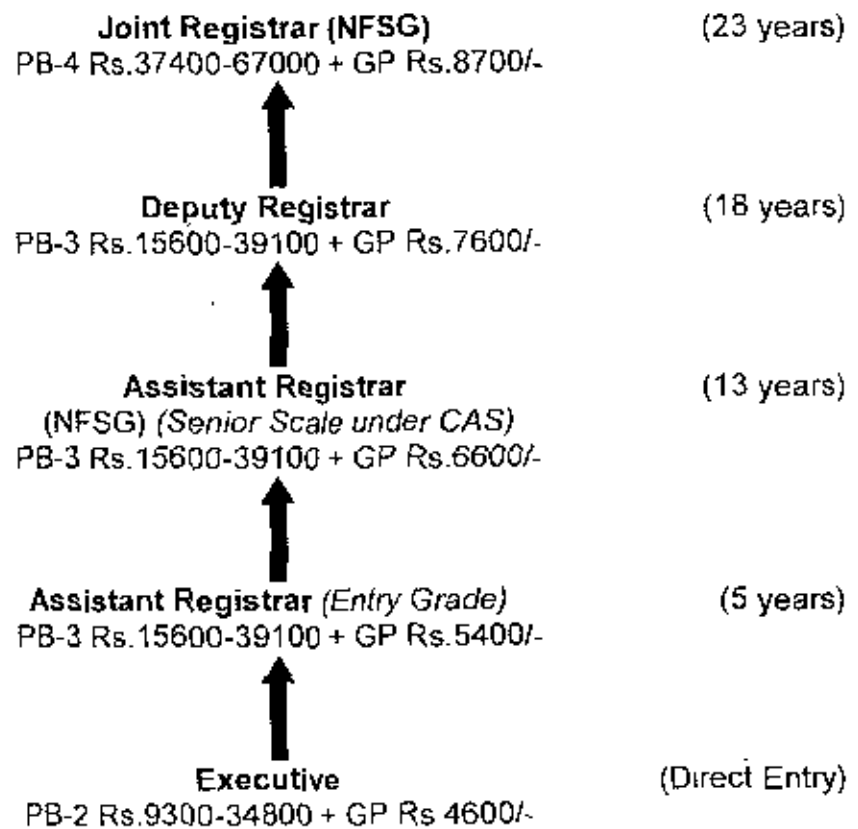
a)	Career path for Entry level at Assistant
b)	Career path for Direct Entry at Junior Executive level
c)	Career path for Direct Entry at Executive level
d)	Career path for Direct Entry at Assistant Registrar level
e)	<i>Career path for lateral entry of Teachers/Administrative staff at Deputy Registrar level</i>
f)	Career path for Entry level at Technical Assistant (IT)
g)	Career path for Entry level at Library Assistant
h)	Career path for MTS(General)
i)	Career path for MTS (Mali)

Career Path for Entry level at Assistant

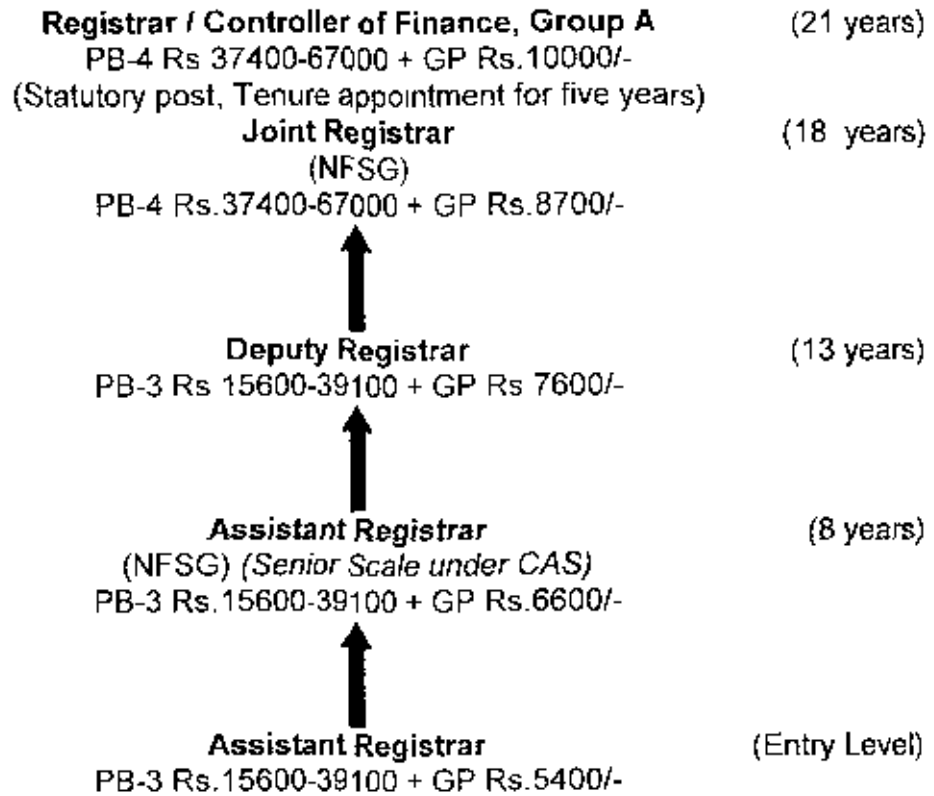
Career Path for Direct Entry at Junior Executive level



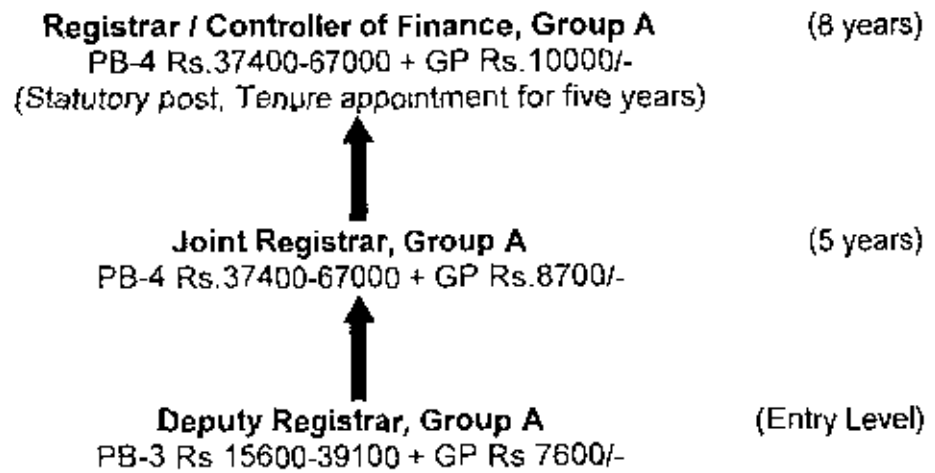
Career Path for Direct Entry at Executive level



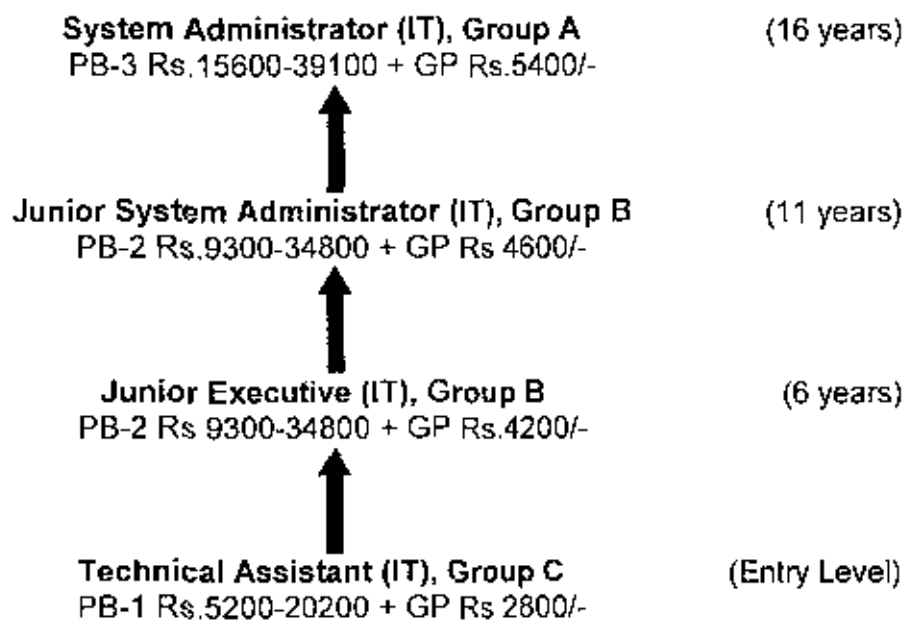
Career Path for Direct Entry at Assistant Registrar level



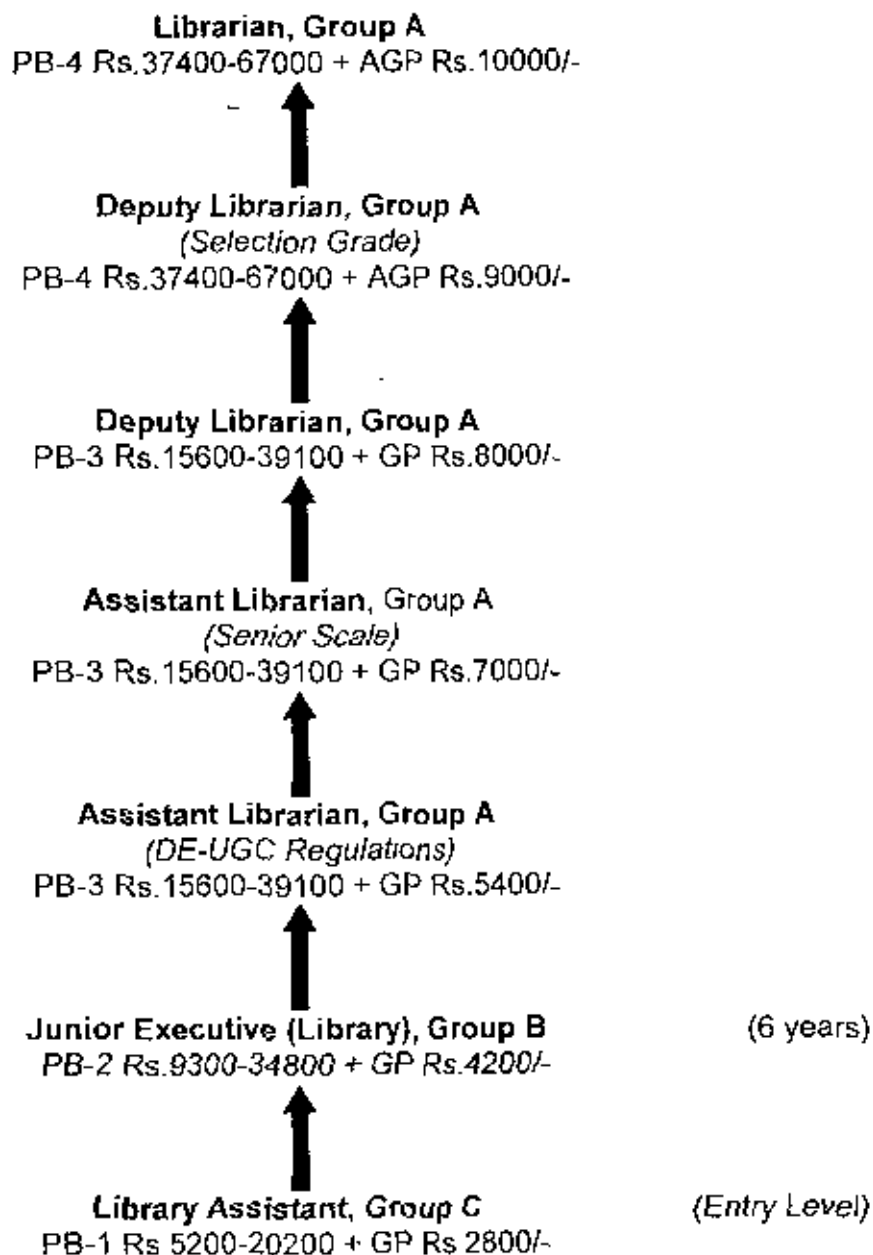
**Career Path for lateral entry of Teachers &
Administrative staff at Deputy Registrar level**

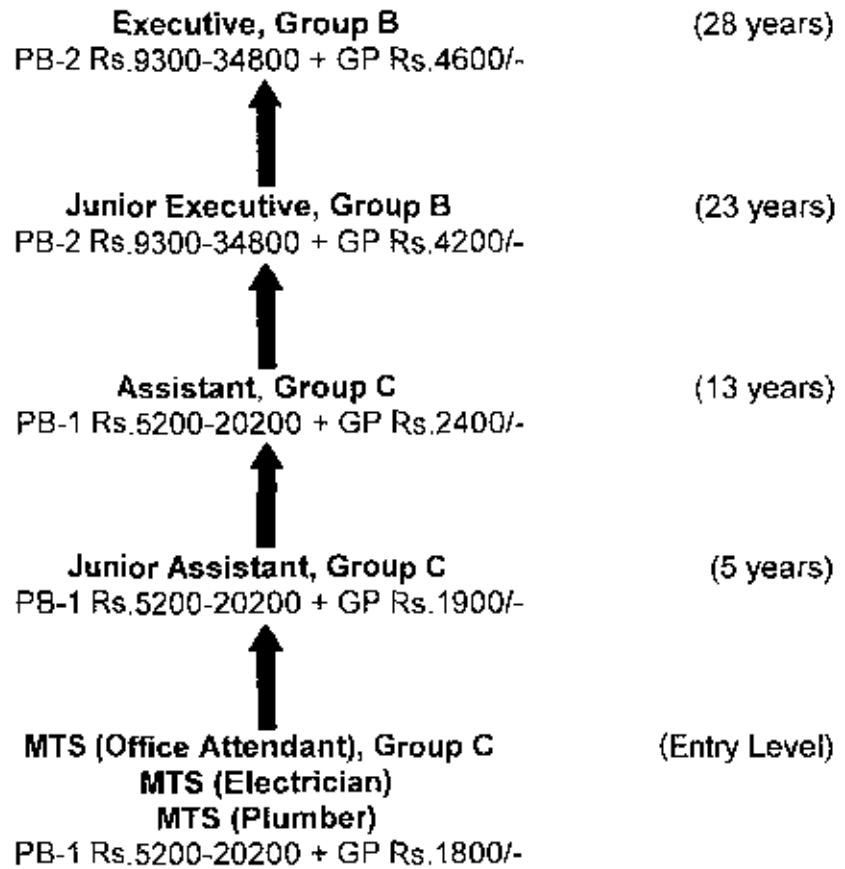


Career Path for Entry level at Technical Assistant (IT)

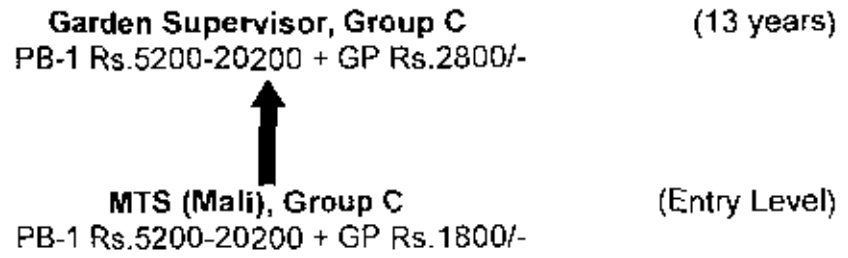


Career Path for Entry level at Library Assistant



Career Path for MTS (General)

Career Path for MTS (Mali)



Posts identified for direct recruitment

Group A

Sl. No	Name of the post	Total sanctioned posts	Proposed		
			Quota fixed for Contract/ Deputation mode	Quota fixed for Direct recruitment mode	In position (direct/ contract/ deputation mode)/ Vacant
1	Registrar	01	01	—	01 (tenure)
2	Controller of Finance	01	01	—	01 (tenure)
3	Director (IT Services)	01	—	01	1 Vacant (SCM is being scheduled)
4	Deputy Registrar	05	—	05*	2 (direct) 1 (contract) 2 (re-employed)
5	Assistant Registrar	15	—	15*	5 (direct) 3 (deputation) 2 (contract) 3 (re-employed)
6	System Administrator (IT)	02	01	01	2 (contract)
7	Research Officer (to be re-designated as Assistant Registrar (Planning))	01	01	—	1 Vacant
8	Planning Officer (to be re-designated as Assistant Registrar (Planning))	01	—	01	1 Vacant
9	PRO cum Media Officer (to be re-designated as Assistant Registrar (PR))	01	01	—	1 Vacant
10	Publication Officer (to be re-designated as Assistant Registrar (Publication))	01	01	—	1 Vacant
11	Horticulturist	01	01	—	1 Vacant
	TOTAL	30	07	23	6 Vacant 24 Filled

(* Includes promotion quota diverted to direct recruitment as per RRs)

Group B

Sl No.	Name of the post	Total sanctioned posts	Proposed		
			Quota fixed for Contract/ Deputation mode	Quota fixed for Direct recruitment mode	In position (direct/ contract/ deputation mode)/Vacant
1	Junior System Administrator (IT)	01	01	–	1 Vacant
2	Executive (Proposed)	18	12	06	18 Vacant
3	Junior Executive (General)	30	20	10	06 (contract) 02 (deputation) 22 Vacant
4	Junior Executive (IT)	01	01	–	1 Vacant
5	Junior Executive (Library)	03	02	01	02 (contract) 1 Vacant
6	Security Supervisor	02	02	–	1 (contract) 1 vacant
7	Junior Engineer (Civil)	01	01	–	1 vacant
8	Junior Engineer (Electrical)	01	–	01	1 (contract)
9	Technical Instructor (Mech.)	01	01	–	1 Vacant
10	Technical Instructor (Software & IT)	01	01	–	1 Vacant
	TOTAL	59	41	18	47 Vacant 12 Filled

Group C

Sl No	Name of the post	Total sanctioned posts	Proposed		
			Quota fixed for Contract/ Deputation mode	Quota fixed for Direct recruitment mode	In position (direct/contract/ deputation mode)/ Vacant/ Surplus
1	Assistant (General)/ - Assistant-cum-Caretaker (40 : 60 ratio)	34 + 02	16	20	26 (contract) 01 (deputation) 9 Vacant
2	Assistant (Library)	02	01	01	2 Vacant
3	Technical Assistant (IT)	03	01	02	3 (contract) 1 surplus
4	Garden Supervisor	01	01	–	1 (re-employed)
5	Studio Assistant	01	01	–	1 Vacant
6	*Junior Assistant/ Assistant Caretaker	03 + 02	03	02	5 Vacant
7	Lab Technician (Mech. & Materials Workshop), SDes	01	01	–	1 Vacant
8	Lab Technician (Leather & Soft Materials Workshop), SDes	01	01	–	1 Vacant
9	MTS (Office Attendant) (75 : 25 ratio)	27	20	07	19 (contract) 8 Vacant
10	MTS (Mali)	06	06	–	5 (contract) 1 Vacant
11	MTS (Electrician)	02	02	–	2 (contract)
12	MTS (Plumber)	01	01	–	1 Vacant
	TOTAL	86	54	32	56 (contract)

* newly proposed with GP-1900

Summary: Re-employed ~ 1; Vacant – 29 = Total – 87 (–) 1 Surplus = 86

Appendix-11

Details of Non-Academic Positions approved by the Board of Management from time to time for AUD Main Campus (Kashmere Gate) Delhi

Sl. No.	Name of the post	Group	Pay Band + GP	Sanctioned Posts
1.	Director (IT Services)	A	PB-4 + GP 10000/-	01
2.	Deputy Registrar	A	PB-3 + GP 7600	05
3.	Assistant Registrar	A	PB-3 + GP 5400	15
4.	System Administrator (IT)	A	PB-3 + GP 5400	02
5.	Assistant Registrar (Planning)	A	PB-3 + GP 5400	02
6.	Assistant Registrar (PR)	A	PB-3 + GP 5400	01
7.	Assistant Registrar (Publication)	A	PB-3 + GP 5400	01
8.	Horticulturist	A	PB-3 + GP 5400	01
9.	Executive	B	PB-2 + GP Rs 4600	18
10.	Junior System Administrator (IT)	B	PB-2 + GP Rs 4600	01
11.	Junior Executive (General)	B	PB-2 + GP Rs.4200	30
12.	Junior Executive (IT)	B	PB-2 + GP Rs.4200	01
13.	Junior Executive (Library)	B	PB-2 + GP Rs.4200	03
14.	Security Supervisor	B	PB-2 + GP Rs 4200	02
15.	Junior Engineer (Civil)	B	PB-2 + GP Rs 4200	01
16.	Junior Engineer (Electrical)	B	PB-2 + GP Rs 4200	01
17.	Assistant (General)	C	PB-1 + GP Rs 2400	36
18.	Library Assistant	C	PB-1 + GP Rs 2800	02
19.	Technical Assistant (IT)	C	PB-1 + GP Rs.2800	03
20.	Garden Supervisor	C	PB-1 + GP Rs.2800	01
21.	Junior Assistant/ Assistant Caretaker	C	PB-1 + GP Rs.1900	05
22.	MTS (Office Attendant)	C	PB-1 + GP Rs.1800	27
23.	MTS (Mali)	C	PB-1 + GP Rs 1800	06
24.	MTS (Electrician)	C	PB-1 + GP Rs 1800	02
25.	MTS (Plumber)	C	PB-1 + GP Rs 1800	01
			Total	168
	Schools			
26.	Technical Instructor (Mech.), SDes	B	PB-2 + GP Rs.4200	01
27.	Technical Instructor (Software & IT), SDes	B	PB-2 + GP Rs.4200	01
28.	Studio Assistant, SCCE	C	PB-1 + GP Rs.2800	01
29.	Lab Technician (Mech & Materials Workshop), SDes	C	PB-1 + GP Rs.1800	01
30.	Lab Technician (Leather & Soft Materials Workshop), SDes	C	PB-1 + GP Rs.1800	01
			Grand Total	173

GOVERNMENT OF NCT OF DELHI

Finance (Accounts) Department

'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi.

No. F/2015-AC/204-248

Dated: 04/12/2015

To

1. All the Pr. Secretaries/Secretaries/Heads of Departments of Government of NCT of Delhi.
2. Heads of all Autonomous/Grant-in-aid Institutions/Local Bodies of Government of NCT of Delhi.

OFFICE MEMORANDUM

Subject: *Guidelines relating to engagement of retired Government servants as consultant on contract basis against vacant sanctioned posts.*

It has come to the notice of this Government that the retired Government servants are being engaged as consultant on contract basis in different Departments / Autonomous Bodies / Grant-in-aid Institutions by applying different criteria for calculating the consolidated remuneration payable to such contract engagements. It has also come to the notice that in some cases, the persons are being engaged on contract basis in regular pay scales which is not in order. In some cases, it has been come to the notice that the persons engaged on contract basis on a consolidated remuneration are being paid separate conveyance allowance in addition to the said remuneration. This leads to anomalous situations.

Now, the competent authority has decided to adopt a uniform policy with regard to such contract engagements of retired Government servants and to have a common principle with reference to consolidated remuneration payable to all such retired Government servants engaged as consultant on contract basis. Hence the competent authority is pleased to decide as follows and it will be with immediate effect:-

- (a) The engagement of retired Government servant as Consultant should be against a vacant sanctioned post. The engagement of consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy;
- (b) The engagement of consultant should initially be for a period of one year. However, it can be extended further subject to the satisfactory performance of the consultant and depending upon the specific job and the time frame for its completion. The total period of engagement as consultant should not exceed 5 years. In no case the consultant should be allowed beyond five years. The maximum age limit of engagement as consultant shall be 65 years;

(contd.....P/2)

- (c) The amount of monthly consolidated remuneration / fee in the case of retired Government officials appointed as Consultants shall be Last Pay minus Basic Pension plus DA at the applicable rate. However, a retired Government official appointed as Consultant shall continue to draw pension and the dearness relief thereon during the period of his engagement as Consultant. His/her engagement as consultant shall not be considered as a case of re-employment;
- (d) The Consultants shall not be entitled to any allowance such as House Rent Allowance, reimbursement of call charges of Residential Telephone / mobile, Transport facility, Residential Accommodation, Personal Staff, etc.
- (f) No Government vehicle shall be provided to the Consultants;
- (g) No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per their entitlement as on the date of retirement;
- (h) Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year;
- (i) The engagement of consultants is of a temporary nature and the engagement can be cancelled at any time by the department / autonomous body / PSU / grant-in-aid institution concerned without assigning any reason; and
- (j) Before engaging any retired Government servant as consultant, the Administrative Department should ensure that the retired official is clear from vigilance angle and moot a proposal with full justification to seek the prior concurrence of Finance Department and thereafter the approval of the competent authority. The Autonomous Bodies / Grant-in-aid Institutions shall also moot such proposals through their Administrative department to seek the approval of the competent authority.

The above guidelines are not applicable to the Statutory Bodies / Commissions which are governed under different Statute / Rules / Acts.

This issues with the prior approval of Hon'ble Dy. CM / FM.


 (S.P. Singh),
 Spl. Secretary (Finance).

(contd.....P/3)

Copy forwarded to the following for information:-

1. Pr. Secretary to Lt. Governor, Delhi.
2. Pr. Secretary to Chief Minister, Delhi.
3. Secretaries to all the Ministers of Government of NCT of Delhi.
4. Spl. Secretary / Deputy Secretaries / Under Secretaries / Desk Officers of FD.
5. Guard File / Office Order File.
- ✓ 6. Web site of FD.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(SERVICES DEPARTMENT- BRANCH -IV)
7TH LEVEL, B-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002

No. F.19 (02)/2010/S-IV/ 1007

Dated: 23/5/2013

To

The Registrar,
Ambedkar University
Lothian Road, Kashmere Gate,
Delhi-110006

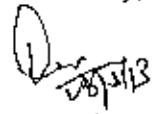
Sub: Seeking information regarding the policy adopted for allowing
benefits of reservation to SC/ST/OBC candidates of other states in
Delhi.

Sir,

Kindly refer to your D.O. letter No.AUD/1-32(6)/2013/11833 dated
25.04.2013 on the subject mentioned above. In this regard, it is informed
that Services Department has already issued circulars on this issue to all
HODs. However, copies of relevant circulars are enclosed for your kind
information.

Yours faithfully,

Encl: As above


(R.P. SINGH)
SUPERINTENDENT (S-IV)

NO F.19(10)/2001/S-III/Pt. File/ 2234 - 2235
 GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 (SERVICES DEPARTMENT : BRANCH - IV)
 7TH LEVEL, "B WING", DELHI SECRETARIAT,
 I.P. ESTATE, NEW DELHI 110 002.

C.O. No.

dated: 27/9/07

To

1. The Chairman,
Joint Subordinate Services Selection Board,
Government of NCT of Delhi,
JCS Building, Shahdara, Delhi
2. H. Head. of Department/Local/Autonomous Bodies:
PSUs, Government of NCT of Delhi.

Sub: Reservation for OBCs in the jobs under the Government of
NCT of Delhi.

Made - Sir

I am directed to inform that the Honble Lt. Governor has considered the matter regarding grant of benefit of reservation to OBCs in Civil posts under the Govt. of NCT of Delhi and has decided that the Central list for OBCs viz Delhi and castes defined as OBCs by OBC Commission and accepted so by the Government be extended the benefit of reservation in Delhi.

In light of the above, appropriate action for grant of benefits of reservation to OBCs in the civil posts of Govt. of NCT of Delhi may be taken accordingly.

Yours faithfully,

(S.P.SINGH)

JOINT SECRETARY (SERVICES)

NO F.19(10)/2001/S-III/Pt. File/ 2234 - 2235

dated: 27/9/07

Copy to:

1. Secretary to Lt. Governor, Delhi, Govt. of NCT of Delhi
2. Secretary to the Chief Minister, Govt. of NCT of Delhi
3. Secretary (Legislative Assembly), Govt. of NCT of Delhi.
4. Staff Officer, Office of the Chief Secretary, Govt. of NCT of Delhi
5. Secretary to the Speaker, Delhi Vidhan Sabha, Govt. of NCT of Delhi
6. Secretaries to all Ministers of Govt. of NCT of Delhi
7. Superintendents (Services-I/II/III/IV/Coordination Branch)
8. Guard File.

JOINT SECRETARY (SERVICES)

No.F. 1-4/1984(SCT)

24 JAN 2007

The Registrar,
All Central Universities &
Deemed to be Universities

Subject: Reservation for Other Backward Classes to the Teaching Post in
Central Universities and its Affiliated/Constituent Colleges, and
Institutions deemed to be Universities.

Sir,

The Commission in its meeting held on 27th December, 2006 has decided to approve the implementation of Reservation for Other Backward Classes at the level of Lecturer in all Grant-in-aid Institutions funded by the Central Government except Minority Institutions under Article 30 (1) of the constitution of India which is duly recommended by the Ministry of Human Resource Development, Department of Secondary & Higher Education, Govt. of India, Shastri Bhawan, New Delhi vide D.O. letter No.F. 22-1/98 U-5 dated 9th October, 2006 (copy enclosed).

You are, therefore, requested to implement the Reservation Policy of the Govt. of India in respect of Other Backward Classes for filling up the Teaching Posts at the level of Lecturer with immediate effect.

Yours faithfully,

(Sharanjit Singh)
Deputy Secretary

Encl: As above

Copy to:

Joint Secretary to the Govt. of India,
Ministry of Human Resource Development,
Department of Secondary & Higher Education,
Shastri Bhawan, New Delhi.
with reference to your D.O. letter No.F. 22-1/98 U-5 dated 9th October, 2006 for information.

(Sharanjit Singh)

ANN-
125

155
22/1/07

1/11/07
22/1/07

1/11/07
22/1/07

26/2

26/2

26/2

26/2

No. 36012/5/97-Estt.(Res)
 Government of India
 Ministry of Personnel, Public Grievances & Pensions
 (Department of Personnel & Training)
 (Establishment Reservation Section)

North Block,
 New Delhi, the 29th Aug., 1997.

OFFICE MEMORANDUM

Subject: Modification of instructions to provide that the 50% limit shall apply to current as well as backlog vacancies and discontinuation of the Special Recruitment Drives.

The undersigned is directed to invite reference to the instructions contained in this Department's O.M. No. 36012/6/88-Estt.(SC) dated April 25, 1989, according to which, for the purpose of determining the ceiling of 50% on reservation, reservation against the current vacancies and the backlog vacancies are to be treated as two distinct groups. It was also laid down that the instructions, to the effect that not more than 50% of the vacancies could be reserved for SCs/STs, Physically Handicapped etc., would apply only in respect of current vacancies arising in a year and would not apply in case of backlog vacancies reserved for SCs/STs, which would continue to be filled up without any restriction.

2. The Supreme Court in the judgement in the case of Indira Sawhney Vs. Union of India, inter-alia, validated the "carry forward" rule under which reservations are carried forward from year to year. However, while doing so, the Court also directed that the application of this rule, in whatever manner it was operated, should not result in the breach of the 50% rule. In other words, the judgement laid down that the number of vacancies to be filled on the basis of reservation in a year, including carried forward reservation, should in no case exceed the 50% limit. It is, therefore, not possible now to treat the current and the backlog reservation on separate footings in the manner contemplated in this Department's O.M. dated April 25, 1989 mentioned in para 1 above.

3. In view of the position stated above, for the purpose of applying the rule of 50%, a year has to be taken as the unit and not the entire strength of the cadre, the service or the unit, as the case may be. Thus, not more than 50% vacancies in a year, including the backlog, can be filled on the basis of reservation for SCs/STs/OBCs. In the light of this, henceforth backlog vacancies for the purpose of application of 50% ceiling on reservation shall not be treated as a distinct group, and the instructions contained in the O.M. dated April 25, 1989 may be treated as modified to this extent.

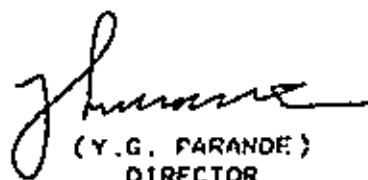
contd/.....

- 2 -

4. This highlights the need to ensure timely filling up of reserved posts in order to avoid accumulation of backlog. This Department has been issuing instructions from time to time stressing this aspect and laying down the steps to be taken for proper filling up of reserved posts. For instance, instructions contained in this Department's O.M. No. 42/21/49-NGS dated January 28, 1952, O.M. No. 36022/4/76-Estt.(SCT) dated August 7, 1976 and O.M. No. 36034/2/78-Estt.(SCT) dated February 27, 1978 lay down the procedures to be followed in this respect. Similarly, para 2 of the O.M. dated April 25, 1989 requires a second attempt to be made for recruitment if the first attempt to effect recruitment in reserved posts fails. All Ministries/Departments are requested to ensure compliance with these instructions and to make all-out efforts to fill the reserved posts in the same year so that the backlog is minimized.

5. These instructions take immediate effect.

6. All Ministries/Departments are also requested to bring these instructions to the notice of their Attached/Subordinate Offices and Autonomous Bodies/Public Sector Undertakings under their control for compliance.


(Y.G. FARANDE)
DIRECTOR

1. All Ministries/Departments of the Government of India.
2. Union Public Service Commission, Dholpur House, New Delhi.
3. Staff Selection Commission, C.G.O. Complex, Lodi Road, New Delhi.
4. Department of Economic Affairs (Banking Division), New Delhi.
5. Department of Economic Affairs (Insurance Division), New Delhi.
6. Department of Public Enterprises, New Delhi.
7. National Commission for SC & ST, Lok Nayak Bhavan, New Delhi.
8. National Commission for Backward Classes, Trikot-J, Bhikaji-Cama-place, R.K. Puram, New Delhi.
9. Ministry of Welfare, Shastri Bhavan, New Delhi.

No.F.20/10/2016-AC/ 104-28

Dated: 25/2/16

To

1. All the Pr. Secretaries / Secretaries / Heads of Departments of Government of NCT of Delhi.

OFFICE MEMORANDUM

Subject: Travel by air while on tour / LTC.

As per Government of India, Ministry of Finance, Department of Expenditure, O.M.No.19024/1/2009-E.IV, dated 13.07.2009, Government servants entitled to travel by air on tour are required to travel only by Air-India. As per Government of India, Ministry of Finance, Department of Expenditure, O.M.No.19024/1/2009-E.IV, dated 16.09.2010, while on LTC Government servants entitled to travel by air are required to travel by Air-India in Economy Class at LTC-80 fare.

Instances have come to the notice of the Finance Department that the air-fare being charged by Air-India is much higher than that of private airlines. The matter has been reviewed and it has been decided by the competent authority that w.e.f. 01.03.2016 the following procedure will be followed in respect of air travel on tours and LTC so as to contain the Government expenditure to that extent.

(a) Entitled category officers are allowed to travel by any airlines, i.e. either by Air-India or by private airlines of their choice, on tours and LTC, provided the fare of air-ticket does not exceed that of Air-India on the date of journey. Officers should endeavour to buy the cheapest air ticket possible. However, while availing LTC, Government officials entitled to travel by air shall travel only in Economy Class;

(b) In all cases whenever a Government servant travels by air, he/she is required to book the air tickets through booking counters / offices / websites of Air-India or Private airlines or through the approved travel agencies viz., M/s Balmer Lawrie & Co. Ltd. / M/s Ashok Tours & Travels Ltd. / IRCTC / DTDC. Booking of tickets through any other agency is not permissible.

(c) No reimbursement of air fare shall be allowed more than that of Air-India. While submitting the reimbursement claim of travel by private airlines, all officers are required to attach a printout of rate chart of air fare of Air-India taken from their official web-site, i.e., the air fare applicable on the date of booking of ticket of private airlines.

(d) Officers not entitled to travel by air may travel by any airlines, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense, whichever is less.

This issues with the approval of Dy. CM / FM.

(S.N. Sahai), 25/2/16
Pr. Secretary (Finance).

(contd.....P/2)

may refer to

11/2/2016

WOF

cc: Dy. Secy. to Govt. Secy. 01/03/16

Dr. (Hr)

File No. 257
25/2/16



भारत रत्न डॉ. बी. आर.

अम्बेडकर विश्वविद्यालय, दिल्ली

Bharat Ratna Dr B R

Ambedkar University, Delhi

F.No. AUD/1-41(2)/HR/2016/564

Dated: 16 MAR 2016

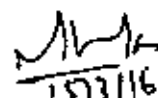
CIRCULAR**Subject: Travel by air while on tour / LTC.**

It is bring to the notice of all Faculty and Non-faculty members/staff of AUD that Govt. of NCT of Delhi Finance (Accounts) Department has issued instructions vide their O.M. No. F 20/10/2016-AC/104-28 dated 25.02.2016 (copy enclose) on the above subject

2. It has been decided that the following procedure shall be followed in respect of air-travel on tours and LTC w.e.f. 01.03.2016, so as to contain the Government expenditure to that extent:

- Entitled category officers are allowed to travel by any airlines, i.e. either by Air-India or by private airlines of their choice, on tours and LTC, provided the fare of air-ticket does not exceed that of Air-India on the date of journey. Officers should endeavor to buy the cheapest air ticket possible. However, while availing LTC, Government officials entitled to travel by air shall travel only in Economy Class.
- In all cases whenever a Government servant travels by air, he/she is required to book the air tickets through booking counters/offices/websites of Air-India or Private airlines or through the approved travel agencies viz., M/s BalmerLawrie & Co. Ltd./ M/s Ashok Tours & Travels Ltd./ IRCTC/ DTTDC Booking of tickets through any other agency is not permissible.
- No reimbursement of air fare shall be allowed more than that of Air-India. While submitting the reimbursement claim of travel by private airlines, all officers are required to attach a printout of rate chart of air fare of Air-India taken from their official web-site, i.e., the air fare applicable on the date of booking of ticket of private airlines.
- Officers not entitled to travel by air may travel by any airlines, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense, whichever is less.

3. All the concerned Divisions/Schools/Centres are requested to adhere with the above guidelines issued by Govt. of NCT of Delhi.


15/3/16
Registrar

Copy for information to:-

- Office of the Vice-Chancellor, AUD
- The Director (HE), Dte of Higher Education, GNCTD – for information
- All Deans of Schools/Directors of Centres/Head of Divisions
- Office of the Registrar/Controller of Finance/Librarian
- Director, Campus Development and Director, IT Services, AUD
- All Deputy Registrar/Assistant Registrar, AUD
- Webmaster – for uploading on the University intranet.
- Circular File



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS

Registrar of Companies, Delhi
4th Floor, IFCI Tower, 61, Nehru Place

Certificate of Incorporation

[Pursuant to sub-section (2) of section 7 of the Companies Act, 2013 and
rule 8 of the Companies (Incorporation) Rules, 2014]

I hereby certify that AUD Centre For Incubation Innovation & Entrepreneurship is incorporated on this
Fifth day of January Two Thousand Sixteen under the Companies Act, 2013 and that the company is
limited by shares

The CIN of the company is U74999DL2016NPL289333

Given under my hand at Delhi this Fifth day of January Two Thousand Sixteen.

Vakilbhai Meena
Registrar of Companies
Delhi

Prahlad Meena
Registrar of Companies
Delhi

Mailing Address as per record available in Registrar of Companies office

AUD Centre For Incubation Innovation & Entrepreneurship
REGISTRAR, AMBEDKAR UNIVERSITY DELHI, ROOM NO 71, 1ST FLOOR,
KASHMERE GATE - 110006,
Delhi, INDIA



Item No.11.1/BoM(19)/19.04.2016

To consider the proposal of the Project Management and engagement of Project Management Consultant (PMC) and Architect for the new AUD campuses at Dheerpur and Rohini

Ref 16th Meeting of BoM held on 04.04.2014 vide Resolution No. 7

18th Meeting of BoM held on 08.10.2015 & 02.11.2015 (adjourned) vide Resolution No. 7D

The Board of Management in its 16th meeting held on 04.04.2014, resolved to accept the Minutes of the meeting of the Advisory Committee dated 20.03.2014 on Campus Development, which, inter-alia, proposed the following.

- a) Selection of an Architect by organising an Architectural Design Competition for drawing up the master plan for new campuses at Rohini and Dheerpur sites of AUD;
- b) Selection of a Public Sector Undertaking similar to RITES, EPIL, EIL etc through an open competition as a Project Management Consultant on a deposit work basis,
- c) Selection of PMC should be done separately for the two campuses through an open competition from amongst PSU's and this work should not necessarily be assigned to the PWD

2. A copy of the minutes of the BoM meeting held on 04.04.2014 and Appendix-6 containing the minutes of the meeting dated 20.03.2014 of the Advisory Committee placed at **Annexure-XXXI & XXXII** respectively.

3. The matter was subsequently reported in the 4th meeting of the University Court held on 18.12.2014. The University Court took cognizance of the fact that preparatory steps have been initiated for the selection of a PMC through open competition among PSU's and a similar process for the selection of the architectural Firm. A copy of the minutes of the court meeting placed at **Annexure-XXXIII**.

The BoM in its 18th meeting held on 08.10.2015 and 02.11.2015 (adjourned), vide (**Annexure-XXXIV**) again considered the matter took note of the decision of the Govt. of NCT of Delhi that the procedure for appointment of PMC and Architect for the two new campuses should be in accordance with the guidelines contained in GFR 2005 and the Ministry of Finance, Government of India, rules.

It was further decided to make a presentation by AUD before the Hon'ble Dy. Chief Minister of Delhi in his capacity as the Minister of Education and Finance.

4. Accordingly, a presentation was made before the Hon'ble Dy. CM Shri Manish Sisodia, GNCT of Delhi on 18.09.2015 in Delhi Secretariat regarding new campuses of AUD at Dheerpur and Rohini. Vice Chancellor highlighted the salient features, proposed strength of the students and faculty, development of campuses in a phased manner, method of implementation of the projects and tentative estimated cost of the new campuses). The overall time for completion of these projects was projected as 4 years for Rohini and 5 years for Dheerpur. The tentative preliminary cost based on CPWD Plinth Area rates was worked out as Rs. 900 Crore for Dheerpur and Rs. 700 Crore for Rohini (a copy of the presentation is enclosed as Annexure-XXXV).

5. The Hon'ble Dy. CM observed that since the total outlay was large, therefore, it was to be decided whether the development should be done in one concerted effort or in a phased manner. It was decided that a comprehensive presentation will be made by AUD of the requirements finalised by them for the new campuses with details of the built up areas and costs. The Minister for PWD suggested that it was possible for PWD to undertake the construction of both projects. AUD officials expressed their concerns about the time bound implementation of the projects by PWD in view of their past experience in regard to the maintenance works being undertaken by the PWD at their KG campus (A copy of the record note on the discussions held with the Hon'ble Dy. CM is enclosed at Annexure-XXXVI).

6. Meeting under Chief Project Manager (Education) PWD

As a follow up of the discussions held with the Hon'ble Deputy CM of Delhi, a meeting was held with the Secretary, Higher Education, GNCT of Delhi, on 11.02.2016 who suggested that in view of the observations made by Hon'ble Deputy CM and Minister of PWD about the implementation of both the projects by PWD, discussion should be further held with Chief Project Manager (Education), PWD to explore the possibility of PWD undertaking the planning and execution of both the new campuses. Accordingly, AUD officials held a meeting with Chief Project Manager (Education), PWD on 19.02.2016 at its Kashmere Gate campus. Preliminary details about both the proposed new campuses were shared with PWD officials and a copy of facilities required in the new campuses was handed over to them.

7. AUD officials inquired about the scope of services normally provided by PWD for development of the new campuses on deposit work basis. It was emphasised that an Implementing Agency would need to provide a dedicated team at each site for full duration of the Project to oversee the construction of

both the campuses. The broad scope of services expected from the Project Implementing Agency was conveyed to PWD vide AUD letter No.F.AUD/100 53/2015-16/475 dated 10.03.2016 along with a copy of minutes of the meeting held on 19.02.2016 (copy enclosed as **Annexure-XXXVII**).

8. The Chief Project Manager (Housing), PWD vide his letter No 23(37)/CPM/Housing/PWD/2015-16/353 dated 04.04.2016 (copy enclosed as **Annexure-XXXVIII**), has stated that PWD offers the turnkey architectural, structural, electrical & mechanical construction and project management services. As regards appointment of the Architect, PWD follows the Ministry of Finance/ Planning Commission guidelines for appointment of Architect consultant through a Combined Quality cum Cost Basis of selection where a 70% weightage is given to the Technical Bid and 30% weightage is given to the financial bid. The Technical Bid has a provision for a design competition by a board of assessors. CPM (PWD) has however, stated that AUD can suggest changes in the process of appointment of Architect.

9. As per above if PWD is engaged as PMC for the development of new campuses and PWD also appoints Architect in accordance with its laid down procedures then this will be contrary to the decision of the Board of Management and the Court of University. In this scenario, the following alternatives emerge.

- (i) PWD acts as PMC for the Projects and also appoints the Architect/Consultant;
- (ii) PWD acts as PMC for the Projects and AUD appoints the Architect with assistance from PWD;
- (iii) PWD be engaged as PMC for one campus only and for another campus a PSU be appointed as PMC. The Architects for both these campuses are appointed by AUD with assistance from PWD/PSU as the case may be. This will ensure competitiveness between the two different implementing agencies and timely completion of the projects besides improvement in quality of work as each agency will focus on only one project.
- (iv) As per earlier decision of BoM and University Court, PSU's be engaged as PMC's with selection of an Architect to be done by AUD.

10. The selection of PMC and Architect will be done based on open competition in accordance with laid down under GFR 2005 and general guidelines issued by Ministry of Finance, Government of India, irrespective of any of the above alternatives being adopted for implementation of the Projects at Dheerpur and Rohini.

The BoM may consider the above proposal for a suitable decision.

Appendix-6
Resol. No. 07/BOM (16) /04.04.2014

Resolved to accept the minutes of the Advisory Committee on
Campus Development

The Minutes of the Advisory Committee on Campus Development is enclosed
(Enclosure-III) as circulated

AMBEDKAR UNIVERSITY DELHI

MINUTES OF THE 16TH MEETING OF THE BOARD OF MANAGEMENT HELD ON FRIDAY, THE 4TH OF APRIL, 2014 AT 10.30 A.M. AT THE PRIVATE DINING ROOM, INDIA INTERNATIONAL CENTRE, LODHI ROAD, NEW DELHI

PRESENT

1.	Professor Shyam B. Menon, <i>Vice Chancellor</i>	Chairperson
2.	Professor N. R. Madhava Menon <i>Nominee of the Government of NCT of Delhi</i>	Member
3.	Professor Arunally Desai <i>Nominee of the Government of NCT of Delhi</i>	Member
4.	Dr. Kiran Datar <i>Nominee of the Government of NCT of Delhi</i>	Member
5.	Professor Chandan Mukherjee <i>Nominee of the Chancellor</i>	Member
6.	Professor Kuriakose Mamkoottam <i>Nominee of the Chancellor</i>	Member
7.	Ms. Sumati Kumar, <i>Registrar</i>	Secretary

Special Invitee:

- 1 Professor Vijaya S Varma
Director, Campus Development, AUD

Professor Ashok Nagpal, Nominee of the Chancellor, Dr. M M Kutty, Principal Secretary, Finance, Government of NCT of Delhi and Shri R K Verma, Principal Secretary, Higher Education, Government of NCT of Delhi regretted their inability to attend the meeting. Shri S.P. Dixit, Director, Higher Education, Government of NCT of Delhi attended the meeting representing the Principal Secretary, Higher Education.

At the outset, the Vice-Chancellor, while extending a warm welcome to all the members, expressed his deep appreciation for the contribution made by Ms Sumati Kumar, Registrar, who was to be relieved on the 7th of April 2014. The members of the Board echoed the sentiment and recorded their appreciation of Ms. Kumar's role as Secretary of the Board.

1. Took cognizance of the observations on the agenda sent by Shri R K Verma, Principal Secretary, Higher Education (Appendix -1) In this context, it was resolved that all decisions of the Board that imply expenditure in excess of what is projected under the Budget Estimates and Revised Estimates (which are duly approved by the Finance Committee, the Board of Management and the Court of the University in accordance with the provisions of the Act and the Statutes and duly communicated to the Government) may be brought to the notice of the Government of NCT of Delhi before implementation.
2. To consider confirmation of the Minutes of the 15th Meeting of the Board of Management held on 21st January, 2014
Resolved to confirm the Minutes of the 15th Meeting of the Board of Management held on 21st January, 2014.
3. To report the Action Taken on the Minutes of the 15th Meeting of the Board of Management held on 21st January, 2014
Resolved to accept the Report on Action Taken on the Minutes of the 15th Meeting of the Board of Management held on 21st January, 2014 (Appendix 2).
4. To consider the draft Policy on "Prevention, Prohibition and Redressal of Sexual Harrassment and Discrimination based on Gender Identity and Sexual Orientation" revised on the basis of discussion between Dr. Kiran Datar (who was authorized by the Board of Management for this task) and the drafting Committee
Resolved to adopt the policy on "Prevention, Prohibition and Redressal of Sexual Harrassment and Discrimination based on Gender Identity and Sexual Orientation" with some modifications (The approved version of the Policy vide Appendix 3)
The Board resolved that the Policy be reviewed after two years, or earlier, if required.
5. To consider the recommendations of the Selection Committee for the post of Controller of Finance
Resolved to accept the recommendations of the Selection Committee for the post of Controller of Finance. (Appendix 4).
Further, the Board authorized the Vice Chancellor to consider granting additional increments, if necessary, to the incumbent.

6. To consider the salary of Pro Vice Chancellor as provided under Statute 6(2)(a)

Resolved to accept the salary of Pro Vice Chancellor as provided under Statute 6(2)(a). (Appendix 5)

7. To consider the Minutes of the Advisory Committee on Campus Development

Resolved to accept the Minutes of the Advisory Committee on Campus Development (Appendix 6).

As suggested by the Principal Secretary, Higher Education in his written observations (vide Appendix-1), it was resolved that a detailed proposal that makes a comprehensive projection of costs (including allied costs for staffing etc.) for the entire project for the next five years will be submitted to the Government for its consideration.

Further, the Board suggested the following:

- a. The outreach programmes should be located in both campuses and not restricted only to Rohini.
- b. In order to promote linkages between the two campuses, the University should provide, to the extent possible, efficient transport and communication facilities between the two campuses.
- c. Given the mandate of AUD to cater to the demand for quality higher education in Delhi, and given the initial concept note passed by the Board which visualises AUD to be a University with multiple campuses, it was important that AUD should also retain a presence in the Kashmere Gate campus, also because AUD has invested resources in making the portion allotted to it useable by extensive and prolonged renovations.

8. To consider the Appointment of the Chartered Accountant for conducting audit and preparation of annual accounts of AUD

Resolved to accept the recommendations of the Committee constituted by the Vice Chancellor for the Appointment of the Chartered Accountant firm for conducting audit and preparation of annual accounts of AUD (Appendix 7)

9. To consider the Policy for leasing of Private Houses for Residential Use

Resolved to accept in principle the Policy for leasing of Private Houses for Residential Use (Appendix 8)



AMBEDKAR UNIVERSITY DELHI

A meeting of the Advisory Committee for Campus Development was held on Thursday, 20 March 2014 in the VC Committee Room. The following were present:

1. Professor Shyam B Menon, Vice Chancellor	Chairperson
2. Professor Chandan Mukherjee, Pro Vice Chancellor & Officiating Controller of Finance	Member
3. Professor Jain Bhatt, Dean (School of Design)	Member
4. Ms Sumati Kumar, Registrar	Member
5. Dr Kisan Datar, Government Nominee on the BoM	Member
6. Shri P K Tripathi, Former Chief Secretary, GNCTD	Member
7. Professor C R Babu, Distinguished Professor of Environment and Ecology	Member
8. Shri Ashok Kumar, Former Vice Chairperson DDA	Member
9. Professor K L Ravindran, Former Chairperson National Urban Arts Commission	Member
10. Shri V Suresh, Former Chairman & Managing Director, HUDCO	Member
11. Professor Vijaya S Varma, Dean (Planning) & Director (Campus Development)	Member Secretary

Shri R K Verma, Principal Secretary, Higher Education, GNCTD regretted that he could not attend the meeting. Instead he deputed Shri SP Drot, Director, Higher Education, GNCTD who was present.

At the outset, the Vice Chancellor introduced the members to the Committee and gave a brief introduction about the responsibilities and tasks entrusted to the Committee for the development of the Campuses at Dheerpur and Rohini. The Minutes of the previous meeting of the Advisory Committee held on 06 July 2013 were then confirmed.

A presentation was made by the Director, Campus Development on the post July 2013 status of the land allotted to Ambedkar University Delhi for its two campuses at Dheerpur and Rohini. The presentation indicated the exact locations of the two campuses, their areas and their physical description. The current (2014-15) strength of faculty, students, staff, schools, courses, was summarised and a projection of these figures in ten years time (2024-25) was shared with the Committee (see Appendix). According to current thinking among the faculty, Dheerpur should be developed as the main campus of AUD, with Rohini being seen as a satellite campus meant mainly for extension and outreach activities, housing residences and hostels and in time becoming a second location for teaching undergraduate programmes. A rough estimate of the cost of construction to be incurred on both the campuses was then shared with the Committee, and the next steps to be taken for the development of the Campus were outlined – organising an architectural design competition for the selection of an architect who would draw up the Master Plan for Campus development, and the selection of a Public Sector Undertaking such as RILS, EIL, EPL, through an open competition as a Project Management Consultant on a deposit work basis. As the construction cost was likely to exceed Rs. 200 crore, the various steps that required to obtain approval from the Expenditure Finance Committee and the Cabinet for release of funds for Campus construction from the government were also outlined. Finally a

tentative timeline was presented for the completion of various tasks for campus development before actual construction could be started.

The decisions taken by the Committee following discussions during and subsequent to the presentation are listed below:

1. The Committee recommended that AUD should check the exact boundary and the area of the land allotted to it for the construction of the campus at Dheerpur before putting up a boundary wall.
2. The Committee was of the view that the wetlands adjoining the Dheerpur campus, although owned by DDA, should be seen as an integral part of the campus of AUD. DDA must identify the exact location of the wetlands immediately so that plans for their development and management can be drawn up jointly with the University. DDA should also agree to the construction of a common boundary wall which would enclose both the land allotted (20 ha) for the Dheerpur campus and the land earmarked for the wetlands (25.4 ha).
3. The Committee recommended that the appropriate Power Authority should be contacted immediately for shifting the high tension line that presently runs across the Dheerpur plot.
4. The Committee recommended that the two campuses at Dheerpur and Rohini should be treated as one project for administrative and financial procedures but the design work could be awarded to two different architectural firms and PMCs so that even if unexpected difficulties arise in the execution of work on one campus they would not necessarily affect the work on the other.
5. The Committee was of the view that the selection of the firm of architects for campus construction should be through a one-stage design competition. For Dheerpur, which is the larger project, it should be through a limited competition in which there should be an initial shortlisting of architects on the basis of a suitably chosen set of criteria, followed by a competition to be judged by a jury with members including government architects and engineers. For Rohini, which is the smaller project, one could hold a single-stage open competition which would enable younger architects to compete.
6. The short-listing criteria for architectural firms should specify that the team must consist of environmental planners, landscape architects as well as architects.
7. The Committee recommended that the design brief which is to be prepared for the Architectural Design Competition should encompass both campuses. It should involve architects, engineers, experts in built environments and environmental experts in its compilation and must contain:
 - A substantial statement of the design philosophy reflecting the vision and mission of the University, and emphasising sustainable design and practice, green building requirements, water and energy conservation, use of alternative energy, recycling and waste management.
 - A detailed environmental study of the site including the flora and fauna, with inputs on environmental impact assessment.

- A detailed framework for the development of the wetlands
 - Inputs from architects, landscape architects and urban designers
 - A detailed list of physical requirements such as the number of classrooms, their area the number of faculty rooms, offices, seminar rooms, auditoria, conference facilities, library facilities, computer facilities
 - Phased growth plan, academic growth plans and fund flow phasing
 - A jury including eminent architects and engineers to judge the submissions
8. The Committee recommended that the selection of Project Management Consultants should be done separately for the two campuses through an open competition from among Public Sector Undertakings and not necessarily assigned to the PWD
 9. The Committee recommended that a detailed proposal should be submitted to the government for sanction of funds amounting to at least Rs.1.5 crore as seed-money in order to initiate the process of campus development.
 10. The Committee was of the view that estimates of cost of furniture and fixtures should be added to the cost of construction while submitting the proposal for campus construction to the government.

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

Vijaya Shankar Varnia
Director Campus Development

AMBEDKAR UNIVERSITY DELHI

Minutes of the Fourth Meeting of the Court of the University held on Thursday, 18 December 2014 at 11:00 am in the Committee Room at Raj Niwas, Delhi

The Fourth Meeting of the Court of Ambedkar University Delhi (AUD) was held on Thursday, 18 December 2014 at 11:00 am. The following were present at the meeting:

1.	Shri Najeeb Jung Chancellor	Chairperson
2.	Professor Shyam B Menon Vice Chancellor	Member
3.	Professor K. Satchidanandan Nominee of the Government of NCT of Delhi	Member
4.	Justice Leila Seth Nominee of the Government of NCT of Delhi	Member
5.	Dr MM Kutty Principal Secretary, Finance, Government of NCT of Delhi	Member
6.	Shri Anindo Majumdar Principal Secretary, Higher Education, Government of NCT of Delhi	Member
7.	Ms Gitanjali Gupta Kundra Secretary (Art, Culture & Languages), Government of NCT of Delhi	Member
8.	Shri Rajiv Kale Registrar, GGSIP University	Member
9.	Professor Jatin Bhatt Registrar (officiating)	Secretary

Professor S.R. Hashim, Dr. Kiran Karnik, Professor Deepak Nayyar, Nominees of the Government of NCT of Delhi and Professor Umesh Rai, Nominee of the UGC regretted their inability to attend the meeting.

The Hon'ble Chancellor and Chairperson of the Court extended a warm welcome to all members of the Court.



- The following items were deliberated on:

1. To confirm the Minutes of the Third Meeting of the Court held on Tuesday, 11 February 2014

Resolved to confirm the Minutes of the Third Meeting of the Court held on Tuesday, 11 February 2014 as circulated.

2. To consider, pass and adopt the Annual Accounts for the Financial Year 2013-14

Resolved to pass and adopt the Annual Accounts for the Financial Year 2013-14 (*Appendix-1*)

3. To consider, pass and adopt the Annual Report of the University for the year 2013-14, duly approved by the Board of Management

Resolved to pass and adopt the Annual Report of the University for the year 2013-14 (*Appendix-2*).

4. To consider, pass and adopt the Revised Estimates for the year 2014-15 and the Budget Estimates for the year 2015-16 of the University, duly approved by the Board of Management

Resolved to pass and adopt the Revised Estimates for the year 2014-15 and the Budget Estimates for the year 2015-16 as approved by the Board of Management (*Appendix-3*).

5. To note a brief report on AUD since the last meeting of the Court

Resolved to take note of a brief report on AUD subsequent to the last meeting of the Court (*Appendix-4*).

During the deliberations, the Vice-Chancellor informed members that the National Assessment and Accreditation Council (NAAC) have given 'A' Grade to AUD, recently. The NAAC Peer Team Report on accreditation of the University is at Enclosure No. 1 of *Appendix-4*. The Court recorded its appreciation of the sincerity of the endeavours of the University community reflected in achieving such a rating within just six years of its establishment.

While discussing the status of implementation of the National Pension Scheme (NPS) at AUD, the Chancellor expressed his concern at the delay in its implementation and directed the Principal Secretary, Higher Education, Principal Secretary, Finance and the Vice Chancellor to discuss the matter and come up with a clear formulation, possibly by the end of the month, of the status and issues

related to implementing the NPS. The Court took cognizance of the fact that it was critical for the young university to have the NPS implemented at the very earliest to enable it to attract and retain competent faculty and officers.

6. To note a status report on Campus Development

The Vice Chancellor made a power point presentation and apprised members of the Court of the status of the preparatory steps for developing AUD's permanent Campuses (*presentation at Appendix-5*).

Members suggested that planning for an appropriately designed state-of-the-art campus for the University should include studying campuses of various Universities in India and abroad.

The Court took cognizance of the fact that preparatory steps have been initiated for the selection of a Project Management Consultant through open competition among Public Sector Undertakings and of a similar process for the selection of an Architectural Firm.

The Court also took cognizance of the fact that AUD would have multiple campuses and its Schools would be distributed among them. The Chancellor observed that it was necessary to distribute the constituent units of the University between the campuses in such a manner that the organic unity of the University would not in any manner be undermined.

During the presentation on Campus Development, the Court noted that the Undergraduate programmes of AUD were going to be reviewed in order to equip them to meet the growing demands for larger intake without jeopardizing their quality and relevance. A blended approach to instructional strategy combining face-to-face instruction with internet-based and independent-study-based modes of instruction was being contemplated. A community college system focusing on bridging academic and vocational competencies and skills was also being envisaged. A possible collaboration with the Government Polytechnics of Delhi to explore creation of an integrated undergraduate programme with appropriate bridge courses was also being thought about. The Chair appreciated the idea and directed the Principal Secretary, Higher Education and Training & Technical Education to explore the possibility of proactively pursuing such a collaboration.

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



AMBEDKAR UNIVERSITY DELHI

MINUTES OF THE 18TH MEETING OF THE BOARD OF MANAGEMENT HELD ON 08 OCTOBER 2015 AND 02 NOVEMBER 2015 (ADJOURNED MEETING) IN THE PRIVATE DINING HALL, INDIA INTERNATIONAL CENTRE, NEW DELHI

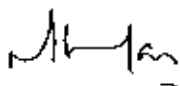
PRESENT

1.	Professor Shyam B Menon, <i>Vice Chancellor</i>	Chairperson
2.	Professor NR Madhava Menon <i>Nominee of the Government of NCT of Delhi</i>	Member
3.	Professor S Parasuraman <i>Nominee of the Government of NCT of Delhi</i>	Member
4.	Dr. Kiran Datar <i>Nominee of the Government of NCT of Delhi</i>	Member
5.	Smt. Punya Salila Srivastava, IAS <i>Secretary (Higher Education), Govt. of NCT of Delhi</i>	Member
6.	Professor Chandan Mukherjee <i>Nominee of the Chancellor</i>	Member
7.	Professor Ashok Nagpal <i>Nominee of the Chancellor</i>	Member
8.	Professor Kuriakose Mamkoolam <i>Nominee of the Chancellor</i>	Member
9.	Dr. M A Sikandar, <i>Registrar</i>	Secretary

Special Invitees

1.	Professor Vijaya S Varma Director, Campus Development & Advisor, Planning, AUD
2.	Professor Jatin Bhatt Dean, School of Design, AUD
3.	Professor Denys P Leighton Dean, School of Liberal Studies, AUD
4.	Professor Salil Misra School of Liberal Studies, AUD
5.	Shri J. Ernest Samuel Ratnakumar Controller of Finance, AUD
6.	Dr. Asmita Kabra Associate Professor & Dean (offg.), SHE
7.	Dr. Praveen Singh Assistant Professor, SHE
8.	Dr. Suresh Babu Assistant Professor, SHE

AUD/BoM(18)/US 10.2015 & 02.11.2015




Professor Chandan Mukherjee, Nominee of the Chancellor and Shri Rajendra Kumar, Principal Secretary (I/c), Department of Finance, Government of NCT of Delhi regretted their inability to attend the meeting on 08.10.2015. Shri Rajendra Kumar could not attend also the adjourned meeting on 02.11.2015.

At the outset, the Vice Chancellor extended a warm welcome to all the members of the Board. He placed on record the appreciation for Professor Jatin Bhatt who had officiated as Registrar for more than a year. He welcomed Dr. M.A. Sikandar and Shri J. Ernest Samuel Ratnakumar, who joined as Registrar and Controller of Finance of the University respectively and introduced them to the other members.

The Board's deliberations were as follows:

1. To confirm the Minutes of the 17th Meeting of the Board of Management held on 07.10.2014

Resolved to confirm the Minutes of the 17th Meeting of the Board of Management held on the 7th of October, 2014, as circulated.

2. To note the Action Taken on the Minutes of the 17th Meeting of the Board of Management held on 07.10.2014

Resolved to note and accept the Action Taken Report (ATR) on the Minutes of the 17th Meeting of the Board of Management held on the 7th of October, 2014 (Appendix - 1).

3. To note the confirmed Minutes of the Special Meeting of the Board of Management held on 08.05.2015

Resolved to note and accept the confirmed Minutes of the Special Meeting of the Board of Management held on the 8th of May, 2015 (Appendix - 2).

4. To note the Action Taken on the Minutes of the Special Meeting of the Board of Management held on 08.05.2015

Resolved to note and accept the Action Taken Report (ATR) on the Minutes of the Special Meeting of the Board of Management held on the 8th of May, 2015 (Appendix - 3).

- 5 A. To consider the draft Annual Report of the University for the year 2014-15

Resolved to approve the draft Annual Report of the University for the year 2014-15 and authorized the Vice Chancellor to approve correction of any errors that may have inadvertently remained in the draft, vide Appendix - 4.

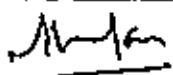
- 5 B. To consider the constitution of an Internal Quality Assurance Cell (IQAC)

Resolved to approve the vision and constitution of the AUD's Internal Quality Assurance Cell (IQAC), vide Appendix - 5.

- 5 C. To consider the first Annual Quality Assurance Report (AQAR) for 2014-15

Resolved to approve the first Annual Quality Assurance Report (AQAR) for 2014-15, vide Appendix - 6.

AUD/BoM(18)/08.10.2015 & 02.11.2015




6. To consider the revised norms of payment for the Visiting Faculty

Resolved to approve the revised norms of payment for the Visiting Faculty, vide Appendix - 7.

- 7 A. To consider the note on the rationale for registering the "AUD Centre for Incubation, Innovation & Entrepreneurship" (ACIIE) as a company, under Section 8 of the Companies Act, 2013

Resolved to approve the proposal for registering the "AUD Centre for Incubation, Innovation & Entrepreneurship" (ACIIE) as a company, under Section 8 of the Companies Act, 2013.

Also, resolved that the proposed AUD Incubation Centre will be the anchor for inviting and nurturing entrepreneurial ideas from students of all programmes offered at AUD. The School of Business, Public Policy & Social Entrepreneurship along with the School of Design will prepare and offer courses which could be chosen by interested second year students of other academic programmes of AUD.

The Board further resolved that the facilities of the Incubation Centre should be restricted to students of AUD or other universities of Delhi region during the initial 3-5 years; later on they could be open to outsiders at large. The Incubation Centre will initially seek seed capital and infrastructural support from AUD and the Government of the NCT of Delhi, but will subsequently generate its own capital from public sector banks, angel investor, grants from government schemes and other sources.

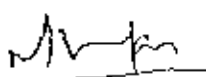
The note on the rationale for registering the "AUD Centre for Incubation, Innovation & Entrepreneurship" (ACIIE) as a company, under Section 8 of the Companies Act, 2013 approved by the Board is at Appendix - 8.

- 7B. To consider the establishment of the Centre for Urban Ecology and Sustainability (CUES) under Statute 12B of the University and constitution of an Advisory Board for the CUES

Resolved to approve the establishment of the Centre for Urban Ecology and Sustainability (CUES) under Statute 12B of the University and the constitution of an Advisory Board for the CUES, vide Appendix - 9.

- 7C. To consider the creation of a 'University Development Fund' by setting aside the unutilized portion from the amount collected as fee from the students and constitution of a Managing Committee for this Fund

Resolved to approve the creation of a 'University Development Fund' by setting aside the unutilized portion from the amount collected as fee from the students and constitution of a Managing Committee for this Fund, vide Appendix - 10.




7D. To consider the matters related to Campus Development

The Board while considering matters related to Campus Development:

- (i) Took note of the Minutes of the fourth meeting of Advisory Committee for Campus Development held on 09.05.2015 and approved the proposed overall plan for AUD campuses at Dheerpur and Rohini which includes provision for approximately 8,000 students and the facilities to be created thereon.
- (ii) Took note of the decision of the Government of NCT of Delhi that the procedure for appointment of Project Management Consultant (PMC) and Architect for the two new campuses should be in accordance with the guidelines contained in GFR 2005 and Ministry of Finance, Government of India, rules.
- (iii) Took note of the Status Report on the setting up of new campuses at Dheerpur and Rohini.

Resolved to approve the matters related to Campus Development, vide **Appendix - 11.**

8A. To ratify the Minutes of the Seventh Meeting of the Academic Council held on 16 July 2015

Resolved to defer the matter due to non-circulation of the Minutes of Seventh Meeting of the Academic Council held on 16 July 2015.

8B. To ratify the Minutes of the Special Meeting of the Academic Council held on 05 October 2015

Resolved to ratify the Minutes of the Special Meeting of the Academic Council held on 05 October 2015, vide **Appendix - 12.**

8C. To ratify the acceptance by the Academic Council of the revised document of the Career Advancement Scheme (CAS) for teachers and other academic staff

Resolved to ratify the acceptance by the Academic Council of the revised document of the Career Advancement Scheme (CAS) for teachers and other academic staff, vide **Appendix - 13.**

9A. To ratify the Minutes of the 12th Meeting of the Establishment Committee held on 15 December 2014

Resolved to ratify the Minutes of the 12th Meeting of the Establishment Committee held on 15 December 2014, vide **Appendix - 14.**

9B. To ratify the Minutes of the 13th Meeting of the Establishment Committee held on 14 July 2015

Resolved to ratify the Minutes of the 13th Meeting of the Establishment Committee held on 14 July 2015, vide **Appendix - 15**, except the item No. 5 of the minutes regarding regularization/absorption of short-term non-teaching contractual staff in AUD

The Establishment Committee (EC) in its 13th Meeting held on 14 July 2015 had resolved to recommend the following for consideration of the Board of Management, vide item No 5 of the minutes

AUD/BoM(18)/08.10.2015 & 02.11.2015

- (i) All the contractual employees who were recruited with or without open advertisement or selection committee on a need-basis for short-term, whose services have been reviewed periodically and have completed three years continuous service in a contractual post, as on date be extended consolidated remuneration in the regular Pay Band with Grade Pay attached to the post with other usual allowances, as applicable to regular employees prospectively on long term contractual tenure against the 2/3rd quota of deputation/contract as prescribed under the existing RRs through a duly constituted selection committee.
- (ii) All the vacant posts of non-teaching be filled in a time bound manner as per the RRs and the existing contractual employees should be given due preference and weightage in the selection process for regular appointment with age relaxation, wherever necessary

The above recommendations by the EC were considered by the Board in its adjourned meeting held on 02 November 2015. Meanwhile, the Government of NCT of Delhi has issued instructions regarding a general policy for regularization of the contractual employees working in various departments of the Govt. of NCT of Delhi (as per the Cabinet decision No. 2223, dated 06.10.2015) vide Order No. F.19 (11)/2015/S.IV/1890-96, dated 19 October 2015.

According the said instructions issued by the Services Department of the Govt of NCT of Delhi

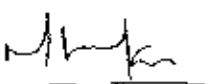
- (i) Every department should formulate a scheme to fill up all vacant posts
- (ii) Contractual employees working against these posts should be allowed to apply with following conditions
 - (a) They should be given age relaxation
 - (b) They should be given appropriate and adequate weightage of experience for that post in evaluation
 - (c) Any contractual employee, whose service was terminated due to unsatisfactory work during their contractual employment, shall be treated as ineligible, under the scheme
- (iii) Policy in para (ii) above shall also be applicable to the contractual employees who have worked against these posts for an aggregate period of 6 months or more after 01.04 2013.

The Board took cognizance of the Delhi Cabinet's decision conveyed by the Govt. of NCT of Delhi, vide Order dated 19.10.2015 of GNCTD, felt that the instructions issued by the Govt. of NCT of Delhi should be complied with by AUD in letter and spirit. It was resolved by the Board to refer back the matter to the EC to relook into the matter in the light of the instructions issued in this regard by the Govt. of NCT of Delhi and to suggest a suitable scheme to fill up all vacant posts in AUD for the consideration of the Board at the earliest

9C. To ratify the approval of the recommendations of the Selection Committee for the post of Controller of Finance

Resolved to ratify the approval of the recommendations of the Selection Committee for the post of Controller of Finance, vide Appendix - 16.

AUD/BoM(18)/08.10.2015 & 02.11.2015




- 10A. To ratify the Minutes of the 12th Meeting of the Finance Committee held on 14 July 2015

Resolved to ratify the Minutes of the 12th Meeting of the Finance Committee held on 14 July 2015, vide Appendix - 17.

- 10B. To ratify the Minutes of the 13th Meeting of the Finance Committee held on 10 September 2015

Resolved to ratify the Minutes of the 13th Meeting of the Finance Committee held on 10 September 2015, vide Appendix - 18.

- 10C. To ratify the appointment of M/s Singla & Associates, Chartered Accountants for Compilation and Audit of the Accounts of the University for the Financial Year 2015-16

The University had engaged the services of M/s Kailash Chand Jain and Co., Chartered Accountants, through due process as per the GFR, for compilation and audit of its accounts till the Financial Year 2014-15.

The work of compilation and audit of the accounts of the University for the Financial Year 2015-16 has been awarded to M/s Singla & Associates, Chartered Accountants. This firm was selected through due process by calling limited quotations as per the GFR and approved by the Vice Chancellor.

The Board resolved to ratify the appointment of M/s Singla & Associates, Chartered Accountants for Compilation and Audit of the Accounts of the University for the Financial Year 2015-16.

- 11A. To ratify the appointment of various faculty positions as per the recommendations of the Selection Committees

Resolved to ratify the appointment of various faculty positions as per the recommendations of the Selection Committees, vide Appendix - 19.

- 11B. To ratify the approval of the recommendation of the Dean, SHS for temporary appointment of an Assistant Professor in Psychotherapy in the School

Resolved to ratify the approval of the recommendation of the Dean, SHS for temporary appointment of Dr. Shifa Haq as Assistant Professor (on temporary basis) in Psychotherapy in the School with effect from 01.04.2015 to 30.06.2016 against one vacant post of Associate Professor, Psychotherapy.

- 11C. To ratify the appointment of full time visiting faculty at the level of Professor, Associate Professor and Assistant Professor

Resolved to ratify the appointment of full time visiting faculty at the level of Professor, Associate Professor and Assistant Professor, vide Appendix - 20.

- 11D. To ratify the appointment of Professor Chandan Mukherjee as Dean, Academic Services as an additional charge

Resolved to ratify the appointment of Professor Chandan Mukherjee as Dean, Academic Services as an additional charge w.e.f. 10.08.2015 to till further orders consequent upon the resignation by Professor Salil Misra.

- 11E. To ratify the tenure appointment of Professor Denys P Leighton in the School of Liberal Studies

Resolved to ratify the tenure appointment of Professor Denys P Leighton in the School of Liberal Studies, which is extended w.e.f. 02.08.2015 to till the validity of his PIO.

- 11F. To ratify the conversion of posts from Associate Professor to Assistant Professor in the Schools

Resolved to ratify the conversion of posts from Associate Professor to Assistant Professor in the Schools of (i) Business, Public Policy and Social Entrepreneurship, (ii) Human Studies, and (iii) Development Studies, vide Appendix - 21

- 11G. To ratify (1) constitution of the Standing Committee on Travel Grants and Professional Development Programmes to consider proposals for travel grants, and (2) amendment recommended by the Standing Committee to the existing guidelines for travel grants

Resolved to ratify (1) the constitution of the Standing Committee on Travel Grants and Professional Development Programmes to consider proposals for travel grants, and (2) amendment recommended by the Standing Committee to the existing guidelines for travel grants, vide Appendix - 22.

- 11H. To ratify the re-employment after superannuation of Professor Chandan Mukherjee, Professor (Economics) in the School of Liberal Studies, and currently the Pro Vice Chancellor

Resolved to ratify the re-employment after superannuation of Professor Chandan Mukherjee, Professor (Economics) in the School of Liberal Studies and also Pro Vice Chancellor of the University (till 04.11.2015), for a period of three years w.e.f. 05.11.2015.

- 12A. To ratify the Management Agreement between DDA and AUD for the management of the wetlands at Dheerpur, and the constitution of an Interim Committee to initiate preparatory steps for the development of a Centre for Urban Ecology and Sustainability (CUES)

Resolved to ratify the Management Agreement between the DDA and AUD for the management of the wetlands at Dheerpur, and the constitution of an Interim Committee to initiate preparatory steps for the development of a Centre for Urban Ecology and Sustainability (CUES), vide Appendix - 23.

- 12B. To ratify the signing of an Agreement with the Department of Higher Education, Govt. of NCT of Delhi for setting up new campuses of the University at Dheerpur and Rohini, Delhi

Resolved to ratify the Agreement signed between the Govt. of NCT of Delhi and AUD for the construction, management and maintenance of the new campuses of AUD, vide Appendix - 24.

- 12C. To ratify the revised Academic Calendar of AUD

Resolved to ratify the revised Academic Calendar of AUD, vide Appendix - 25.

- 13A. To note the UGC Guidelines for empanelment of Adjunct Faculty

Resolved to note the UGC Guidelines for empanelment of Adjunct Faculty, as detailed in Appendix - 26.

- 13B. To note the joining of faculty members and other academic staff

Resolved to note the joining of faculty members and other academic staff, as listed in the Appendix - 27.

- 13C. To note the grant of extension of joining time to faculty members / Non-acceptance of offer

Resolved to note the grant of extension of joining time to faculty members / Non-acceptance of offer as detailed in the Appendix - 28.

- 13D. To note the appointment/resignation of Deans of Schools

Resolved to note the appointment/resignation of Deans of Schools as listed in the Appendix - 29.

- 13E. To note the appointment of Deans (officiating) of the Schools

Resolved to note the appointment of Deans (officiating) of the Schools as listed in the Appendix - 30.

- 13F. To note the appointment of Dy. Deans of Schools for 3 years

Resolved to note the appointment of Dy. Deans of Schools for 3 years as listed in the Appendix - 31.

- 13G. To note the grant of Extra Ordinary Leave (EoL) to faculty members

Resolved to note the grant of Extra Ordinary Leave (EoL) to faculty members as detailed in the Appendix - 32.

- 13H. To note grant of Child Care Leave/Study Leave to faculty members

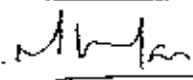
Resolved to note the grant of Child Care Leave/Study Leave to faculty members as detailed in the Appendix - 33.

- 13I. To note the re-joining of faculty members to their duties after availing long leave

Resolved to note the re-joining of faculty members to their duties after availing long leave as listed in the Appendix - 34.

- 13J. To note Resignation / Relieving of Faculty Members

Resolved to note the resignation/relieving of faculty members as detailed in the Appendix - 35.




13K. To note the confirmation of the faculty members

Resolved to note the confirmation of the faculty members as listed in the Appendix - 36.

13L. To note the promotion of the faculty members

Resolved to note the promotion of the faculty members as listed in the Appendix - 37.

13M. To note extension of deputation period of a faculty member

Resolved to note the extension of deputation period of Dr. Santosh Kumar Singh, Assistant Professor, School of Liberal Studies till 30.06.2016 by his parent institution, i.e. Chandigarh Administration

13N. To note the grants sanctioned for Research Projects

Resolved to note the grants sanctioned for Research Projects as detailed in the Appendix - 38.

14. To note the RUSA proposal submitted to the Directorate of Higher Education (DHE)

Resolved to note the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) proposal submitted to the Directorate of Higher Education (DHE), Govt. of NCT of Delhi, vide Appendix - 39.

15A. To note the joining of Dr. M.A. Sikandar as Registrar, AUD

Resolved to note the joining of Dr. M.A. Sikandar as Registrar, AUD w.e.f. 29.07.2015 (AN).

15B. To note the non-joining of Shri Sanjeev Kumar as Controller of Finance

Resolved to note the non-joining of Shri Sanjeev Kumar as Controller of Finance.

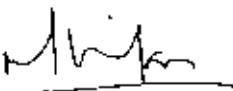
15C. To note the list of holidays to be observed in AUD during the year 2015

Resolved to note the list of holidays to be observed in AUD during the year 2015, vide Appendix - 40. -

15D. To report the appointment and joining of Shri J. Ernest Samuel Ratnakumar as Controller of Finance in AUD

Resolved to note the appointment and joining of Shri J. Ernest Samuel Ratnakumar as Controller of Finance in AUD w.e.f. 29.09.2015 (FN).

The meeting ended with a vote of thanks.



(M.A. Sikandar)
Registrar



(Shyam B Menon)
Vice Chancellor

Ambedkar University Delhi

A University for the City

VISION

- Multiple campuses with mixed and blended mode pedagogy and networked classrooms
- Responsive to the growing need for higher and tertiary education for the young citizens of the city
- A think tank for the future of the city, preparing action and policy briefs for GNCTD
- Engagement with the community and outreach
- Community college type programmes in the context of the needs of the city

AUD Background

- Established 2008 by GNCTD
- Unitary, non-affiliating, multi-campus university system
- Social Sciences, Humanities and the Liberal Arts
- Currently located in Kashmere Gate

STATUS.- Current & Future

	Current	2025
Students	1750	10,000
Faculty	130	700
Staff	100	700
Programmes	40	95
Schools	9	12
Centres	7	15

(no further expansion possible at KG)

FUTURE - Plans for Expansion

- Land allotted for 2 campuses by GNCTD
 1. Dheerpur 50 acre - North Delhi
 2. Rohini 18 acre - West Delhi
- To be developed over the next 4/5 years in the first phase
- 2 Gram Sabha lands proposed to be allotted for new AUD Campuses
 1. Rajokri 21 acre - South Delhi
 2. Narela 24 acre - North West Delhi

DHEERPUR-location

- 20 ha (50 acres) land notified by MoUD after change of land use
- Along Outer Ring Road near Gandhi Vihar and Mukherjee Nagar
- Area developed by DDA
- Adjoining Wetlands 25.4 ha

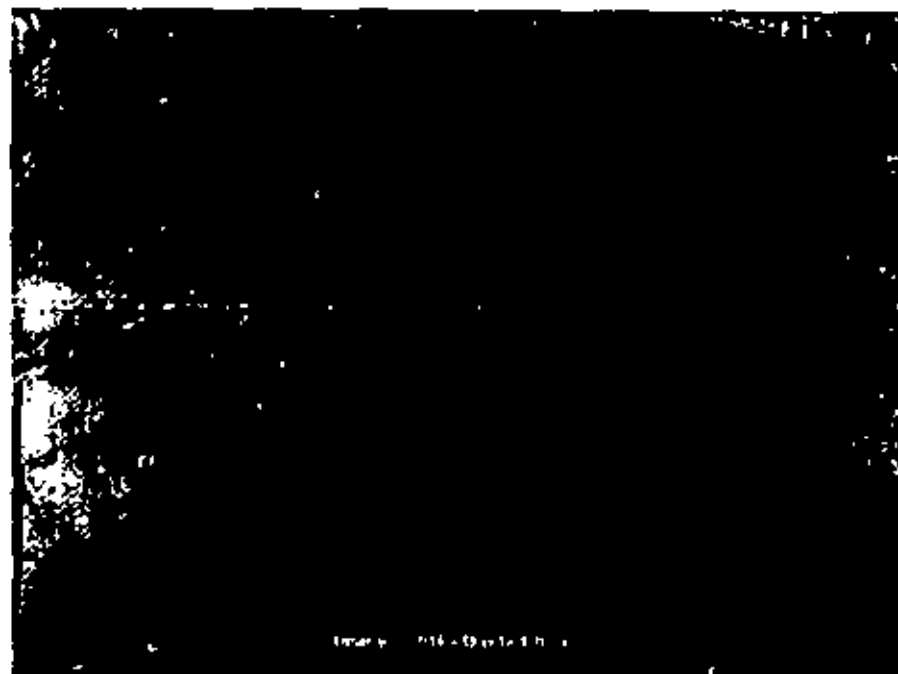
PROJECTIONS (2020)

Dheerpur & Rohini

Location	Student Strength			Faculty	Staff
	UG (Prog)	PG+PhD/MPhil (Prog)	Total (Prog)		
Dheerpur	2,600 (9)	1,600 (37)	4,200 (46)	280	280
Rohini	1,400 (9)	2,100 (39)	3,500 (48)	230	230
Total	4,000 (18)	3,700 (76)	7,700 (94)	510	510

DHEERPUR - Campus

- 16.24 ha handed over by DDA in November 2013, paid Rs 111 crore
- 3.76 ha allotted yet to be handed over by DDA at a cost of Rs 28 crore
- Boundary Wall under construction (60% complete)



DHEERPUR—proposed facilities

(to be developed in 2 phases)

Phase I will have:

- Academic clusters (Schools & Centres)
- Community College
- Library and IT Complex
- Administrative Block
- Convention Centre
- Student and Sports Centre
- Hostels and Staff housing

DHEERPUR - Built Areas

Type	Built areas (sqm)	
	Permissible (FAR 225)	Proposed (Phase I)
Academic	202,500	115,000
Residential	100,000	61,000
Total	302,500	176,000
Parking & Services	40,500	40,500
Grand Total	343,000	216,500

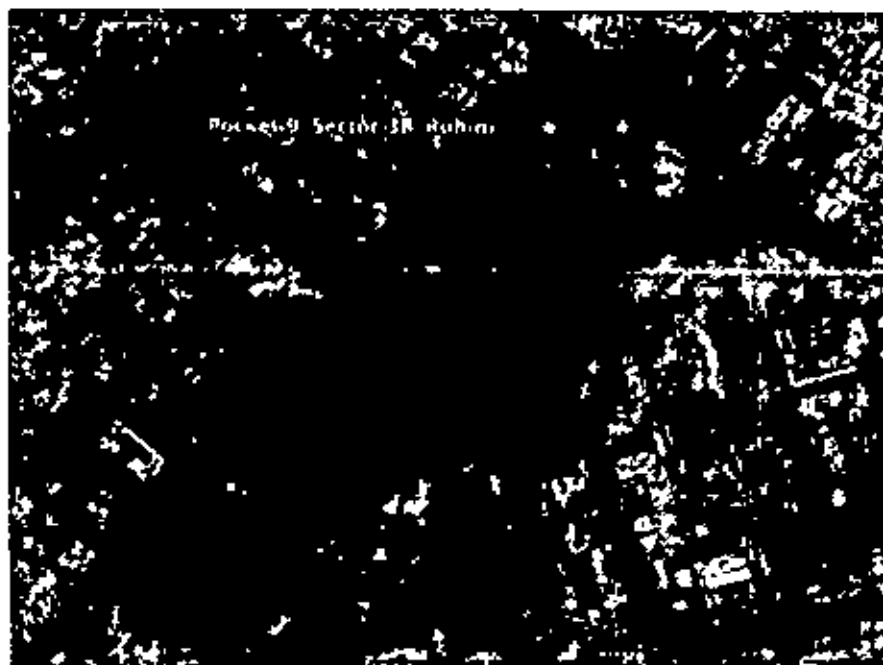
- Phase I will utilise 60% of permissible area

ROHINI - location

- Along Outer Ring Road (3 Km from Madhuban Chowk)
- Sector 3 Rohini
- Near Jaipur Golden Hospital
- Area fully developed – residential and commercial

ROHINI - Campus

- Area 7.3 ha (18 acres)
- Amalgamation of 2 plots
- Cost of land paid to DDA Re 1 only
- Repairs to existing boundary wall (90% complete)



264

15

ROHINI - Proposed Facilities

- Academic clusters
- Library and IT Complex
- Administrative Block
- Auditorium
- Student Centre
- Hostels and Staff housing

ROHINI - Built Areas

Type	Built areas (sqm)	
	Permissible (FAR 225)	Proposed (Phase I)
Academic	115,000	98,000
Residential	46,000	45,000
Total	161,000	143,000
Parking & Services	32,000	22,000
Grand Total	193,000	165,000

• 85% of permissible area

15

16

Cost Estimates

Based on CPWD Plinth Area Rates

- Dheerpur Rs 930 crore (5 years*)
 - Rohini Rs 720 crore (4 years*)
- (includes furniture and cost of basements)

* Includes 1-year for planning process

Unit costs = Rs. 43,000/sqm of built-up area

17

Project Implementation

- In-house Team: Engineers, Architect, Administration and Finance
- PMC: Central/State PSU by open competition
- Architect: Design Competition
- Procedure approved by GNCTD

18

Record of the discussions held on 18.9.2015 in the office of the Hon'ble Deputy Chief Minister of GNCT of Delhi, Shri Manish Sisodia in the Delhi Secretariat for the development of AUD campuses at Dheerpur and Rohini

The following were present:

1. Shri Manish Sisodia, Hon'ble Deputy Chief Minister, GNCTD
2. Shri Satyendra Jain, Hon'ble Minister of PWD, GNCT of Delhi (for part of the meeting)
3. Ms. Punya Srivastava, Secretary, Higher Education, GNCTD
4. Ms. Achla Singh, Director, Higher Education, GNCTD
5. Professor Shyam B Menon, Vice Chancellor, AUD
6. Professor Chandan Mukherjee, Pro Vice Chancellor, AUD
7. Professor VS Varma, Director, Campus Development, AUD
8. Dr. MA Sikandar, Registrar, AUD
9. Shri NK Verma, Co-Director (Tech), Campus Development, AUD

The details of discussions held were as under:

1. Professor Shyam Menon, Vice Chancellor, AUD thanked the Hon'ble Deputy Chief Minister of GNCTD, Shri Manish Sisodia for the opportunity for making a presentation on the development of AUD's two new campuses at Dheerpur and Rohini. He stated that a detailed in-house exercise had been carried out by the Campus Development Division of AUD for planning and finalizing the requirements of the proposed new campuses of AUD at Dheerpur and Rohini. A brief presentation was made of the salient features of these proposals.
2. The Vice Chancellor began with the background of the establishment of AUD by GNCTD as a University mandated to provide higher education in Social Sciences, Humanities and the Liberal Arts. AUD is envisaged as a unitary, non-affiliating University with multiple campuses to meet the demand for higher education in different areas of Delhi. The Hon'ble Deputy Chief Minister stated that the Government is committed to increase the intake of students in Universities and Colleges in Delhi within the next four years so that young students of Delhi are able to get admissions in institutions located within Delhi.
3. After a brief background of AUD, the vision of the university was presented. The present student strength in the Kashmere Gate Campus is 1750 and it is proposed to increase enrolment in AUD to 10,000 over the next 5 years. GNCTD has allotted land for 2 campuses to AUD - at Dheerpur (50 acres) and at Rohini (18 acres). The new campuses are proposed to be developed over the

next 3-4 years. DDA had initially allotted 17.1956 ha at Dheerpur against the earmarked 20 ha, of which DDA was able to hand over physical possession of only 16.24 ha in November 2013. DDA allotted the balance of 3.76 ha in March 2015. There are no encroachments in the Dheerpur plot although farming activities are being carried out in some parts of the vacant plot which will be stopped once the boundary wall around the plot is complete. There is a small area of 0.95 ha adjoining the campus which is currently under litigation. AUD is trying to get DDA to agree to allot this plot also to AUD in the eventuality that the Courts agree to settle the case in favour of DDA. The Rohini plot is already in the possession of the University and except for an area of 1200 sqm, the entire plot is encroachment free. This 1200 sqm area is being used as a Cremation Ground and its shifting to another site may be difficult. However, the matter is being taken up with DDA.

4. DDA have raised a demand for payment of balance land. The Deputy Chief Minister agreed to get the issue of payment to DDA for the balance land of 3.76 ha examined separately.
5. The Department of Higher Education has been offered two Gram Sabha plots – at Rajokri (21 acres) and Narela (26 acres) for setting up University campuses. The Gram Sabha land at Rajokri is already in the possession of the Department of Higher Education whereas the land in Narela is with the Revenue Department of GNCTD. The Deputy Chief Minister agreed 'in principle' to the proposal that AUD may set up new campuses at Rajokri and Narela. Further action in the matter will be initiated by AUD as soon as the land is allotted to it by GNCTD for its campuses.
6. During the presentation, Professor Menon brought out that AUD plans to increase its total student strength to 10,000 by 2025. The Dheerpur and Rohini campuses will have about 8000 students in addition to about 2000 students in the Kashmere Gate campus. The Dheerpur campus would be developed in a phased manner and in the first phase about 60% of the permissible built up area would be utilized for creating facilities for about 4200 students. This would include about 1300 students in a community college type set up. On the other hand, the Rohini Campus with a proposal strength of 3500 students would utilize about 85% of the permissible built area. Both the campuses would be developed independently with all facilities normally available on a modern university campus. They will be developed as green campuses with emphasis on the maximum utilization of natural resources, use of solar power and re-use of waste water in addition to rain water.

- harvesting. They will have academic clusters, community college type set up, library and IT complexes, administrative block, convention centre, students and sports centres, student hostel as well as staff housing.
7. The Vice Chancellor stated that the overall time period for establishing the new campuses will be about 4 years for Rohini and 5 years for Dheerpur which includes one year for planning and approvals. He further stated that the University has worked out tentative preliminary costs based on CPWD Plinth Area rates and the cost has been estimated to be about Rs.900 crore for Dheerpur and 700 crore for Rohini. These costs were comparable to the cost of the recently approved campus of GGSIPU at Suraj Mal Vihar.
 8. At this stage, Shri Satyendra Jain, Hon'ble Minister of Public Works Department, GNCI of Delhi joined the meeting and was apprised about the proposed new campuses of AUD at Dheerpur and Rohini. Shri Sisodia stated that since the total outlay was large, therefore, it was to be decided whether the development should be done in one concerted effort or in a phased manner. The Minister for PWD suggested that it was possible for PWD to undertake the construction of both projects.
 9. AUD officials expressed their concern regarding the time-bound implementation of the projects by PWD in view of their past experience with PWD in the Kashmere Gate Campus. It was also pointed out that the Board of Management and the Court of Ambedkar University had already approved that the implementation of the new campuses should be through a Central/State Government Public Sector Undertaking who would act as a PMC and that an Architect/s would be appointed based on Design Competitions.
 10. It was decided that a presentation would be made by AUD of the requirements finalized by them for their new campuses and other details of area and cost etc worked out by them. This presentation will be made by AUD before the Deputy Chief Minister after about 2 weeks.

The meeting ended with a vote of thanks.



अम्बेडकर विश्वविद्यालय दिल्ली

Ambedkar University, Delhi

No F AUD/100.53/2015-16

/425

10 March 2016

Sh. Manu Anugabh
Chief Project Manager (Education)
PWD, MSO Building
13th Floor, IP Estate
New Delhi- 110002

Good Post
FD72820853.IN

Subject: Minutes of meeting held on 19.02.2016 in Committee Room No 1, Kashmere Gate, Delhi with PWD officials for development of AUD's Dheerpur and Rohini Campuses

Dear Shri Manu Anugabh,

I am enclosing a copy of the Minutes of the Meeting held on 19/02/2016 at AUD Kashmere Gate Campus in connection with the development of new AUD campuses at Dheerpur and Rohini.

You will recall that we had detailed discussions about the scope of work/ services which AUD expects from an Agency providing Project Management for these new campuses. Some of the services expected from the Project Implementing Agency have been listed in clause 6 of Minutes of Meeting. You had assured that the scope of services required by AUD would be examined by PWD and expanded further, if required. We understand that, PWD, being the implementing agency for large projects of similar magnitude, already has necessary protocols for the services usually rendered for such projects. AUD would like to have a detailed list of these services from PWD. Likewise, the appointment of a competent Architect for such a large project is very important for the University. Therefore, PWD is requested to share details of the selection process for engaging an Architect for similar large projects. After receipt of these inputs from PWD, we would like to have another meeting to discuss these issues threadbare for addressing the gaps, if any. Incidentally, Prof. Jatin Bhatt, Director, Campus Development, who was away on an official engagement during the last meeting, would also participate in the next meeting.

I would also like to avail this opportunity to express our concerns about the slow pace of boundary walls construction work being executed by PWD at Dheerpur and Rohini sites. As for Dheerpur Phase I, the boundary-wall work, though started since October, 2014, has not been completed so far. The low-lying areas are still to be filled with good earth and it has hampered the progress of boundary wall construction around these areas. There is also delay in implementing the work of providing flood lights on the boundary wall. Similar problems are being faced at Rohini site, where the boundary wall repairs on the Yogashyam side still remain un-accomplished. The work for providing lighting arrangements on the walls has also not

commenced so far. Obviously, the security of the two sites is under constant threat by the local residents, who take advantage of such gaps to sneak into the sites at their free will.

These matters require your immediate personal intervention so that the pending works are completed without further delay and the sites are secured from possible encroachments. We would also like to review the ongoing boundary wall works at both the sites in our next meeting.

With warm regards,

Yours Sincerely

N K Verma
Co-Director, Campus Development

1

Pranish
14/03/16

Sundar
14/3/16



अम्बेडकर विश्वविद्यालय दिल्ली

Ambedkar University Delhi

No.F.AUD/100.53/2015-16

March 10, 2016

Minutes of the meeting held on 19.2.2016 in Committee Room No.1, Kashmere Gate, Delhi with PWD officials for development of AUD's Dheerpur and Rohini Campuses

The following were present:

AUD

1. Dr.M.A. Sikandar, Registrar
2. Shri N.K. Verma, Co-Director (Tech)
3. Dr. Praveen Singh, Dean (Officiating), Planning
4. Shri R.P. Sharma, AO, CD

PWD

1. Shri Manu Amitabh, Chief Project Manager (Education)
2. Shri Ram Kumar, Executive Engineer
3. Shri Rajesh Kumar, Assistant Engineer

The discussions were as under:

1. Dr.M.A. Sikandar, Registrar, AUD welcomed Shri Manu Amitabh, Chief Project Manager (Education) and other PWD officials at AUD Kashmere Gate Campus. After brief introductions of AUD and PWD officials present in the meeting, he handed over a copy of latest Annual Report and other documents containing background of AUD. He stated that AUD had been in Kashmere Gate Campus since 2011 but due to severe space constraints, the activities of AUD could not be extended. Dr. Sikandar was hopeful that the speedier development of new campuses at Dheerpur and Rohini would enable AUD to enhance the students intake and expand other activities.

2. Plots at Dheerpur and Rohini

Shri N.K. Verma, Co-Director (Tech), AUD informed that two plots of land at Dheerpur and Rohini were already in the possession of AUD/DHE. He stated that DDA had allotted 20 Ha of land for AUD Campus in Dheerpur Phase 1 in two installments of 16.24 Ha and 3.76 Ha respectively. He further stated that the DDA had allotted another plot of 7.3 Ha in Sector 3,

Hum
10/03/16

Rohini for the second campus of AUD. He informed that both the vacant plots were prone to encroachment and their security was a matter of concern. Presently security in both the plots was being provided by PWD. Dr. Sikandar, Registrar suggested that security could also be provided directly by AUD as physical possession of both the plots would be handed over to AUD by DHE as per MOU between DHE and AUD. Shri Manu Amitabh, Chief Project Manager (Education), PWD agreed that the security could be directly managed by AUD.

3. Boundary wall around the plots

Shri Verna informed that the boundary wall at Dheerpur plot had been under construction by the PWD since October 2014 at a cost of Rs.1.33 crore. As regards the Rohini plot, the PWD had already executed renovation/repair works at the existing boundary wall last year. Some additional work including the concertina wires still remained to be done for which a deposit work of Rs.22.65 lacs was entrusted to PWD in December 2015. He was of the view that boundary wall works in both these sites needed to be completed as soon as possible. Shri Manu Amitabh assured that he would look into the matter for getting the boundary wall work expedited on both the plots.

4. Development of New Campuses

Thereafter the discussions on the development of the new campuses were held. It was informed by AUD officials that the AUD will have multiple campuses in Delhi at various locations and Dheerpur and Rohini were first of these multiple campuses. Dr. Praveen Singh stated that the University would have various courses in these campuses at undergraduate and postgraduate levels along with Schools of Vocational Studies to provide skill development to the local population.

5. Time Schedule for Development of New Campuses

The time schedule for developing both the campuses was discussed. Co-Director (Tech), AUD stated that AUD would like to develop Dheerpur and Rohini campuses within 3 to 4 years including the planning period. Chief Project Manager (Education), PWD was of the view that development of a new campus of such a large size within 3 to 4 years would indeed be a challenging task. He stated that details of requirements in the new campuses should be prepared by AUD as soon as possible. Co-Director (Tech), AUD informed that the requirements of facilities and amenities in the new campuses had been prepared by Campus Development Division of AUD after extensive discussions with Deans/Directors of Schools and Centers as well as Senior Management of the University. Dr. Praveen Singh, Dean, Planning stated that campuses may be constructed in such a way that it may be possible to occupy the campuses in stages starting from 3rd year onwards. He said that hostel for students

h
10/07/16

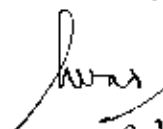
and housing for staff would be required urgently to attract wide range of students and experienced faculty and staff.

6. Scope of Work – PWD/PMC

AUD officials inquired about the scope of services normally provided by PWD for development of the new campuses on deposit work basis. Shri Verma emphasized that an Implementing Agency would need to provide a dedicated team at each site for full duration of the Project to oversee the construction of both the campuses. Co-Director (Tech) placed before the Committee, a copy of the broad scope of services expected from the Project Implementing Agency as listed below:

- i) Plan, coordinate and execute the activities leading to construction of buildings and all external services.
- ii) All activities from conceptualization till completion of entire campus and handing over to AUD.
- iii) To appoint an Architect for preparing designs and drawings based on a national level design competition in consultation with AUD.
- iv) To review, study and analyze the briefs, designs, concepts, preliminary and detailed estimates prepared by the Architect
- v) To check the designs, drawings and other functions assigned to the Architect as Engineering-In-Charge on behalf of AUD.
- vi) Prepare tender documents, issue NIT and process the award of work and get them executed based on requirements approved by AUD by following Government rules and guidelines.
- vii) To administer the work contracts, ensure quality and execution of works within sanctioned cost and time.
- viii) To ensure adherence to relevant MCD/DDA norms, CPWD specification, BIS codes, CVC Guidelines, environment and other regulatory requirements with respect to new campus development.
- ix) To depute a Senior Engineer having sufficient experience along with a dedicated team at sites for implementing the Project.
- x) To prepare DPR, Preliminary Estimates and EFC memo as per Government norms and assist AUD in obtaining necessary approvals from Government.

Shri Manu Arunabh stated that the scope of services required by AUD would be examined by PWD and expanded further if required.


10/02/16

7. Appointment of Architect

On the issue of appointment of Architect, Chief Project Manager (Education), PWD informed that PWD already had a procedure as per GFR norms. He stated that selection would be done based on Technical Bid consisting of Design Competition and Financial Bid with 70% weightage to Technical Bid and 30% weightage to Financial Bid. He further informed that PWD had already in place a Board of Assessors for judging the Design Competition. Shri Manu Anilabh stated that user organization/department would also be invited in the Design Competition to make their opinion available to Board of Assessors. Dr. Praveen Singh, Dean Planning said that the appointment of a competent Architect was a matter of importance to AUD as the university planned to set up a modern, state of art, Green Campus in Delhi which would be a model for the future Campuses. He stated that Advisory Committee of AUD had already recommended guidelines for the selection of Architect. Co-Director (Tech) requested that PWD may provide details of the selection procedure of Architect for further discussion on this issue.

8. Formal Proposal to PWD

While concluding the meeting the Chief Project Manager (Education), PWD said that in case the development of new AUD campuses is to be taken up by PWD then the University will need to send a formal proposal to PWD with all the details and requirements for initiating further necessary action.

9. Kashmere Gate Campus - site visit

After the meeting all the members went around the AUD Kashmere Gate Campus. Registrar, AUD showed the existing faculty rooms, Classrooms, Library etc. to the Chief Project Manager (Education), PWD. He stated that in this Campus there was already shortage of space and no further expansion of students intake would take place. Therefore, the development of new Campuses of AUD were of vital importance so that the overall students intake could increase in Delhi.

huv
10/03/16

(Mr. Venu)
Co-Director (Tech)

Avp.



मुख्य परियोजना प्रबंधक (आवास)
CHIEF PROJECT MANAGER
(HOUSING)

No. 23 (37)/CPM/Housing/PWD/2015-16/353 (607) Dated: 04/04/16

275
GOVERNMENT OF DELHI

लोक निर्माण विभाग

PUBLIC WORKS DEPARTMENT

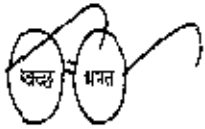
13वां तल, बहुमंजिला भवन, नई दिल्ली - 110002

13th floor, MSO Bldg., New Delhi-110002.

Tel. Dn. : 011-23490441, 23490443, Fax No. 23490442

E-mail: cpmppwdde@hihousing@gmail.com

Annexure-XXXVIII



जय हिन्द

To

Dr. M. A. Sikandar
Registrar, Ambedkar University,
Lothian Road, Kashmere Gate,
Delhi- 110006

Sub.: Development of AUD's Dheerpur and Rohini Campuses

Ref.: Co- Director (Tech) Letter No. F.AUD/100.53/2015-16/475 dt. 10.03.2016
received on 31.03.2016

Please refer to the above letter of the Co-Director (Tech) regarding development of the new AUD campuses at Dheerpur and Rohini.

2.0. The issues raised in the letter are replied as under:-

(i) Scope of Work/Services Offered by PWD:-

The scope of work and services offered by PWD have already been listed in detail in the Minutes of Meeting with you held on 19.02.2016 and circulated vide the letter under reference. It is reiterated that PWD being a premier construction agency of the Govt. of Delhi, offers the entire gamut of turnkey architectural, structural, electrical & mechanical, construction and project management services. It also takes all responsibilities for adhering and replying to all audit, oversight and regulatory agencies besides being accountable to the CAG, CVC, CTE and all other statutory bodies for all matters relating to the execution of the project.

(ii) Departmental Charges:-

The PWD does not levy departmental charges for its services as per the policy of the GNCTD, for projects funded by the GNCTD. Further, expenditure for a project is booked on actual basis and not on the basis of sanctioned amount of the project.

(iii) Appointment of Architect:-

As has already been recorded in the Minutes of Meeting held on 19.02.2016, PWD follows the Ministry of Finance/Planning Commission guidelines for Appointment of Architect Consultant through a Combined Quality Cum Cost Basis of Selection (CQCCBS) where a 70% weightage is given to the Technical Bid, and 30% is given to the Financial Bid.

Bids are invited in a single stage 2 bid system i.e. both the Technical and Financial Bids are received at the same time. The Technical Bid of only those firms are opened who fulfill the pre-qualification criteria. The Technical Bid has a provision for a design competition evaluated by a Board of Assessors. The Financial Bid of only those firms are opened who score the qualifying marks in

Please put up on file.

Ho.

05/04/16

the Technical Bid. The successful bidder is decided on the basis of the combined Technical and financial score in a 70:30 weightage.

If AUD desires a different system for Appointment of the Architect Consultant, the same may please be intimated.

(iv) Work of Boundary Wall at Dheerpur and Rohini site:-

The work at Dheerpur site is being carried out by the Chief Project Manager (Other Projects Ph- 9711084544). The matter has been taken up with him. Similarly, the issues at the Rohini site are being addressed.

A date for a joint inspection at site may please be fixed.

Also, as decided and recorded in the Minutes of Meeting held on 19.02.2016, the site security of both the plots of land should be taken over by the AUD immediately.

(v) Dedicated Project Team:-

It has been decided that the AUD project at Dheerpur and Rohini will be executed under a project team led by Sh. Rajiv Sharma (Project Manager, Mob. No. 9810598911) who is a senior and experienced engineer.

3.0 Further, as already requested in the Minutes of Meeting held on 19.02.2016, all the details of requirements of facilities and amenities in the new campuses may please be intimated to PWD immediately so that PWD can start the process of selection of the Architect Consultant and complete the project within the timeline desired by AUD.

4.0 PWD is keen to provide its best services to AUD as required. A meeting may be called at your level to discuss and resolve any other pending issue.

Manu Amitabh
(Manu Amitabh)

Chief Project Manager (Housing)

Copy to:

1. The. Pr. Secretary, PWD, 5th Floor, B-Wing, Delhi Secretariat, New Delhi - 110002 for information please.
2. The Secretary (Education), Room No. 6, Old Secretariat Civil Line New Delhi - 110054 for information please.
3. The E-in-C, PWD, 12th Floor, MSO Building, New Delhi for information please.
4. The Chief Project Manager (OP), PWD, 13th Floor, MSO Building, New Delhi - for information and necessary action please on the construction work of boundary wall at Dheerpur, as discussed. A report in the matter may please be sent to the Registrar, AUD.
5. Sh. N.K. Verma, Co-Director (Tech), Ambedkar University, Lohian Road, Kashmir Gate, Delhi 110006. With reference to your letter No F.AUD/100.53/2015-16/475 dt 10.03.2016.
6. The Project Manager, F-111, PWD, Bhai Nihal Singh Marg, Lajpat Nagar-IV New Delhi-110024 for information and necessary action as already discuss and directed.
7. The Executive Engineer, EPD-IV, K.N. Katju Marg, Sec-16, Rohini, New Delhi 89 for urgent action.

Chief Project Manager (Housing)

AMBEDKAR UNIVERSITY DELHI

MINUTES OF THE 16TH MEETING OF THE BOARD OF
MANAGEMENT HELD ON FRIDAY, THE 4TH OF APRIL, 2014 AT
10.30 A.M. AT THE PRIVATE DINING ROOM, INDIA
INTERNATIONAL CENTRE, LODHI ROAD, NEW DELHI

PRESENT

1.	Professor Shyam B. Menon, <i>Vice Chancellor</i>	Chairperson
2.	Professor N. R. Madhava Menon <i>Nominee of the Government of NCT of Delhi</i>	Member
3.	Professor Armaity Desai <i>Nominee of the Government of NCT of Delhi</i>	Member
4.	Dr. Kiran Datar <i>Nominee of the Government of NCT of Delhi</i>	Member
5.	Professor Chandan Mukherjee <i>Nominee of the Chancellor</i>	Member
6.	Professor Kurakose Mamkoottam <i>Nominee of the Chancellor</i>	Member
7.	Ms. Sumati Kumar, <i>Registrar</i>	Secretary

Special Invitee:

1. Professor Vijaya S Varma
Director, Campus Development, AUD

Professor Ashok Nagpal, Nominee of the Chancellor, Dr. M M Kutty, Principal Secretary, Finance, Government of NCT of Delhi and Shri R K Verma, Principal Secretary, Higher Education, Government of NCT of Delhi regretted their inability to attend the meeting. Shri S.P. Dixit, Director, Higher Education, Government of NCT of Delhi attended the meeting representing the Principal Secretary, Higher Education.

At the outset, the Vice-Chancellor, while extending a warm welcome to all the members, expressed his deep appreciation for the contribution made by Ms Sumati Kumar, Registrar, who was to be relieved on the 7th of April 2014. The members of the Board echoed the sentiment and recorded their appreciation of Ms. Kumar's role as Secretary of the Board.



The Board's deliberations were as follows:

1. Took cognizance of the observations on the agenda sent by Shri R K Verma, Principal Secretary, Higher Education (Appendix -1). In this context, it was resolved that all decisions of the Board that imply expenditure in excess of what is projected under the Budget Estimates and Revised Estimates (which are duly approved by the Finance Committee, the Board of Management and the Court of the University in accordance with the provisions of the Act and the Statutes and duly communicated to the Government) may be brought to the notice of the Government of NCT of Delhi before implementation.
2. To consider confirmation of the Minutes of the 15th Meeting of the Board of Management held on 21st January, 2014
Resolved to confirm the Minutes of the 15th Meeting of the Board of Management held on 21st January, 2014.
3. To report the Action Taken on the Minutes of the 15th Meeting of the Board of Management held on 21st January, 2014
Resolved to accept the Report on Action Taken on the Minutes of the 15th Meeting of the Board of Management held on 21st January, 2014 (Appendix 2).
4. To consider the draft Policy on "Prevention, Prohibition and Redressal of Sexual Harrassment and Discrimination based on Gender Identity and Sexual Orientation" revised on the basis of discussion between Dr. Kiran Datar (who was authorized by the Board of Management for this task) and the drafting Committee
Resolved to adopt the policy on "Prevention, Prohibition and Redressal of Sexual Harrassment and Discrimination based on Gender Identity and Sexual Orientation" with some modifications (The approved version of the Policy vide Appendix 3).
The Board resolved that the Policy be reviewed after two years, or earlier, if required.
5. To consider the recommendations of the Selection Committee for the post of Controller of Finance
Resolved to accept the recommendations of the Selection Committee for the post of Controller of Finance. (Appendix 4)
Further, the Board authorized the Vice Chancellor to consider granting additional increments, if necessary, to the incumbent.



6. To consider the salary of Pro Vice Chancellor as provided under Statute 6(2)(a)

Resolved to accept the salary of Pro Vice Chancellor as provided under Statute 6(2)(a). (Appendix 5)

7. To consider the Minutes of the Advisory Committee on Campus Development

Resolved to accept the Minutes of the Advisory Committee on Campus Development (Appendix 6).

As suggested by the Principal Secretary, Higher Education in his written observations (vide Appendix-1), it was resolved that a detailed proposal that makes a comprehensive projection of costs (including allied costs for staffing etc.) for the entire project for the next five years will be submitted to the Government for its consideration.

Further, the Board suggested the following:

- a. The outreach programmes should be located in both campuses and not restricted only to Rohini.
 - b. In order to promote linkages between the two campuses, the University should provide, to the extent possible, efficient transport and communication facilities between the two campuses.
 - c. Given the mandate of AUD to cater to the demand for quality higher education in Delhi, and given the initial concept note passed by the Board which visualises AUD to be a University with multiple campuses, it was important that AUD should also retain a presence in the Kashmere Gate campus, also because AUD has invested resources in making the portion allotted to it useable by extensive and prolonged renovations.
8. To consider the Appointment of the Chartered Accountant for conducting audit and preparation of annual accounts of AUD
- Resolved to accept the recommendations of the Committee constituted by the Vice Chancellor for the Appointment of the Chartered Accountant firm for conducting audit and preparation of annual accounts of AUD (Appendix 7)
9. To consider the Policy for leasing of Private Houses for Residential Use
- Resolved to accept in principle the Policy for leasing of Private Houses for Residential Use (Appendix 8)

Resol. No. 07/BOM (16) /04.04.2014

Resolved to accept the minutes of the Advisory Committee on
Campus Development

The Minutes of the Advisory Committee on Campus Development is enclosed (Enclosure-III) as circulated.

A meeting of the Advisory Committee for Campus Development was held on Thursday, 20 March 2014 in the VC Committee Room. The following were present:

1. Professor Shyam B. Menon, Vice-Chancellor	Chairperson
2. Professor Chandan Mukherjee, Pro Vice-Chancellor Officiating Controller of Finance	Member
3. Professor Jatin Bhatt, Dean (School of Design)	Member
4. Ms Sunati Kumar, Registrar	Member
5. Dr Kiran Datar, Government Nominee on the HoM	Member
6. Shri P K Tripathi, Former Chief Secretary, GNCTD	Member
7. Professor C R Bahu, Distinguished Professor of Environment and Ecology	Member
8. Shri Ashok Kumar, Former Vice Chairperson DDA	Member
9. Professor K F Ravindran, Former Chairperson National Urban Arts Commission	Member
10. Shri V Suresh, Former Chairman & Managing Director, HUDCO	Member
11. Professor Vijaya S Varma, Dean (Planning) & Director (Campus Development)	Member Secretary

Shri R K Verma, Principal Secretary, Higher Education, GNCTD regretted that he could not attend the meeting. Instead he deputed Shri SP Dixit, Director, Higher Education, GNCTD who was present.

At the outset, the Vice Chancellor introduced the members to the Committee and gave a brief introduction about the responsibilities and tasks entrusted to the Committee for the development of the Campuses at Dheerpur and Rohini. The Minutes of the previous meeting of the Advisory Committee held on 06 July 2013 were then confirmed.

A presentation was made by the Director, Campus Development on the post July 2013 status of the land allotted to Ambedkar University Delhi for its two campuses at Dheerpur and Rohini. The presentation indicated the exact locations of the two campuses, their areas and their physical description. The current (2014-15) strength of faculty, students, staff, schools, courses, was summarised and a projection of these figures in ten years time (2024-25) was shared with the Committee (see Appendix). According to current thinking among the faculty, Dheerpur should be developed as the main campus of AUD, with Rohini being seen as a satellite campus meant mainly for extension and outreach activities, housing residences and hostels and in time becoming a second location for teaching undergraduate programmes. A rough estimate of the cost of construction to be incurred on both the campuses was then shared with the Committee, and the next steps to be taken for the development of the Campus were outlined – organising an architectural design competition for the selection of an architect who would draw up the Master Plan for Campus development, and the selection of a Public Sector Undertaking such as RITES, BIL, EPIL through an open competition as a Project Management Consultant on a deposit work basis. As the construction cost was likely to exceed Rs. 200 crore, the various steps that required to obtain approval from the Expenditure Finance Committee and the Cabinet for release of funds for Campus construction from the government were also outlined. Finally a

tentative timeline was presented for the completion of various tasks for campus development before actual construction could be started.

The decisions taken by the Committee following discussions during and subsequent to the presentation are listed below:

1. The Committee recommended that AUD should check the exact boundary and the area of the land allotted to it for the construction of the campus at Dheerpur before putting up a boundary wall.
2. The Committee was of the view that the wetlands adjoining the Dheerpur campus, although owned by DDA, should be seen as an integral part of the campus of AUD. DDA must identify the exact location of the wetlands immediately so that plans for their development and management can be drawn up jointly with the University. DDA should also agree to the construction of a common boundary wall which would enclose both the land allotted (20 ha) for the Dheerpur campus and the land earmarked for the wetlands (25.4 ha).
3. The Committee recommended that the appropriate Power Authority should be contacted immediately for shifting the high tension line that presently runs across the Dheerpur plot.
4. The Committee recommended that the two campuses at Dheerpur and Rohini should be treated as one project for administrative and financial procedures but the design work could be awarded to two different architectural firms and PMCs so that even if unexpected difficulties arise in the execution of work on one campus they would not necessarily affect the work on the other.
5. The Committee was of the view that the selection of the firm of architects for campus construction should be through a one-stage design competition. For Dheerpur, which is the larger project, it should be through a limited competition in which there should be an initial shortlisting of architects on the basis of a suitably chosen set of criteria, followed by a competition to be judged by a jury with members including eminent architects and engineers. For Rohini, which is the smaller project, one could hold a single-stage open competition which would enable younger architects to compete.
6. The short-listing criteria for architectural firms should specify that the team must consist of environmental planners, landscape architects, as well as architects.
7. The Committee recommended that the design brief which is to be prepared for the Architectural Design Competition should encompass both campuses. It should involve architects, engineers, experts in built environments and environmental experts in its compilation and must contain
 - A substantial statement of the design philosophy reflecting the vision and mission of the University, and emphasising sustainable design and practice, green building requirements, water and energy conservation, use of alternative energy, recycling and waste management.
 - A detailed environmental study of the site including the flora and fauna, with inputs on environmental impact assessment.

- A detailed framework for the development of the wetlands
 - Inputs from architects, landscape architects and urban designers
 - A detailed list of physical requirements such as the number of classrooms, their area, the number of faculty rooms, offices, seminar rooms, auditoria, conference facilities, library facilities, computer facilities
 - Phased growth plan, academic growth plans and fund flow phasing
 - A jury including eminent architects and engineers to judge the submissions.
8. The Committee recommended that the selection of Project Management Consultants should be done separately for the two campuses through an open competition from among Public Sector Undertakings and not necessarily assigned to the PWD
 9. The Committee recommended that a detailed proposal should be submitted to the government for sanction of funds amounting to at least Rs.1.5 crore as seed-money in order to initiate the process of campus development
 10. The Committee was of the view that estimates of cost of furniture and fixtures should be added to the cost of construction while submitting the proposal for campus construction to the government.

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

Vijaya Shankar Varma
Director Campus Development

Campus Development Ambedkar University Delhi

Envisioning our twin campuses

Where we are:

- 117 Faculty
- 90 Staff
- 1,140 Students
- 9 Schools
- 4 Centres
- 7 Undergraduate Programmes
- 16 Postgraduate Programmes
- 9 MPhil and PhD Programmes

Land allotted to Department of Higher Education for Ambedkar University

1. DHEERPUR Phase I

- Main Campus 16.2 ha
- adjoining Wetlands 25.4 ha
- North of Mukherjee Nagar and South of Outer Ring Road
- In the rainwater drainage basin of the Yamuna
- Low lying, marshy
- High water table.
- Encroachment prone
- May require extensive landscaping

Contour map of land allotted to AUD at Dheerpur



2 ROHINI Sector III

Satellite Campus mainly for Community Outreach 7.5 ha

- 2 adjoining plots: 3 ha and 4 ha
- Developed area
- Boundary walls - need repair
- Extension and Outreach activities
- Community College style programmes
- Incubation Centre
- Centre for Publishing
- Hostels and Residences
- Second site for undergraduate studies

University level Projections

	Current Data 2014-15	Projection 2024-25
• Faculty	100	350
• Staff	80	350
• Students	1,400	5,000
• Programmes	34	50
• Centres	5	15
• Schools	9	15
• Hostel Seats	40	2,500
• Residences	0	350

Next Steps:

1. Preliminary (co-creation exercise: inputs from Schools, Centres, faculty)

- Preparation of Preliminary Feasibility Report (PFR)
- Request for seed-money
- Clear ownership of land for AUD to take up construction
- Boundary wall, site clearance, rerouting of HT line

2. Approval from Government

- Preparation of Detailed Feasibility Report (DFR)
- Preparation of proposal for Expenditure Finance Committee
- Preparation of proposal for Cabinet Approval

3. Selection of Architect, Design Competition

- Expression of Interest (EOI)
- Shortlisting of Architects (10-12, limited competition - fees for entries submitted)
- Appointment of Jury of eminence
- Selection of Architect

4. Selection of Project Management Consultants

- Selection of PMC through open competition
- Deposit work through a PSU like: RITES / EIL / IAPIL

Dheerpur Campus

Total Area: 16.2 ha

Type	Area ha	Ground Coverage sqm	FAR sqm	Height
Academic	(45%) 7.29	(30%) 21,870	(120) 87,840	37m
Residential	(25%) 4.05	(33.3%) 13,487	(200) 81,000	37m
Sports	(15%) 2.43	(10%) 2,430	(15) 3,645	26m
Open Spaces	(15%) 2.43			
Total built up area			172,485	
Cost*			Rs.776 crore	

Rohini Campus

Total Area: 7.3ha

FAR: 150 (1,09,500sqm)

Type	Area sqm	Height
Academic	(85%) 93,075	37m
Residential	(15%) 16,425	37m
Total	1,09,500	
Cost*		Rs.493 crore

*Costs have been estimated @ Rs.45,000 /sqm

- Total Cost of the Project: Rs.1,270 crore
- Requirements for Phase-I
 - Dheerpur Rs.400 crore
 - Rohini Rs.200 crore

NEW CAMPUS - AMBEDKAR UNIVERSITY

S.No.	ACTIVITIES	TIME IN MONTHS															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	<i>Framing requirements</i>																
	Preparation	■															
	Approval		■														
2	<i>Preliminary Estimates</i>																
	Preparation		■	■													
	Approval			■													
3	<i>Feasibility Report</i>																
	Preparation			■	■												
	Approval				■												
4	<i>Detailed Project Report (DPR)</i>																
	Hiring Agency			■													
	Preparation			■	■	■											
	Approval					■											
5	<i>EFC Document</i>																
	Preparation						■										
	Approval						■										
6	<i>Administrative Approval of Project</i>																
	Submission of DPR & EFC Report							■	■	■	■	■	■	■	■	■	■
	Approval of State Govt.							■	■	■	■	■	■	■	■	■	■

7	<i>Appointment of Architect</i>																	
	Prequalification Document & its approval																	
	Issue of Prequalification notice & receipt of applications																	
	Shortlisting																	
	Design Competition Document																	
	Invitation & receipt of Designs																	
	Appointment of Architect & receipt of design																	
	Approval of drawings & designs incl. Govt. approvals																	
	Estimates & tender documents																	
8	<i>Appointment of Project Management Consultants</i>																	
	Prequalification document & approval																	
	Issue of Prequalification notice & its receipt																	
	Shortlisting & issue of tenders																	
	Presentation by PMCs & appointment of PMC																	
	Checking of designs & drawings by PMC																	
	Checking of estimates																	
	Issue of Notice Inviting Tender & award of work																	

AMBEDKAR UNIVERSITY DELHI

MINUTES OF THE 17TH MEETING OF THE BOARD OF MANAGEMENT HELD ON TUESDAY, THE 7TH OF OCTOBER, 2014 AT 11.00 AM IN THE PRIVATE DINING HALL, INDIA INTERNATIONAL CENTRE, LODHI ROAD, NEW DELHI

PRESENT

1.	Professor Shyam Menon, <i>Vice-Chancellor</i>	Chairperson
2.	Professor Armaty Desai <i>Nominee of the Government of NCT of Delhi</i>	Member
3.	Professor N. R. Madhava Menon <i>Nominee of the Government of NCT of Delhi</i>	Member
4.	Dr. Kiran Datar <i>Nominee of the Government of NCT of Delhi</i>	Member
5.	Professor Chandan Mukherjee <i>Nominee of the Chancellor</i>	Member
6.	Professor Kunakose Matkootam <i>Nominee of the Chancellor</i>	Member
7.	Professor Jatin Bhatt, <i>Registrar</i>	Secretary

Special Invitees

1. Professor Vijaya S Varma
Director, Campus Development, AUD (who participated for the duration of the discussion on the two items related to Campus Development)
2. Dr. Asmita Kabra
Associate Professor
3. Dr. Praveen Singh
Assistant Professor

Professor Ashok Nagpal, Nominee of the Chancellor, Dr. M. M. Kutty, Principal Secretary, Finance, Government of NCT of Delhi and Shri R. K. Verma, Principal Secretary, Higher Education, Government of NCT of Delhi regretted their inability to attend the meeting.

AUD/BOM(17)/07.10.2014




Resolved to ratify the extension of the term of appointment of Professor Kuriakose Mamkootiam, School of Business, Public Policy and Social Entrepreneurship, with effect from 25.07.2014 to 23.05.2016, i.e. till attaining the age of 70 years.

- 10C. To ratify the approval by the Vice-Chancellor of the recommendations of the Selection Committees for Temporary appointments of faculty in various Schools for the Academic Year 2014-15

Resolved to ratify the approval by the Vice-Chancellor of the recommendations of the Selection Committees for Temporary appointments of faculty in various Schools for the Academic Year 2014-15, as listed in **Appendix-13**.

- 10D. To ratify appointment of Dean, Academic Services

Resolved to ratify the appointment of Professor Salil Misra as Dean, Academic Services w.e.f. 01.08.2014 for a period of three years

- 11** To ratify the Minutes of the Third Meeting of the Advisory Committee on Campus Development held on the 26th of July, 2014

Resolved to ratify the Minutes of the Third Meeting of the Advisory Committee on Campus Development held on the 26th of July, 2014 (**Appendix-14**)

- 12 A To note the appointment of Deans and Deans (Officiating) of Schools

Noted the appointment of Deans and Deans (Officiating) of Schools, as listed in **Appendix-15**.

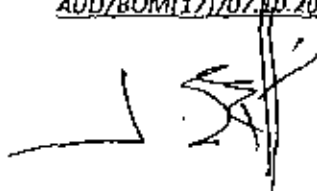
- 12 B To note the appointment of Dy. Deans of Schools and Divisions for a period of three years

Noted the appointment of Dy. Deans of Schools and Divisions for a period of three years, as listed in **Appendix-16**.

- 12 C To note the grant of Extra Ordinary Leave (EoL) to Dr. Aruna Kumar Monditoka, Assistant Professor, SDS

Noted the grant of Extra Ordinary Leave (without pay) to Dr. Aruna Kumar Monditoka, Assistant Professor, School of Development Studies, with effect from 01.02.2014 to 30.06.2015 on personal reasons.

AUD/BOM(17)/07.09.2014




291

2014

Appendix-14

Resol. No. 11/BOM (17)/07.10.2014

Resolved to ratify the Minutes of the Advisory Committee on Campus Development

A copy of the minutes of the Advisory Committee on Campus Development held on the 26th of July 2014 is annexed (Enclosure-1).

Minutes of the third meeting of the Advisory Committee on Campus Development held on Saturday, 26 July 2014 at 10:30 am in the Committee Room of the Vice Chancellor, AUD at Kashmere Gate

The following were present at the meeting.

1. Shyam B Menon	Chairman
2. Chandan Mukherjee	Member
3. Jatin Bhatt	Member
4. Kiran Datar	Member
5. PK Tripathi	Member
6. CR Babu	Member
7. Ashok Kumar Nigam	Member
8. KT Ravindran	Member
9. V Suresh	Member
10. NK Verma	Special Invitee
11. Santosh Auluck	Special Invitee
12. Vijaya S Varma	Member Secretary

Shri RK Verma, Secretary (Higher Education), GNCTD could not attend the meeting

At the outset the Chairman extended a warm welcome to all present. He briefed the Committee about the progress made since the last meeting towards the development of the new campuses of AUD at Dheerpur and Rohini. Thereafter the listed Agenda Items were taken up for discussion.

Agenda Item No.1

The minutes of the second meeting of the Advisory Committee on Campus Development held on 20 March 2014 were confirmed

Agenda Item No.2

The Committee took note of the Action Taken Report on the decisions of the Advisory Committee meeting on Campus Development taken in its 2nd meeting held on 20 March 2014.

Agenda Item No.3: Status of the proposal seeking approval from DHE to engage Architects and Project Management Consultants for AUD's new Campuses at Dheerpur and Rohini.

The Chairman stated that the plots of land at Dheerpur Phase I and Rohini Sector 3 have been allotted by DDA to the Department Of Higher Education(DHE) GNCTD for building new campuses for AUD. Following its usual practice, DHE asked PWD, Delhi to construct new Boundary Walls around the Dheerpur Plot and repair the existing boundary walls at Rohini. On the

other hand, AUD proposes to set up its new campuses through an in-house Engineering Department acting as a Project Management Team. In addition Project Management Consultants (PMCs) will be appointed to manage the overall implementation and construction of the two campuses. Architects will also be appointed, based on a Design Competition, to plan and design the campuses. He further stated that Delhi Government has approved similar arrangements for other institutions in Delhi as per its letter dated 18 October 2002. This same arrangement was recommended by the Advisory Committee in its meeting held on 20 March 2014 (refer Para 4 of Minutes of Meeting), which was approved by the Board of Management of AUD in its meeting on 4 April 2014. The University Court, under the Chairmanship of the Hon'ble Lt. Governor of Delhi, had already approved in its meeting held on 11 February 2014 at Raj Niwas, that a PSU like RITES could be engaged as a PMC to ensure quality and timely completion of the development of the AUD campuses.

A detailed proposal based on the points outlined above has been forwarded to DHEI for approval of the Delhi Government on 16 June 2014. DHEI is yet to give its approval although it has made enquiries from AUD as well as GGSIPU and IIT (Delhi) about the process followed for campus construction by these institutions. The matter is being pursued with the Government and only after approval and release of the necessary funds will the process for the appointment of PMCs and Architects be initiated.

The Committee recommended that the Delhi Government should be contacted at the appropriate level to get this proposal approved as soon as possible.

Agenda Item No. 4: Governance Structure for development of AUD Campuses at Dheerpur and Rohini.

4.1 Proposed Governance Structure

The Chairman stated that in accordance with the earlier recommendations of the Advisory Committee that had been approved by the Board of Management, AUD is setting up its own Engineering Department which will act as a Project Management Team for construction of both the campuses. In addition to the Director Campus Development, a new Co-Director Campus Development has been appointed from 4 June 2014 who was earlier Chief Engineer in a Central Government Organisation. Additional suitable technical manpower will be appointed on contract/deputation to handle the implementation of the projects.

The Committee was informed that Project Management Consultants and Architects would be appointed to assist the AUD Project Management Team for setting up of the new campuses at Dheerpur and Rohini. The selection process for PMCs and Architects has been placed for discussion and approval at Agenda Items No 4.2 and 4.3.

The Committee recommended that AUD should have a suitable Engineering Department to oversee the setting up of both the campuses, which can at a later stage look after the maintenance of the campuses on a regular basis.

4.2 Modalities for Selection of PMCs

Director, Campus Development stated that the suggested modalities for the selection of the PMC have been given in detail in the Agenda papers. These include requirements of PMCs, their selection process, eligibility criterion, short-listing parameters and presentations by them. He requested members to give their suggestions on these modalities as this was an important issue. The process of the selection of PMC was discussed in detail in the meeting. The different suggestions given by members in the Committee are summarised below:

Eligibility

The eligibility for PMCs should not be restricted to Public Sector Undertakings (PSUs) of Centre and State Governments. Organisations from the private sector like Tata Consultancy and Price Water House should also be considered for providing PMC services.

Director, Campus Development stated that GNCTD had on 18 October 2002 approved that its organisations can appoint PMCs instead of getting the work done only through PWD. AUD in its proposal submitted to DHR in June 2014 accordingly, taking into account similar practices being followed by GGSIP University and IIT, Delhi. Further, he said that the proposal of PSUs as PMC was recommended by the Advisory Committee in its meeting of 20 March 2014 which was subsequently approved by the Board of Management. This was in consonance with an earlier decision of the Court recommending the appointment of PSUs as PMC. Therefore, a change in the earlier decision would require fresh approval from the BoM and the Court before applying for sanction from the Delhi Government. Also if private PMCs are proposed to be involved then AUD will need to put in place an elaborate system to check whether Government procedures are being followed, as well as check and certify all bills from contractors. This will place a major responsibility on AUD.

It was agreed that the model and procedure followed by GGSIP University and IIT, Delhi may be studied in detail before taking a decision in the matter.

Role of PMC

Director, Campus Development stated that there were also two views on the role of the PMC vis-à-vis the Architect. One view was that since PSUs like EIL, RITES, NBCC, EPL are large organisations with engineers in various disciplines like Civil, Structures, Plumbing, Fire Fighting, Electrical, HVAC, Lifts, DG sets in-house, AUD should give them full responsibility for the implementation of the project within the approved time and cost. They should be selected first and thereafter involved in the selection of the Architect. The Architect would report to the PMC after selection. This would enable the University to assign a one-point responsibility to the PMC for better and effective monitoring of implementation of the projects.

The other view was that the PMC and Architect should report to AUD separately. In such a case, time and cost control would become the direct responsibility of AUD.

The issue was discussed in detail and the members several different views as summarised below:

- i) The Architect should be appointed first and only after the finalisation of the designs should the PMC be appointed.

- ii) The PMC should only be involved in the execution of works and with no involvement at the design stage.
- iii) The PMC should be appointed right at the initial stage of the project, and provided they are PSUs, they should be involved in all aspects of the project from the beginning, including the appointment of the Architect.
- iv) The PMC if it is a PSU of the Central/State Government, will follow all Government rules and regulations and as such they should be allowed to appoint contractors and make payments in accordance with their own rules and regulations. AUD can release funds to them as and when required. Also, being part of the Government system, they can be relied upon to execute the works within approved cost and time estimates.
- v) The PMC should not be given a wide role but only the execution of the construction work including recommending the bills to contractors. AUD should have a full team of Engineers and other supporting staff so that it can invite tenders, award works, appoint contractors and then check bills recommended by the PMC and make payments. AUD would require a team of about 15-20 Engineers and supporting staff for this purpose.
- vi) The contrary view was that AUD has no system in place presently to handle matters relating to construction. In the Kashmiri Gate Campus, all works are executed by the PWD. Therefore, for establishing a full in-house system to handle construction works on such a large scale, substantial time and effort will be required in addition to considerable additional expenditure. Hiring technical manpower for only 4-5 years during the execution period of the project will pose an additional challenge, as competent technical persons may not be available for such short duration. This would also put considerable pressure on the University, which is primarily an Educational Institution.
- vii) Some members suggested that for recruiting such large number of engineers and other manpower, detailed approval of GNCTD would be required, in particular for creating the additional posts.

The Chairman noted that many divergent views had been expressed. He was of the opinion that restricting the role of the PMC and creating a large Project Management Team in-house has many implications and should be given careful thought.

It was decided that a final view in the matter would be taken after checking the arrangements in other institutions like GGSIPU and IIT, Delhi.

4.3 Modalities for the Selection of Architects

Director, Campus Development informed the Committee that detailed guidelines for the selection of Architects have been proposed in the Agenda. These included suggestions regarding Expression of Interest, Eligibility criteria, Pre-qualification, Design Competition and Selection. He requested members to share their reactions and suggestions.

The matter was then discussed in detail. Several divergent views were expressed which are summarised below:

- i) Some members suggested that the term "Architect" is misleading as the consultancy services required include architecture, structural and electrical design, air conditioning and other related services. Therefore, the appropriate designation should be Design Consultant rather than Architect, and in such a case the firm under consideration need not be registered with the Council of Architecture. Others felt that the use of the term 'Architect' for providing

comprehensive consultancy services for construction projects was an accepted practice and the registration of a firm with the Council of Architecture would place certain statutory obligations on the firm.

- iii) The design of the campuses will consist of two parts – an overall Master Plan and the design of individual buildings. Some members suggested that initially an Architect could be appointed for drawing up the Master Plan and a few selected buildings and thereafter separate architects could be appointed for the design of individual buildings. This would be especially desirable for the Dheerpur Campus since it is low-lying and has surrounding Wetlands. However, the general view was that if architects are appointed in two stages, it will be time consuming as well as more expensive. Further the number of agencies to be handled by AUD will increase leading to increased pressure on management.
- iv) The pre-qualification criteria, it was suggested, should be different for the selection of the Architects for the Dheerpur and Rohini campuses since the Rohini campus is likely to have only buildings and residences whereas the Dheerpur campus will have more challenging design considerations due to its low-lying nature and the presence of the Wetlands in its vicinity.
- v) Another suggestion was that about 20 large architectural firms should be identified and invitations sent to them in the expectation that at least half of them would be willing to participate in the design competition. However others felt that an open advertisement for inviting participation is more desirable for the point of view of the transparency of procedures and also adherence to Government norms.
- vi) On the consultancy fee payable to Architects, one view was that these should be pre-fixed based on guidelines of the Council of Architecture. This would encourage well-established Architects to participate in the design competition. The other view was that the guidelines of the Council of Architect are not mandatory and as per GoI rules, the fee for consultancy services cannot be pre-fixed. Architects should be required to submit their financial and technical bids at the time of participation in the design competition.
- vii) Some of the members wondered whether foreign architects could also be invited. However, others felt that this would lead to complications and the selection of architect should be done only on national basis, with foreign architects collaborating with Indian if they wished to compete.

The Chairman noted that there were divergent views about the procedure to be adopted for the selection of Architects and the Committee recommended that the practice followed by other Delhi Government State universities like GGSIPU and UPT, Delhi may be examined before taking a final decision in the matter.

Agenda Item No.5: Finalisation of the Management Agreement between DDA and AUD for Development, Care and Maintenance of the Wetlands at Dheerpur.

Director, Campus Development stated that the issues of demarcation of the Wetlands adjoining the AUD campus at Dheerpur and the construction of boundary walls around it have already been taken up with DDA. A DDA team deputed by the Vice Chairman, DDA had visited the Dheerpur site in connection with the demarcation of the Wetlands on 25 June 2014 jointly with AUD officials. Action on various activities in this connection will be taken by DDA as per its Record Note dated 30 June 2014, already circulated with the Agenda Item. The Committee was informed that the Hon'ble Lt. Governor of Delhi had approved in DDA's meeting held on 12 March 2012 that the

Wetlands are to be developed by DDA jointly with AUD and thereafter their care and maintenance would be entrusted to AUD. It had also been decided that a Management Agreement would be signed between DDA and AUD for this purpose.

Director, Campus Development further stated that after the joint site visit on 25 June 2014, AUD was requested by DDA to send a draft of a Management Agreement to be signed between the DDA and AUD for the development, care and maintenance of the Wetlands. Accordingly a draft prepared after discussion with the Senior Management of AUD and faculty members from its School of Ecology, has been placed in the Agenda for the Committee's consideration. This draft also incorporates the suggestions of Professor CR Bahu, who he is an authority on this subject.

The members discussed the draft agreement and made the following suggestion:-

- i) The Management Agreement should remain in force for perpetuity instead of 20 years as contained in clause 5 of the draft.
- ii) The period of maintenance should be suitably amended in clause No.2.
- iii) Clause 7 of the Management Agreement on termination by either party is not required as both the organisations are Government bodies and the competent authority can decide on any such issue at an appropriate stage.
- iv) It was stated by some members that it could be difficult for AUD to obtain finances from DDA for the development of the Wetlands as also for its care and maintenance on a regular basis. It was suggested that AUD should not press for funding from DDA and should instead apply for a grant from other agencies in a project mode. Director, Campus Development pointed out that DDA had already committed financial support for the development, care and maintenance of the Wetlands in the meeting held on 12 March 2012. He stated that the other alternatives suggested by the Committee should be pursued only to supplement the funds to be provided by the DDA.

Agenda Item No.6: Status of construction/repair of boundary walls at Dheerpur and Rohini

Dheerpur - New Boundary Wall

Director, Campus Development informed the Committee that DHE had instructed PWD, Delhi to construct the boundary walls at the AUD campus at Dheerpur to prevent encroachment. Subsequently PWD had forwarded estimates of approximately Rs.4.66 crore for the construction of a boundary wall of about 2,300 meter in length. These estimates were examined by AUD officials, who taking into account the site conditions advised PWD to revise the estimates by modifying the foundation system which had had been proposed by them based on the assumption of large-scale earth filling. PWD was also advised neither to plaster or paint the boundary wall nor to provide steel railings on top so that only a 2 meter-high boundary wall of brick is constructed at present. This can later be suitably modified with semi-permanent/ permanent finish based on the final overall design of the campus. As a consequence, PWD had revised its estimates down to approximately Rs.1.91 crore. These revised estimates have been subsequently been forwarded to DHE by AUD for administrative approval and expenditure sanction.

Members agreed with the action taken thus far and advised that the brick work in the boundary wall should be done in such a manner that in case modifications are required at a later stage, dismantling

of the wall can be easily carried out and the bricks reused. It was agreed that this issue would be discussed with PWD at the construction stage for appropriate action.

Rohini - Repair of existing boundary walls

The Committee was informed that at the AUD campus at Rohini there is already a boundary wall in place, which was probably constructed about 10 years ago. However, it is now damaged and broken at several places and requires urgent repairs. The entire plot also needs to be cleared, cleaned and the ~~waste~~ dumped therein needs to be removed. PWD, Delhi had submitted an estimate of approximately Rs.91 lakh for repair of the boundary wall. This estimate was also examined and a visit to the Rohini site was undertaken to assess the requirements and condition of the existing boundary wall. AUD again advised PWD to defer the plaster, painting and steel railing on the boundary wall for the present but include other items related to site cleaning, etc. Accordingly, PWD has revised the estimates down to Rs.46.78 lakh.

The Committee was informed that, as in the case of Dheerpur, AUD had already forwarded Rohini boundary wall estimates to DHE for issuing administrative approval and expenditure sanction. It is expected that the boundary walls construction/repair at Dheerpur and at Rohini will be done during the current financial year.

Agenda Item No.7: Seeking Budgetary Estimates for power and water connections from Tata Power Delhi Distribution Ltd and Delhi Jal Board for Dheerpur and Rohini

The Committee was informed that the tentative assessment of power required at the Dheerpur and Rohini campuses have been forwarded to M/s Tata Power Delhi Distribution Ltd (TPDDL). This will help TPDDL in deciding the source of the power to be supplied and provide budgetary estimates to AUD. Thereafter these costs will be included in the overall project costs at the time of obtaining approval of the competent authority.

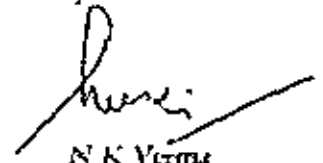
Similarly, water requirements for the Dheerpur and Rohini campuses have been forwarded to DJB. Budgetary estimates have been sought for both campuses. These estimates will also be incorporated into the overall budget for the project.

Agenda Item No. 8: Issue of preventing sewage water inflow into the AUD plot at Dheerpur through an un-authorized open drain from Gandhi Vihar

Director, Campus Development informed the Committee that sewage water from the nearby Gandhi Vihar colony is flowing into the AUD plot at Dheerpur through some man-made unauthorised open sewage drain. Effort is underway to stop this sewage water altogether and a letter to DJB has already been written in this regard. Some members suggested that in case it is not possible to stop the flow of the sewage water, arrangements should be made to treat it and provide adequate land for this purpose within the campus for this purpose. The Chairman stated that since the drain is unauthorised, the matter will be taken up strongly with the DJB to have this sewage drain dismantled. This sewage water should be diverted by DJB into the municipal drainage system already laid in and around Gandhi Vihar.

Agenda Item No. 9: Status of AUD's proposal seeking funds from the Ministry of Social Justice and Empowerment, Govt for constructing a Girls Hostel for SC/ST students at the Rohini campus.

The Director, Campus Development explained the proposal to the members of the Committee. He stated that against the estimated amount of Rs.8.96 crore for the construction of a 100-seater girls hostel on the Rohini campus of AUD, the Ministry of Social Justice and Empowerment, Govt has indicated that according to their existing norms, they can offer support only up to Rs.2 crore. AUD has requested the Ministry to consider meeting the entire expenditure of Rs.8.96 crore. Further action in the matter will be taken once a response is received from the Ministry.



N K Verma
Co-Director, Campus Development

AMBEDKAR UNIVERSITY DELHI

MINUTES OF THE 18TH MEETING OF THE BOARD OF MANAGEMENT HELD ON
08 OCTOBER 2015 AND 02 NOVEMBER 2015 (ADJOURNED MEETING) IN THE
PRIVATE DINING HALL, INDIA INTERNATIONAL CENTRE, NEW DELHI

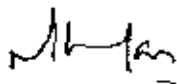
PRESENT

1.	Professor Shyam B Menon, <i>Vice Chancellor</i>	Chairperson
2.	Professor NR Madhava Menon <i>Nominee of the Government of NCT of Delhi</i>	Member
3.	Professor S. Parasuraman <i>Nominee of the Government of NCT of Delhi</i>	Member
4.	Dr Kiran Datar <i>Nominee of the Government of NCT of Delhi</i>	Member
5.	Smt. Punya Salila Srivastava, IAS <i>Secretary (Higher Education), Govt. of NCT of Delhi</i>	Member
6.	Professor Chandan Mukherjee <i>Nominee of the Chancellor</i>	Member
7.	Professor Ashok Nagpal <i>Nominee of the Chancellor</i>	Member
8.	Professor Kuriakose Mamkootam <i>Nominee of the Chancellor</i>	Member
9.	Dr. M.A. Sikandar, <i>Registrar</i>	Secretary

Special Invitees

1. Professor Vijaya S Vama
Director, Campus Development & Advisor, Planning, AUD
2. Professor Jatin Bhatt
Dean, School of Design, AUD
3. Professor Denys P Leighton
Dean, School of Liberal Studies, AUD
4. Professor Salil Misra
School of Liberal Studies, AUD
5. Shri J. Ernest Samuel Ratnakumar
Controller of Finance, AUD
6. Dr Asmita Kabra
Associate Professor & Dean (offg.), SHE
7. Dr. Praveen Singh
Assistant Professor, SHE
8. Dr. Suresh Babu
Assistant Professor, SHE

AUD/BoM(18)/08.10.2015 & 02.11.2015




7D. To consider the matters related to Campus Development

The Board while considering matters related to Campus Development:

- (i) Took note of the Minutes of the fourth meeting of Advisory Committee for Campus Development held on 09.05.2015 and approved the proposed overall plan for AUD campuses at Dheerpur and Rohini which includes provision for approximately 8,000 students and the facilities to be created thereon.
- (ii) Took note of the decision of the Government of NCT of Delhi that the procedure for appointment of Project Management Consultant (PMC) and Architect for the two new campuses should be in accordance with the guidelines contained in GFR 2005 and Ministry of Finance Government of India, rules.
- (iii) Took note of the Status Report on the setting up of new campuses at Dheerpur and Rohini.

Resolved to approve the matters related to Campus Development, vide **Appendix - 11.**

8A. To ratify the Minutes of the Seventh Meeting of the Academic Council held on 16 July 2015

Resolved to defer the matter due to non-circulation of the Minutes of Seventh Meeting of the Academic Council held on 16 July 2015

8B. To ratify the Minutes of the Special Meeting of the Academic Council held on 05 October 2015

Resolved to ratify the Minutes of the Special Meeting of the Academic Council held on 05 October 2015, vide **Appendix - 12.**

8C. To ratify the acceptance by the Academic Council of the revised document of the Career Advancement Scheme (CAS) for teachers and other academic staff

Resolved to ratify the acceptance by the Academic Council of the revised document of the Career Advancement Scheme (CAS) for teachers and other academic staff, vide **Appendix - 13.**

9A. To ratify the Minutes of the 12th Meeting of the Establishment Committee held on 15 December 2014

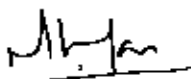
Resolved to ratify the Minutes of the 12th Meeting of the Establishment Committee held on 15 December 2014, vide **Appendix - 14.**

9B. To ratify the Minutes of the 13th Meeting of the Establishment Committee held on 14 July 2015

Resolved to ratify the Minutes of the 13th Meeting of the Establishment Committee held on 14 July 2015, vide **Appendix - 15**, except the item No. 5 of the minutes regarding regularization/absorption of short-term non-teaching contractual staff in AUD.

The Establishment Committee (EC) in its 13th Meeting held on 14 July 2015 had resolved to recommend the following for consideration of the Board of Management, vide item No 5 of the minutes:

AUD/BoM[18]/08.10.2015 & 02.11.2015




Resol. No. 7(D)/BoM(18)/08.10.15 & 02.11.15Resolved to approve the matters related to Campus Development

A meeting of the Advisory Committee for Campus Development was held on 09.05.2015 (Minutes enclosed as Annexure A). In this meeting the details of the requirement, built up areas, cost estimates and procedures for construction of the new campuses of AUD prepared by the in-house Campus Development Division were discussed. AUD is planning to enhance its student strength to 10,000 by the year 2020. Of this 2000 students will be in the Kashmere Gate campus and 8000 in the Dheerpur and Rohini campuses. Both the new campuses of AUD will be developed as independent campuses having undergraduate and postgraduate students in various Schools and Centres. The distribution of schools and centres in both Rohini and Dheerpur along with students strengths in each School along with the facilities proposed are detailed in Minutes of the meeting referred to above at Item No.6 (Annexure E). **The Board of Management approved the proposed overall plan, the intake of students, and the facilities to be provided in both the campuses.**

The Advisory Committee suggested some modifications in the procedures that had been proposed for the appointment of PMC and Architect by the Campus Development Division. Since the scope of work was large and the procedures recommended by the Advisory Committee for PMC and selection of Architect were somewhat different from the Guidelines of GFR 2005, and the Ministry of Finance, GoI, these proposals were submitted to DHE to obtain the approval of GNCTD.

The recommendations of the Advisory Committee were discussed in a meeting with the Principal Secretary (Finance) and Secretary for Education, GNCTD on 28.07.2015. In this meeting the amended procedure proposal by the Advisory Committee for the selection of PMC and Architect was not accepted and it was decided that the selection of PMC and Architect should be done based on Open Competition in accordance with the guidelines laid down by GFR 2005 and the Ministry of Finance, GoI (Minutes enclosed as Annexure B). As regards the overall cost, it was resolved that a presentation would be made by AUD before the Hon'ble Deputy Chief Minister of GNCTD who also holds the portfolios of Finance and Education. **The Board took note of these developments.**

अम्बेडकर विश्वविद्यालय दिल्ली



Ambedkar University Delhi

FOURTH MEETING OF THE ADVISORY COMMITTEE FOR
CAMPUS DEVELOPMENT

MINUTES

TIME AND DATE: 10.30 AM ON 9.5.2015

AMBEDKAR UNIVERSITY DELHI

Minutes of the Fourth meeting of the Advisory Committee on Campus Development held on Saturday 9 May 2015 at 10:30 am in the Committee Room of the Vice Chancellor, AUD at Kashmere Gate.

The following members were present.

1. Professor Shyam B Menon	Chairman
2. Professor Chandan Mukherjee	Member
3. Professor Jatin Bhatt	Member
4. Ms Kiran Datar	Member
5. Professor C R Babu	Member
6. Shri Ashok Kumar	Member
7. Professor KT Ravindran	Member
8. Shri V Suresh	Member
9. Shri N K Verma	Special Invitee
10. Shri Santosh Auluck	Special Invitee
11. Professor Vijaya S Varma	Member Secretary

Ms. Purnia Srivastava, Secretary, Higher Education, GNCID and Shri P K Tupathi could not attend the meeting.

The discussions of the Committee are recorded below.

Agenda Item No.1

The minutes of the Third meeting of the Advisory Committee on Campus Development held on 26 July 2014 were confirmed.

Agenda Item No.2

The Committee took note of the Action Taken Report on the decisions taken in its Third meeting held on 26 July 2014. (attached as Annexure A)

Agenda Item No.3 Matters related to Campus Development at Dheerpur

Item 3.1: Allotment of balance 3.76 ha of land by DDA

The Committee took note of the fact that DDA has finally allotted the balance 3.76 ha adjoining the 16.24 ha plot already allotted in January 2013 making the total plot area to be 20 ha, in keeping with the original decision on allocating land to AUD at Dheerpur. DHE has been requested to release payment of Rs.28,58,45,886/- to DDA.

Item 3.2: Additional demand by DDA for original allotment of the 17.1956 ha plot

The Committee took note of the demand of an additional Rs.19.09 crore by DDA for the 16.24 ha of land allotted in January 2013 based on projected revision of land rates submitted to MoUD, GoI. The Committee was informed that DHE has already taken up the matter with DDA for the additional amount payable



Item 3.3: Status of areas under litigation - part of the original allotment

The Committee took note of the fact that AUD is pursuing with DDA the matter of provisional allotment of 0.95 ha to AUD that is presently under litigation, in the event that the court case is decided in favour of DDA, as this area is a vital to the frontage of the AUD campus plot.

Item 3.4: Construction of new boundary wall - Civil and Electrical works

3.4.1 Civil Works

The Committee noted that DHE had issued approval in August 2014 of PWD's estimates of Rs.1.91 crores for construction of a Boundary Wall around the AUD plot at Dheerpur. The Committee was informed that PWD has recommended the following:

1. The boundary wall needs plastering and water proofing. The total expenditure would be around Rs.14 lakh.
2. In areas which are low lying in order to construct the boundary wall some earth filling needs to be done. PWD has estimated the expenditure at about Rs.15 lakh.

PWD has indicated that the expenditure on both these items could be met from the already sanctioned estimates of PWD against savings in the overall costs. AUD officials have advised that this work be implemented only when the additional 3.76 hectares is handed over by DDA to AUD/DHE.

Since the progress of work is slow (only about 30 % of the boundary wall has been constructed till date) the Committee advised that the matter may be pursued with the PWD to get the work expedited.

3.4.2 Electrical Works

The Committee noted that to ensure better security and prevent encroachment during the night, PWD, Electrical Division has submitted estimates of Rs.31,73,382/- for providing lighting arrangements consisting of flood lights on the boundary wall at every 30 meters and 3 High Mast Lights inside the plot. The Committee was informed that DHE has been requested to issue administrative approval and expenditure sanction for this work.

Item 3.5 Shifting of Overhead 33 KV HT and 11 KV LT power lines

The Committee noted that two overhead HT/LT power lines of 33 KV/11KV capacities respectively are crossing the Dheerpur plot. These overhead lines need to be terminated or relocated/shifted for the following reasons:

- (i) The 33 KVA overhead HT line is passing right across the AUD plot almost through its middle in the East-West direction. As per laid down guidelines, no construction in a corridor of 15 meters space on either side of the HT line can be carried out.
- (ii) The 11 KVA overhead LT line is also passing almost through the middle of the plot in the North-South direction. In this case also no construction is allowed on either side of the lines up to a predetermined distance.
- (iii) If these overhead power lines are not relocated, about 30% of the area of the AUD plot will become unusable. Further, the presence of High Tension overhead power lines in the campus will be hazardous as the University will have several multi storied buildings with a large number of students on its campus.

[Signature]
2/11

M/S Tata Power Delhi Distribution Limited (TPDDL), the power distribution company in the Dheerpur area have stated that these power lines can be relocated but the full cost of shifting will have to be borne by AUD/DHE (drawings showing the 33 and 11 KV overhead lines passing through the AUD plot, East-West and North-South and their re-routing submitted by TPDDL are placed at Annexure B). The estimates submitted by TPDDL for shifting of the HT and LT lines amount to Rs.5.48 crores.

The Committee took note of the fact that full advance payment of the estimated cost has to be released to M/S TPDDL before commencement of the work and the total time required for shifting these overhead power lines is 6-8 months. The planning for the new campus can only be initiated once it is confirmed that the overhead HT/LT lines will be shifted. AUD has requested approval from DHE for the proposal, asking the expenditure to be treated as development costs.

Item 3.6 Status of External Services

The Committee noted that AUD has requested the Chief Engineer, North Zone, DDA vide its letter dated 13.2.2015 that since the new Campus of AUD is in the development stage, it is necessary that all the external services including roads, sewerage, water supply and storm water drainage etc. should be made available by DDA around the AUD plot in Dheerpur. A reply from the Chief Engineer DDA is awaited on the scope of External services along with time schedule of their completion.

Item 3.7 Development of Wetlands adjoining the AUD plot

The Committee noted that a Management Agreement has been signed between DDA and AUD for the development of the Wetlands at Dheerpur on 17.02.2015. An area of 25.38 hectares adjoining the AUD campus has been earmarked as Wetlands by DDA (see drawing enclosed as Annexure C). The Committee was informed that construction of the boundary wall around the designated Wetlands has already been started by DDA. Further steps for development of wetland are:

- (i) Establishment of a Centre for Studies of Urban Ecological Sustainability
- (ii) Constitution of a Management Committee with representation from DDA, DHE and AUD (an internal Interim Committee has already been constituted).

Item 3.8: Hydrological Studies at Dheerpur & Rohini

The proposal of getting Hydrological studies carried out at Dheerpur and Rohini was placed before the Committee and discussed in detail. The Committee agreed that the Hydrological Studies should be carried out for both the Dheerpur and Rohini Campuses with the proposed Scope of Work of these Studies is given below:

1. Assessment of potential of surface water and ground water availability both in terms of quantity and quality
2. Assessment of surface water potential for rainwater harvesting and availability for various usages and recovery.
3. Option for rooftop rainwater harvesting and groundwater recharging for aquifer storage.
4. Study of existing natural drainage pattern/system, available information in the form of reports, literature, satellite imageries etc on storm water drainage systems for the proposed campus and adjoining areas.
5. Review and analysis of rainfall information to arrive at design storm scenario.
6. Design of major storm water drainage system suggesting final disposal point.



7. Estimation and routing of design flow through the drainage system of the study area considering appropriate boundary conditions for suggesting safe grade elevation for the university campus.

As regards, whether these Hydrological Studies should be carried out by NIH, Roorkee or through the private sector by a tendering process, some members were of the view that since NIH is a Central Government organisation and a nodal body which has the required expertise to carry out such investigations it should be appointed on nomination basis. Shri V Suresh was of the view that comprehensive services for such hydrological studies have also been carried out by many consultancy organisations in the public and private sector as well for large townships and at very competitive terms and speedier response time. The professional background and competency of the groups could be looked into in details for credibility from the nature of such hydrological studies carried out by such agencies. It was felt that the competence and credibility of the agency conducting the Hydrological Study would be critical since both the campus projects will require Environmental Clearance from the State/Central Government. Professor C R Babu stated that an established organisation like NIH, in the Government sector, carries credibility and this would help AUD a great deal while seeking Environmental Clearance from statutory authorities.

Finally, it was decided by the Committee that AUD should take a final decision in the matter in consultation with Professor C R Babu.

Agenda Item 4: Matters related to Campus Development at Rohini

Item 4.1: Repair of existing Boundary Wall

The Committee took note that the repair of the existing boundary wall at Rohini is almost complete and that for ensuring the security of the plot in view of the presence of unauthorised Juggi dwellers in the vicinity of the plot, PWD has asked for additional work on the boundary wall. The proposal has been sent to DHE including estimates for providing floodlights on the boundary wall and gates.

Item 4.2: Amalgamation of the 13.5 meter wide dividing road with the main plot

The Committee noted that AUD has requested DDA that the 13.5 metre road, which divides the AUD plot at Rohini, may be amalgamated to make it one plot. DDA has been requested to re-route the roads and services with the cost being borne by AUD. The Committee advised that the matter may be pursued with DDA.

Item 4.3: Contour Survey

The Committee noted that PWD, Delhi has been requested to carry out a Contour Survey at site at an estimated cost of Rs.60,700/-. It is expected that the survey will be completed in the next 2 months.

Item 4.4: Status of External Services

The Committee noted that the AUD plot at Sector 3, Rohini, is located in a well developed area and all external services including road, water supply, sewerage, storm water drainage and electrical services are already in place.

Agenda Item 5: To take note of the proposed MoU between DHE and AUD for delegating the work of development of the new campuses of AUD.

The Committee took note of the final draft of the MoU which is proposed to be entered into between DHE and AUD for delegating powers to AUD, so that it can initiate actions for development of the new campuses at Dheerpur and Rohini, has been submitted to DHE. It is expected that the MoU will be signed in the near future (copy attached as Annexure D).

Agenda Item 6: To take note of the consolidated requirements for the new campuses at Dheerpur and Rohini.

The Committee noted that the Campus Development Division has done a detailed exercise involving Deans of Schools, Directors of Centres and the Administration for projecting the requirements of students and staff strengths with amenities and facilities required in the new campuses at Dheerpur and Rohini. It further noted that the planning for the new campuses has been done with a horizon of the next 10 years and the requirements have been finalised in consultation with Senior Management of the University. These detailed requirements will form part of the design brief to be communicated to the Architects at the Design Competition stage and with further elaboration to the selected Architects for preparing the Comprehensive Master Plan and Design of the new campuses (copy enclosed as Annexure E).

Agenda Item 7: To take note of the built area projections and tentative Master Plans for Rohini and Dheerpur

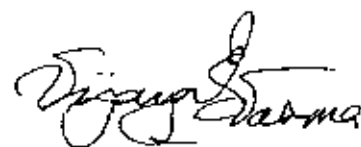
The Committee took note of the feasibility study based on the facilities and requirements for the new campuses projected by the faculty and staff of AUD which was carried out to ascertain whether the built up area requirements would fit into the campus plots allotted within the existing norms. It was assessed that 85-90% of the total permitted built up area of the Rohini Campus would be utilised in the first phase. The Dheerpur campus is proposed to be developed in 2 phases. In the 1st phase the projected built up area would amount to 58% of the total permitted built up area. Copies of the area requirements and the tentative Master Plans based on these projections are enclosed as Annexures F and G.

Agenda Item 8: Project Management Consultant (PMC) for AUD campuses at Dheerpur and Rohini

8.1 Selection of PMC

In the matter of the Selection of a PMC, the Advisory Committee, after due consideration, decided as under:

- 8.1.1 A PMC will be appointed from State/Central Public Sector Undertakings (PSUs)
- 8.1.2 Appointment of PMC for both campuses will be taken up separately.
- 8.1.3 The PMC will be appointed through Open Competitive 2-stage bidding process consisting of a Technical Bid and a Financial Bid. The Technical Bid will carry a weight of 70% while the Financial Bid a weight of 30%.
- 8.1.4 PSUs need not be shortlisted in the first stage and all PSUs that satisfy the eligibility criteria will be invited to make presentations before a Selection Committee as the total number of eligible bids may not be large. Weightage for past experience will, however, be given in the final selection, as detailed in section 8.3.4 below.
- 8.1.5 The Architect and PMC will be appointed separately and both will report to the in-house Campus Development Team.
- 8.1.6 PMC will have the overall responsibility for ensuring that the execution of work is done within the sanctioned cost and time.
- 8.1.7 The PMC will follow all Government rules and regulations in the appointment of contractors and other agencies and certify payments as per their own rules and



regulations. All payments will however be made only as per the terms and conditions of the contracts with the prior approval of AUD.

- 8.1.8 PMC will work under the overall management, direction and monitoring of the Campus Development Team of AUD.

8.2 Requirement of PMC

The PMC for Dheerpur and Rohini campuses will be selected independently since the two projects are substantially different in size. The selection of PMC will be from amongst the PSUs of the Central/State Government who are authorised to take up such work.

8.3 Selection Process of PMC

- 8.3.1 A Press Notice will be issued inviting PSUs to participate in the Selection Process of PMCs. Eligible PSUs will be shortlisted according to para 8.4.

- 8.3.2 The selection of the PMC for Dheerpur and Rohini will be done separately and individually for each campus from among those who apply and are found to be eligible.

- 8.3.3 The PMC will be selected based on:

- (i) The Technical Dossier containing the past experience
- (ii) Presentation, which each eligible PSU will be required to make before a Selection Committee.
- (iii) The Financial Bid

- 8.3.4 The Selection of PMC will be based on the following:

- (i) 40% weight to marks obtained on past experience (Technical Bid)
- (ii) 30% weight to marks obtained in the Presentation (Technical Bid)
- (iii) 30% weight to marks obtained in Financial Bid (based on the procedures laid down "Best Practices - Selection of Consultants," Planning Commission, Govt (2009)).

- 8.3.5 The PSU scoring the highest combined mark in the Technical and Financial Bids will be selected as the PMC for the project.

8.4 Eligibility

- 8.4.1 Only Public Sector Undertakings (PSUs) of Central and State Governments will be eligible to participate in the Selection Process.

- 8.4.2 The PSUs should have the approval/permission of Central/State Governments to provide Project Management Consultancy Services for large projects.

- 8.4.3 The PSU shall have undertaken (initiated and completed) during the last ten years PMC work for one similar project of 80% of the estimated cost and land/ built-up areas or two similar projects of 60% of the estimated cost and land/ built-up areas of the project.

(A similar Project here means construction of campuses for Universities and Higher Education Institutions with full facilities and Residential Colonies with all internal and external services.)

- 8.4.4 Applicants should submit endorsements of successful completion of the last two projects from the clients in their experience certificates.

- 8.4.5 All PSUs who fulfil the criterion as stipulated in Para A to C above will be eligible for making a presentation before the Selection Committee.



8.5 Past Experience

Applicants will be awarded marks based on past experience in accordance with the criteria listed below:

- 8.5.1 Providing PMC services for one completed project of more than 80% or two completed projects of 60% of the estimated cost of the project including the first project which will be considered as an essential criterion. (Marks for each such project: 5)

(Max. Marks: 30)

- 8.5.2 Project involving Education Institutions / Universities with functions similar to AUD including any project covered under A (Marks for each project: 5)

(Max. Marks: 30)

- 8.5.3 Each eligible project having been completed within the specified time (Marks for each project: 5)

(Max. Marks: 30)

- 8.5.4 PSUs which have been profit-making during the last 3 years

(Max Marks: 10)

8.6 Objective of Presentation

The objective of the presentation will be to select a Project Management Consultant that has an innovative construction management approach to the project, in keeping with contemporary standards of construction endorsed by modern concepts and supported by time-bound and cost-effective modern management tools

8.7 Presentation

A document containing guidelines for making a technical bid and presentation will be issued to eligible PSUs. The PSUs will cover the following aspects in their presentation:

- 8.7.1 Methodology of handling Project Management Consultancy of a Project of similar type, size and magnitude bringing out the complex nature of the project and expertise of the PMC in handling it. A certificate of endorsement for the last two completed projects must be provided.

(Max. Marks: 25)

- 8.7.2 An overview of the PMC's capabilities for handling large projects including a project of this nature

(Max. Marks: 25)

- 8.7.3 Vision and Management Planning of PMC for Understanding the Project Profile and the method for project planning and completion of this project within approved cost and time estimates while ensuring safety compliance, quality assurance, centralized management and ability to handle litigations.

(Max. Marks: 40)

- 8.7.4 Highlight the proposed manpower and resources to be deployed full-time on site for proper and effective monitoring indicating level of assistance in obtaining approvals from regulating agencies

(Max. Marks: 10)

8.8 Summary of the Selection Process

- 8.8.1 The PSUs will submit their application in a 2-Bid System i.e. (i) Technical Bid, (ii) Financial Bid



- 8.8.2 The Technical Bid will be opened at the first stage and eligible tenders will be identified based on criteria laid down in section 8.4 above.
- 8.8.3 Eligible PSUs will be called for making presentation covering the aspects contained in para 5
- 8.8.4 Marks will be given to each eligible PSU based on past experience as per the eligibility criteria (40% weight). In addition, marks will be given by the Selection Committee based on the presentations of the eligible PSUs (30% weight).
- 8.8.5 Financial bids will be opened only of those shortlisted PSUs whose presentations are found satisfactory by the Selection Committee (30% weight). The weight would be inversely proportional to the ratio of the actual to the lowest shortlisted bid.
- 8.8.6 The PSU scoring the maximum marks based on the weightage stipulated in para 8.8.4 and 8.8.5 will be selected as the PMC for the project.
- 8.8.7 The fee to be paid to PMC should be within the guidelines laid down by CPWD/UGC/other established agency guidelines laid down for providing project management consultancy services.
- 8.9 The Selection Committee for recommending the appointment of PMC is proposed as under:
- | | |
|---|-----------------|
| (i) The Pro Vice Chancellor, AUD | Chairman |
| (ii) The Secretary, Department of Higher Education or nominee | Member |
| (iii) The Registrar, AUD | Member |
| (iv) The Controller of Finance, AUD | Member |
| (v) One out of the following | Member |
| a) Shri Ashok Sarin, Former ADG, CPWD and Former member (Engineering), DDA; | |
| b) Shri Jose Kurian, Former Chief Engineer, DTIDC; | |
| c) Dr. Anil Sawhney, Director RICS, School of Built Environment, Amity University, Noida, Formerly at IITD. | |
| (vi) The Director, Campus Development, AUD | Member Convener |

Agenda Item 9: Selection of Architect for AUD campus at Dheerpur and Rohini

In the matter of the Selection of Architects, the following views were expressed:

9.1 Consultancy Fee for Architect

Professor K T Ravindran was of the view that a Consultancy Fee for the Architect should be fixed by AUD as per the guidelines for availing professional architectural services of a statutory agency like the Council of Architecture or Indian Institute of Architects (IIA), etc. He stated that the Architect should be appointed based only on the Design Competition and the fee to be charged should not be made a criterion for selection. Otherwise it may dissuade good Architects from participating.

Shri V Suresh agreed with Professor Ravindran and stated that this was also the practice followed by HUDCO for Architectural designs of large projects, and suggested that AUD should take a decision on fixing the Architect's fees based on the guidelines of the Council of Architecture/IIA/UGC/CPWD if available.

Shri Ashok Kumar also agreed that the fee of the Architect should be pre-fixed

9.2 Modalities for Selection of Architect

In the matter of the Selection of Architect(s), the Advisory Committee, after due consideration, decided as under:

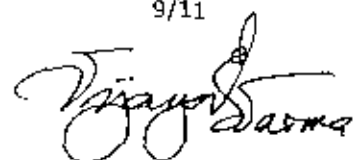
Architects will be appointed for preparing the Master Plan, the Architectural designs and drawings of buildings and other services for its new campuses at Dheerpur and Rohini. The Architects for Dheerpur and Rohini campuses will be selected independently since the two projects are substantially different in scope and size. The selection of Architects will be done in the following manner:

- 9.2.1 The Architect will be appointed based on a Design Competition conducted at the National level.
- 9.2.2 The permissible fee to be paid to Architects for comprehensive services shall be fixed based on the guidelines laid down by CPWD/IIA/ Council of Architecture/ UGC.
- 9.2.3 The Selection of Architect will be done separately for the Dheerpur and Rohini campuses. The Architect selected for a particular campus will be responsible for providing comprehensive services for planning and design of the campus including Master Plan, buildings and development works for architectural, structural, MEPF and infrastructural design services including, urban design, environmental plan, and landscaping.
- 9.2.4 Architects will be shortlisted based on laid down parameters. Thereafter all shortlisted Architects will be invited to participate in a Design Competition.
- 9.2.5 The shortlisted Architects will make a submission which will be judged by a Jury constituted by AUID.

9.3 Shortlisting of Architects

- 9.3.1 A Press Notice will be issued inviting Expression of Interest from Architects who wish to participate in the prequalification process.
- 9.3.2 The "Prequalification Document" will contain:
 - (i) Brief particulars of the Project
 - (ii) Information and instruction for applicants
 - (iii) Method of application
 - (iv) Criteria for eligibility for prequalification
- 9.3.3 Eligibility Criteria
 - (i) The term 'Architect' will mean a person registered with the Council of Architecture.
 - (ii) The applicant should have an overall experience of not less than 10 years, i.e. should have been in practice and providing consultancy services for a minimum period of 10 years.
 - (iii) The applicant should have been associated with the design and implementation of one similar (completed or ongoing) project of 80% value or 2 similar (ongoing or completed) projects of 60% value of the of the present project, where value includes estimated costs (suitably indexed) as well as plot/built area.

(A similar Project here means campuses for Universities and Higher Education Institutions or other such Institutions), which should have had Institutional Buildings,



Laboratories, Auditoria and Residential Colonies with all internal and external services.)

9.3.4 Shortlisting Committee

It was decided that a sub-committee of the Advisory Committee consisting of:

(i) Professor K T Ravindran	Member
(ii) Shri V Suresh	Member
(iii) Shri Santosh Auluck	Member
(iv) Director, Campus Development	Convener

would be assigned the responsibility of shortlisting Architects for the Design Competitions.

9.4 Design Competitions

It was decided that the Design Competition for Dheerpur and Rohini would be held separately. The Design Competition will be assessed by a Jury (see 9.4.3). The same Jury would judge both the Design Competitions. A detailed document containing the Design brief will be issued to all the shortlisted Architects.

9.4.1 Documents containing Guidelines and Instructions for participation in the Design Competitions will be prepared. Each of these document will have:

- A Preamble
- Design Brief with project vision, project components and programme.
- Competition Regulations
- Site details
- Submission Requirements
- Articles of Agreement containing Terms & Conditions for engagement of Architect for comprehensive design services.

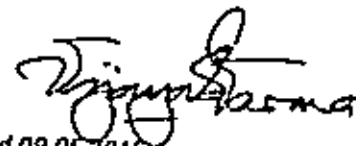
9.4.2 The pre-qualified Architects will be invited to participate in two separate Design Competitions for the two campuses which may have separate criteria. These will generally be based on guidelines of the Council of Architecture. The cost for preparing Models, Drawings and Walk-through Videos as a part of presentation in the Design Competition will have to be borne by the Architect.

9.4.3 A Jury will be constituted for conducting and judging both the Design Competitions.

- The Jury should have the freedom to evolve its own system of evaluation.
- The Jury may select one or more entries as being of acceptable designs.
- Only Architects shortlisted by the Shortlisting Committee will be asked to submit their designs, drawings etc. These will be examined by the Jury. If the Jury so desires, it may invite some of these Architects to make presentations to help it finalise its decision.

The Jury for the Design Competition will have the following composition:

(i) Professor Deepak Nayyar	Chairman
(ii) Director, Campus Development, AUD	Member Convener
(iii) Dean, School of Design, AUD	Member
(iv) Shri Balakrishna Doshi	Member
(v) An Architect with expertise in landscape and Environmental and Urban Design	Member



The Advisory Committee noted that its recommendations in respect of Selection of Architects may be interpreted as being at variance with the stipulations contained in GFR 2005 regarding engagement of Consultants. The Committee however concluded that its recommendations are along the lines selection of architects is done by several public and private entities and are in the interest of ensuring participation of eminent architects for the design of the permanent campuses of AUD. In this context, the Committee reiterated that the AUD campuses are envisaged to be major landmarks in Delhi and exemplary illustrations of innovative and creative designs for a university campus. The Committee further noted that its recommendations will be considered by the Board of Management and will be presented for concurrence to the GNCTD.

For approval:

ve
1/7

Dr. Anil K. Choudhary

[Signature]

Agenda Item 2: Action Taken Report

To take note of the Action Taken Report on the Minutes of the third Meeting of the Advisory Committee on Campus Development (ACCD)

2.1 Process for the Construction of the new AUD Campuses (Minute #3)

Approval from the Directorate of Higher Education (DHE) of the process for the construction of the new AUD campuses at Dheerpur and Rohini was received in September 2014 with an allocation of Rs 1.5 crore for undertaking the following activities:

- (i) Setting up an in-house AUD Engineering Department
- (ii) Appointment of a PMC from amongst PSUs based on Open Competitive Bidding to assist AUD in the planning and execution of works.
- (iii) Appointment of Architect based on Open Competitive Bidding for designing the new campuses.
- (iv) Preparation of DPR and EFC Memorandum for seeking approval of GNCTD.

2.2 Setting up a Governance structure for the development of the AUD campuses at Dheerpur and Rohini (Minute #4.1)

The ACCD had recommended that AUD should have a suitable Engineering Department to oversee the setting up of both the campuses which can at a later stage look after the maintenance of the campuses on a regular basis. Accordingly, action on the Recruitment of Technical Manpower and support staff for setting up the Engineering Department of AUD, has been initiated and the procedure to be adopted has been approved by the Establishment Committee of AUD.

It is expected that the staff will be recruited in the next 3 months. All positions will be on deputation /contract with tenures co-terminus with the project duration. However the Executive Engineers and Assistant Engineers could be absorbed in the Engineering units of the University, subject to necessary approvals, after the completion of the new campus constructions.

2.3 Modalities for the Selection of PMCs and Architect (Minutes #4.2 and 4.3)

It was recommended in the meeting of the ACCD that the practice followed by other Delhi Government State Universities like GGSIPU and IIT, Delhi may be examined before deciding the Modalities for the selection of Architect and PMC for the new campuses of AUD. Accordingly, discussions were held with GGSIPU and IIT officials. The following position has emerged:

- (i) GGSIPU had initially appointed EIL (a PSU) and subsequently DTDC (a state PSU) as PMC for its Dwarka campus. A private Architect was appointed separately based on a Design Competition. Both PMC and Architect reported directly to GGSIPU. The construction of the Dwarka campus of GGSIPU is

already complete. Government of Delhi has recently approved the construction of 4.2nd campus of GGSIPU at Suraj Mal Vihar, Delhi. For this campus also a PSU was proposed to be appointed as PMC. An Architect was appointed as early as 2008 based on an open Design Competition. However, it is understood that the Delhi Government has appointed PWD, Delhi as PMC instead of a PSU. The Architect will report to the PWD who will have a single point responsibility.

- (ii) The construction of Phase-I of IIT, Delhi, was completed in 2013. They had appointed a private organisation as Architectural-cum-Project Management Consultant. However, for Phase-II, IIT has appointed a private organisation as PMC and another organisation as an Architect.

Taking into account the size of the new AUD campuses, it is proposed to follow the practice adopted by GGSIPU for its Dwarka and Suraj Mal Vihar campuses and appoint PMCs (PSUs) and Architects separately. The procedures for selection are placed as Agenda Items 8 and 9 respectively.

2.4 Management Agreement between DDA and AUD for the Development and Maintenance of Wetlands at Dheerpur (Minute #5)

The suggestions of the Committee were incorporated in the Management Agreement with the DDA as under:

- (i) The Agreement would remain in force for perpetuity; consequently the period for the Agreement was deleted.
- (ii) Clause 7 on termination of the Agreement was suitably amended.
- (iii) DDA will provide limited financial assistance as per clause 2 of the Agreement.

The Management Agreement between DDA and AUD was concluded on 17 February 2015 and a copy is placed at Annexure 2/A.

A proposal for the development of the Wetlands and its long term maintenance is placed as Agenda Item 3.7 for advice/ directions of the Advisory Committee.

2.5 Construction of a new Boundary wall at Dheerpur and Repair of Existing Boundary wall at Rohini (Minute #6)

New Boundary Wall at Dheerpur

Construction of a new Boundary Wall at Dheerpur on the 16.24 hectare plot handed over by DDA to DHE was approved by DHE at an estimated cost of Rs.1.91 crore in August 2014. The current status and some related issues pertaining to the security

- of the vacant plot are placed as Agenda Item 3.4 for advice/directions of the Advisory Committee.

Repair of Existing Boundary Wall at Rohini

Repair of the existing Boundary Wall at Rohini on the 7.3 hectare plot allotted to AUD was approved by DHE at an estimated cost of Rs.45.37 lakh in August 2014. The current status and some related issues pertaining to the security of the vacant plot are placed at Agenda Item 4.1.

2.6 New Power and Water connections (Minute #7)

Water Connection at Dheerpur

Based on the projected student and staff strengths, a preliminary requirement of 5 lakh litres of potable water per day (as per NBC, IS Codes, GoI guidelines) for Dheerpur was forwarded to DJB to (i) confirm whether DJB will be able to supply this quantity of water per day to the Dheerpur campus and (ii) provide Budgetary estimates for the water connection.

DJB officials sought copies of the approved Master Plan and the water supply scheme for making a firm commitment on both the above issues. However during discussions they indicated that supply of the full quantity of water may not be possible so that AUD may have to make arrangements for supplementing the water supply through bore wells.

As regards costs, a DJB circular dated 20.8.2007 stipulates a rate of Rs.30/- per litre of total average daily demand of water towards Infrastructure Fund charges. Accordingly the initial cost of obtaining a water connection is likely to be Rs.1.50 crore (5 lakh x Rs.30/litre).

Power Connection at Dheerpur

It is anticipated that the power requirement at Dheerpur will be around 4 MW based on present projections of student and staff strengths. M/S Tata Power Delhi Distribution Limited (TPDDL) have indicated that a Grid Station of 66/11 KV will have to be set up in the Campus for which an area measuring about 3000 sqm will be required to be earmarked. Firm estimated costs can be given only when the location of the sub-station is finalised in the approved Master Plan. However TPDDL have indicated an approximate cost of Rs.18 crore for setting up this grid station.

Water Connection at Rohini

The requirement of potable water at Rohini will be around 4 lakh litres per day. Water supply at this campus will not be given by DJB as it has already given a Bulk Connection to DDA for the entire Manglam Palace and PSP area within which the AUD Rohini plot at Sector 3 falls. DDA has indicated that it will charge Rs.1 lakh

for water connection but the amount of water supply will depend on the DJB supply. During discussions IDDA officials have stated that they are already hard pressed for meeting the present demand in the area, so that here as well the water supply will need to be supplemented through borewells.

Power Connection at Rohini

The power requirement at Rohini is similar to Dheerpur at around 4 MW. M/S TPDDL will have to set up a 33/11 KV grid station in this campus as well. The cost of the grid station here will be somewhat lower than at the Dheerpur campus but the estimated cost will be given by TPDDL on the basis of the approved Master Plan and the site for the location of the substation.

2.7 Preventing sewage water flow into the AUD plot at Dheerpur from Gandhi Vihar (Minute #8)

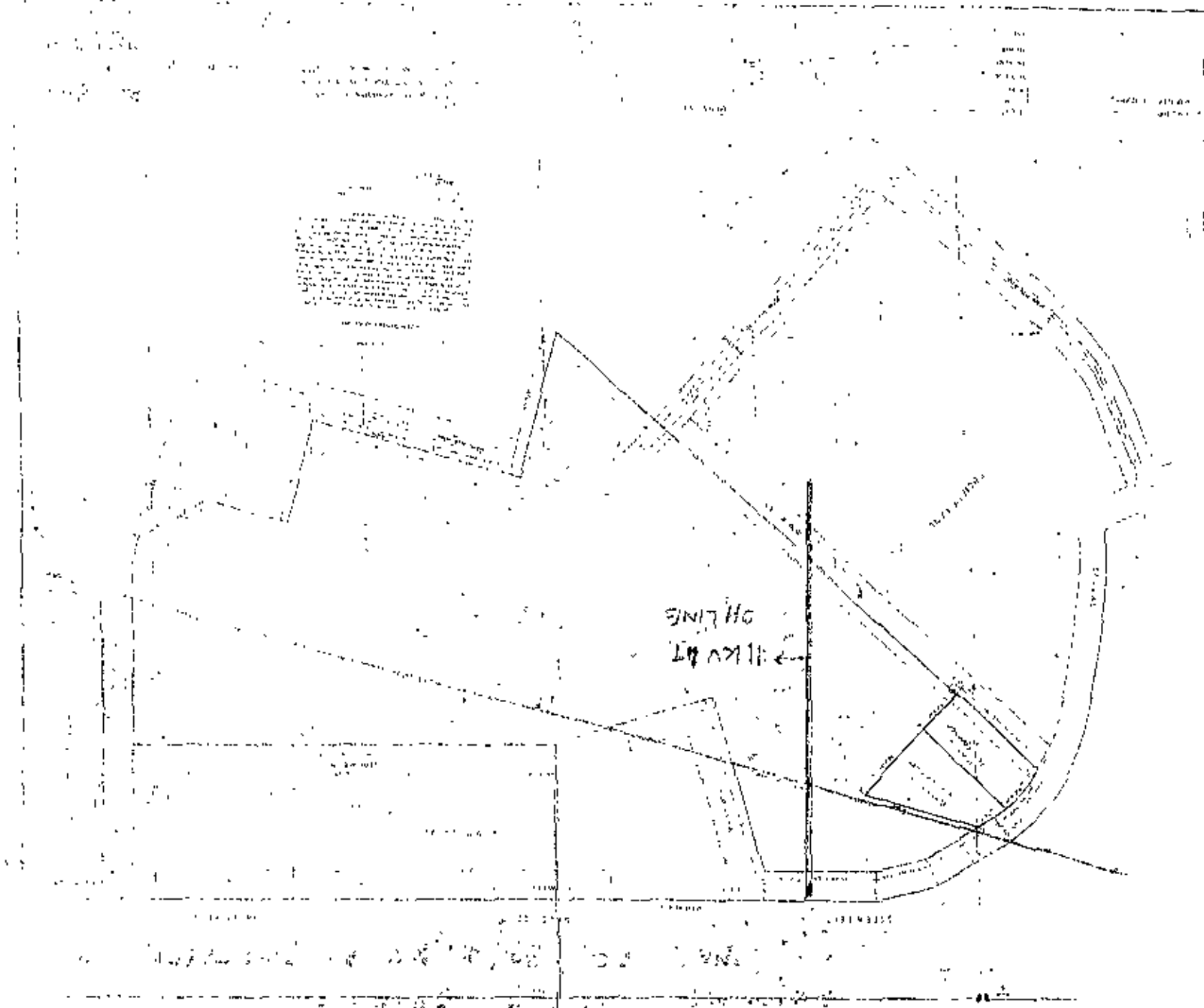
There is no response from DJB on this issue. However, the matter is likely to be resolved after the construction of the boundary wall around the Dheerpur plot is complete. The waste water flow is mainly created by persons illegally farming the area. Once the campus is enclosed by a boundary wall and illegal entry into the plot is stopped, the waste water flow will also be blocked.

2.8 Construction of Girls' Hostel for SC/ST students at the Rohini Campus under the Bahu Jagjivan Ram Chattrawas Yojna (BJRCY) of the Ministry of Social Justice and Empowerment (MSJE), Government of India (Minute #9)

The proposal was pursued with MSJE between July 2014 and November 2014. The Ministry reiterated that budgetary support up to a maximum of Rs.2 crore for construction of the Girls' Hostel under BJRCY can be given but all 100 seats in the proposed hostel will have to be reserved for SC students alone. AUD had suggested that the full estimated cost of Rs. 9 crore for the construction of the Hostel should be sanctioned and that instead of total reservation for SC students, preference could be given to SC/ST students with vacant seats being allotted to students from other categories. The Ministry did not agree to either of the two suggestions. Further, the Ministry also sought the approved Master Plan of the Rohini campus along with detailed hostel construction drawings for further processing.

The whole issue has been reviewed in AUD. Since the Master Plan of the Rohini campus is still being conceptualized and may take another 6-8 months for finalisation and approvals, it has been decided that pursuing the proposal under BJRCY with the MSJE may as of now be a futile exercise. Presently this proposal is being kept in abeyance.

319



HARIJAN BASTI JHARODA

SANGAM VIHAR PART-2

18

SANGAM VIHAR PART-1

RAMESH TYAGI COLONY JHARODA

Greenfield

Proposed
Route

length - 2.0 km

WAZIRAB

YOGRAJ COLONY

GANDHI VIHAR-A BLOCK

GANDHI VIHAR-C BLOCK

GANDHI VIHAR-B BLOCK \ SHRI RAM COLONY

New INDI VIHAR D BLOCK

Rail Pole

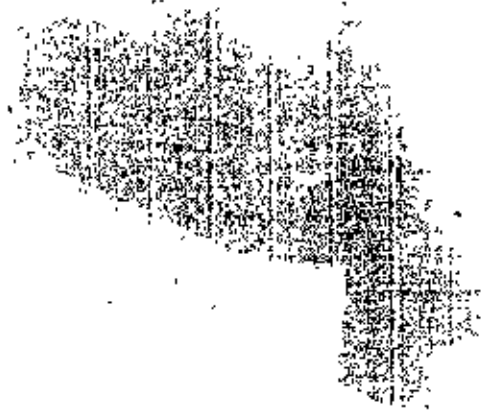
Tower

GANDHI VIHAR-E BLOCK

GOPAL

322

7



323

AGREEMENT

1. This Agreement is made on this ____ day of ____ 2015 between the President of India acting through the Secretary (Education), Government of NCT of Delhi (hereinafter called the Government which expression shall unless excluded by or repugnant to the context, be deemed to include the successors in office, legal representative and assignees) on the First Part

AND

- The Bharat Ratna Dr BR Ambedkar University, Lothian Road, Delhi-110006 through its Registrar (hereinafter called the AUD, which expression shall unless excluded by or repugnant to the context, be deemed to include their administrators, successors in office, legal representative and assignees) on the Second Part.
2. Whereas land measuring 16.24 hectare at Dheerpur Phase-I, Delhi and 7.3 hectare at Sector 3, Rohini, Delhi have been allotted by Delhi Development Authority (DDA), Vikas Sadan, New Delhi to Government of Delhi for construction of the campuses of Bharat Ratna Dr BR Ambedkar University, Lothian Road, Delhi-110006.
3. AND whereas the possession of the above lands at Dheerpur, Phase-I and Sector 3, Rohini were handed over by DDA to the Department of Higher

Education, Government of NCT of Delhi on 4.11.2013 , 17.05.1996 and 12.09.2001 respectively.

4. AND whereas the Government of NCT of Delhi has paid an amount of Rs.111,63,57,590/- (One Hundred Eleven Crore Sixty Three Lac Fifty Seven Thousand Five Hundred and Ninety only) to DDA as cost of land at Dheerpur, Delhi and a sum of Re.1/- (Rupee One only) to DDA towards the cost of land at Sector-3, Rohini,
5. And whereas the Government of NCT of Delhi has decided to hand over the said land to Ambedkar University Delhi for construction of University campuses and to manage and maintain on its behalf.
6. Now it is agreed between the Party of the First and the Party of the Second Part:
 - i) That the ownership of the said land shall continue to vest in the First Party and that the Second Party shall have the right to construct, manage and maintain the University campuses in accordance with the Ambedkar University Act, 2008 and the rules thereunder and in consultation with the Government of NCT of Delhi as decided from time to time.
 - ii) That the Party of the Second Part shall utilize the land for construction of various buildings for the University Campuses only in accordance with the building plans sanctioned by the competent Local Authority.
 - iii) That the Party of the Second Part shall not use the land for any other purpose except with the prior approval of the First Party.
 - iv) That the Party of the Second Part shall not permit the said land or any part thereof, being used by any other organization/department etc for any

purpose whatsoever without the previous consent in writing of the party of the First Part and also shall not transfer possession of the said premises or any part thereof.

- v) That the land shall be used strictly according to the land use as per the Master Plan of Delhi/Zonal Plan.
- vi) That the Party of Second Part shall not, without sanction or permission in writing of the proper local Authority, erect any building or make any alteration or addition to such building on the above land.
- vii) That the land shall not be transferred/subleased to any other institution/organisation.
- viii) That the Party of the Second Part shall take all steps to safeguard the land from any encroachment and against misuse of any form whatsoever.
- ix) That Party of the Second Part shall ensure a pollution free environment and shall provide green cover.
- x) That in case of violation of any of the conditions of the Agreement, the Party of First Part shall have the right to take back the land without paying any compensation to the Party of the Second Part.
- xi) That in case of any disagreement or differences of opinion about interpretation of the clauses of the agreement or any other related issue, the decision of the Lt. Governor, Delhi, who is also the Chancellor of Ambedkar University Delhi shall be binding on both the parties to this agreement.

The First and Second Party to the above agreement have set their respective hands to this Agreement at Delhi on the day and year written above in the presence of the following witnesses:

First Party

Second Party

(Punya S Srivastava)
Secretary, Higher Education/TTE
Government of NCT of Delhi
(for and on behalf of the President of India)

(Prof Jatin Bhatt)
Registrar, AUD
(for and on behalf of
Ambedkar University, Delhi)

Witnesses:

1.

Witnesses:

1.

**CAMPUS PLANNING - DHEERPUR
PHASE-I (UP TO 2025)**

A. INSTITUTIONAL

A.1. General Consideration

S.No.	School	Centre
1	Teacher: Student ratio = 1 : 15	Faculty per Centre = 3
2	Visiting Regular Faculty ratio = 1 : 4	Admin. Staff per Centre = 2
3	Teacher : Staff ratio = 1 : 1	Project Staff per Centre = 8
4	Staff deployment ratio: School : Cluster : University = 1:1:2	

A.2 Number of Programmes

Location	Programmes				Remarks
	UG	PG	MPhil/PhD	Total	
Rohini	09	17	22	48	Based on School-wise projections. (Annexure 'A')
Dheerpur	09	22	15	46	
Total	18	39	37	*94	

*.This number includes programmes offered on both campuses.

A.3 Student & Faculty strength

A.3.1 Schools

Location	Student Strength					Remarks
	UG	PG	Total	Faculty Strength	Staff Strength	
Rohini	1400	2100	3500	230	230	Based on School-wise projections. (Annexure 'A')
Dheerpur	2600	1600	4200	280	280	
Total	4000	3700	7700	510	510	

A.3.2 Centres

Location	Faculty	Admin. Staff	Project Staff	Remarks
Rohini	18	12	48	Based on Centre-wise details. (Annexure 'A')
Dheerpur	18	12	48	
Total	36	24	96	

A.4 Location of Schools & Centres

The School and Centres will be located in two clusters in each campus, based on epistemic contiguity. The formation of clusters will also enable intermixing of faculty and students of various schools and maximal utilisation of common facilities.

All Schools in a Cluster will share the following common facilities:

S.No.	Infrastructure	Facilities
i)	Classrooms	Standard sizes of 30/60/120 students capacity (60% of the students strength)
ii)	Computer Labs/ IT Rooms	To house Project staff, Research Fellows, PhD students, Classrooms, etc. 20% capacity of total students strength in modules of 50 persons each
iii)	Committee Rooms	2 rooms of 75 capacity each with audio-visual and other conference facilities
iv)	Faculty Rooms	Similar facilities in all faculty rooms i) 100% rooms for Regular & Visiting Faculty ii) 10% extra capacity for transit faculty from other AUD campus and from local institutes.
v)	Faculty /Staff Lounge	Sitting and retiring spaces, changing rooms and pantry, etc. – for 50 persons
vi)	Staff Rooms	Servicing common facilities in the cluster – 25% of total staff strength
vii)	Utility Rooms	Photocopying/printing/scanning/pantry services for faculty and staff
viii)	Student Common Rooms	Reading rooms with computer terminals; recreation room / Indoor sports / lockers, etc. – 100 students capacity
ix)	Exhibition Areas	The entrance foyer and the walls leading to schools may be used as Exhibition Area at cluster level.
x)	Security Offices	For round the clock security – 15 sqm
xi)	Maintenance Staff Office	For day-to-day maintenance in the cluster – 15 sqm

A5.3 Central Facilities (at campus level)

S.No.	Infrastructure	Facilities
i)	Administrative Block	To house offices of the VC, PVC, Registrar, CoF and other related offices – 50% of the total staff strength (50% of 280)
ii)	Library and IT Complex	Will provide book-storage facilities, reading spaces with computer terminals and offices for library services and staff – 4 lakh books
iii)	Auditorium/Convention / Cultural / Exhibition Centre	To house a large auditorium (1000 persons), Committee / meeting / Lecture rooms of 50 (3 nos.)/150 (2 nos.) persons capacity
iv)	Student Centre	To provide space for student related activities, reading rooms, Placement office, recreation rooms, indoor sports and lockers etc. (200 students)
v)	Cafeteria	Canteen facilities for 150 students
vi)	Convenience/ Utility Centre	To house shopping centre, food courts, bank, post office, book & stationery stores, etc. (1000 sqm)
vii)	Faculty Centre/Club	To have meeting halls for informal gatherings, dining rooms, indoor sports facilities, etc – 100 persons capacity

viii)	Health Centre	With OPD facilities and 6 beds for emergencies.
ix)	Covered Parking Area	Near the entrance with sitting space for drivers. <i>The campus will be traffic free.</i>
x)	University crèche	Capacity for 50 children
xi)	Maintenance Office	For day-to-day maintenance of the entire campus. Will house electric sub-station; AC plant, lifts, civil, electrical, horticulture, plumbing, water supply, fire fighting and other services.
xii)	Sports Centre	Indoor & Outdoor sports facilities like cricket/football / basket ball / volley ball / lawn tennis / squash, etc.
xiii)	Ampitheatre	Open Air Theatre with a capacity of 400 persons

B. HOUSING

330

B.1 General considerations

- i) Faculty housing: 50% of total strength
- ii) Staff housing: 30% of total strength
- iii) Students hostel: 25% of total strength

- (Girls : Boys = 2:1)
- (PG : UG = 1:1)
- (PG : Single Occupancy)
- (UG : Double Occupancy)

B.2 Houses / Faculty Hostel / Students Hostel

S.No.	Houses (2/3/4/5/6 Type)	Transit Accommodation	Student Hostel			
	Faculty & Staff	Visiting Faculty & Post Doctoral Faculty	Girls		Boys	
			UG (D)	PG (S)	UG (D)	PG (S)
Rohini	5/20/35/40/35	35	160	160	90	90
Total	135	35	160	160	90	90

B.3 Residential colonies

Both the Rohini and Dheerpur campus will have independent Residential Colonies.

B.3.1 In Dheerpur, the residential colony will cover 25% of the total plot area.

B.3.2 In Rohini, the residential colony will cover 30% of the total plot area.

B.4 Common facilities in each colony

S.No.	Infrastructure	Facilities
i)	Community Centre	With a multi-purpose Hall, indoor games and kitchen facilities, etc.
ii)	Guest House	A 25-room Guest House each in Dheerpur and Rohini
iii)	Faculty Transit Accommodation	A 35-room facility for Faculty with single and double room sets, attached to the Guest House using common facilities.
iv)	Convenience Centre	Will house shops, Bank, ATMs, Post Office, etc.
v)	Sub-station and maintenance office	To house the maintenance staff of the colony.

331

**CAMPUS PLANNING - ROHINI
PHASE-I (UP TO 2025)**

A: INSTITUTIONAL**A.1 General Consideration**

S.No.	School	Centre
1	Teacher: Student ratio = 1 : 15	Faculty per Centre = 3
2	Visiting : Regular Faculty ratio = 1 : 4	Admin. Staff per Centre = 2
3	Teacher : Staff ratio = 1 : 1	Project Staff per Centre = 8
4	Staff deployment ratio: School : Cluster : University = 1:1:2	

A.2 Number of Programmes

Location	Programmes				Remarks
	UG	PG	MPhil/ PhD	Total	
Rohini	09	17	22	48	Based on School-wise projections. (Annexure 'A')
Dheerpur	09	22	15	46	
Total	18	39	37	*94	

* This number includes programmes offered on both campuses.

A.3 Student & Faculty strength**A.3.1 Schools**

Location	Student Strength					Remarks
	UG	PG	Total	Faculty Strength	Staff Strength	
Rohini	1400	2100	3500	230	230	Based on School-wise projections. (Annexure 'A')
Dheerpur	2600	1600	4200	280	280	
Total	4000	3700	7700	510	510	

A.3.2 Centres

Location	Faculty	Admin. Staff	Project Staff	Remarks
Rohini	18	12	48	Based on Centre-wise details. (Annexure 'A')
Dheerpur	18	12	48	
Total	36	24	96	

The School and Centres will be located in clusters in each campus, based on epistemic contiguity. The formation of clusters will also enable intermixing of faculty and students of various schools and maximal utilisation of common facilities.

A.4 Clusters on Rohini Campus

A.4.1 Cluster R1 (1800 students)

Schools

R1.1 SUS (1000)

R1.2 SLS (660)

R1.3 SLC (140)

Centres

R1.4 Community Outreach
programme (COP)

R1.5 Incubation Centre

A.4.2 Cluster R2 (1675 students)

Schools

R2.1 SBPPSE (565 : 315 PG + 250 UG – Integrated Programme in Business Studies)

R2.2 SFS (510 : 310 PG + 200 UG – BA/BEd)

R2.3 SHS (580 : 430 PG + 150 UG – Psychology)

R2.4 SCCE (20)

Centres

R2.5 CPCR

R2.6 CECED

R2.7 CIP

R2.8 Centre for Publishing

R2.9 Centre for Women Studies

A.5 Facilities on the Campus

A.5.1 School and Centre specific facilities

1. - A Dean's / Director's Office complex will be provided with each School / Centre. It will consist of:
 - (i) Dean's / Director's office,
 - (ii) Visitors' lounge
 - (iii) Office for Dean's / Director's staff
 - (iv) Meeting room for 10 persons
 - (v) Common facilities like pantry, bathrooms, etc
2. Documentation Centre – for archival purposes and storage of project materials.
3. Store.

A.5.2 Cluster level facilities

All Schools in a Cluster will share the following common facilities:

S.No.	Infrastructure	Facilities
i)	Classrooms	Standard sizes of 30/60/120 students capacity
ii)	Computer Labs/ IT Rooms	To house Project staff, Research Fellows, PhD students, Classrooms, etc. 20% capacity of total students strength in modules of 50 persons each.
iii)	Committee Rooms	2 rooms of 75 capacity each with audio-visual and other conference facilities
iv)	Faculty Rooms	Similar facilities in all faculty rooms i) 100% rooms for Regular & Visiting Faculty ii) 10% extra capacity for transit faculty from other AUD campus and from local institutes.
v)	Faculty / Staff Lounge	Sitting and retiring spaces, changing rooms and pantry, etc. – for 50 persons
vi)	Staff Rooms	Servicing common facilities in the cluster – 25% of total staff strength
vii)	Utility Rooms	Photocopying/printing/scanning/pantry services for faculty and staff
viii)	Student Common Rooms	Reading rooms with computer terminals; recreation room / Indoor sports / lockers, etc. – 100 students capacity
ix)	Exhibition Areas	The entrance foyer and the walks leading to schools may be used as Exhibition Area at cluster level.
x)	Security Offices	For round the clock security – 15 sqm
xi)	Maintenance Staff Office	For day-to-day maintenance in the cluster – 15 sqm

A.5.3 Central Facilities (at campus level)

S.No.	Infrastructure	Facilities
i)	Administrative Block	To house offices of the VC, P.V.G., Registrar, CoF and other related offices - 50% of the total staff strength
ii)	Library and IT Complex	Will provide book-storage facilities, reading spaces with computer terminals and offices for library services and staff - 2 lakh books
iii)	Auditorium/Convention / Cultural / Exhibition Centre	To house a large auditorium (400 persons), Committee / meeting / lecture rooms of 50 (2 nos.) / 150 (2 nos.) persons capacity
iv)	Student Centre	To provide space for student related activities, reading rooms, Placement office, recreation rooms, indoor sports and lockers etc.
v)	Cafeteria	Canteen facilities for 150 students
vi)	Convenience/ Utility Centre	To house shopping centre, food courts, bank, post office, book & stationery stores, etc.
vii)	Faculty Centre/Club	To have meeting halls for informal gatherings, dining rooms, indoor sports facilities, etc. - 75 persons capacity
viii)	Health Centre	With OPD facilities and 4 beds for emergencies
ix)	Covered Parking Area	Near the entrance with sitting space for drivers. The campus will be traffic free.
x)	University crèche	Capacity for 50 children
xi)	Maintenance Office	For day-to-day maintenance of the entire campus. Will house electric sub-station; AC plant, lifts, civil, electrical, horticulture, plumbing, water supply, fire fighting and other services.
xii)	Sports Centre	Outdoor sports facilities like cricket/football / basket ball / volley ball / lawn tennis / squash, etc.
xiii)	Amphitheatre	Open Air Theatre with a capacity of 200 persons

Built up Area Calculations for Dheerpur Campus

Plot Area 2,00,000 sqm (20 Hectares)

1. Permissible Built Area as per FAR

- 1.1 Institutional Area = $2,00,000 \times 45\% \times 2.25$ (FAR : 2.25) : 2,02,500 sqm (i)
 1.2 Residential Area: $2,00,000 \times 25\% \times 2$ (FAR : 2) : 1,00,000 sqm (ii)
 1.3 Sports facilities: $2,00,000 \times 15\%$
 1.4 Garden / Land scaping: $2,00,000 \times 15\%$
 1.5 Total built up area allowed: (i) + (ii) = $2,02,500 + 1,00,000$: 3,02,500 sqm

2. Institutional Areas

Faculty Strength : 280

Staff Strength : 280

Students Strength : 4200

2.1 Central Facilities

2.1.1 Administrative Block

Staff: $280 \times 60\% = 170$ @ 25 sqm/person : 4250 sqm

2.1.2 Library

(i) 4 lakh books capacity : 6000 sqm

(ii) 1000 reading spaces &
1200 terminals (@2sqm) : 4400 sqm

(iii) IT offices:

Server Room (100 sqm)

Staff (100 sqm)

Director (150 sqm)

Store (50 sqm)

Common Areas (100 sqm) : 500 sqm

: 10900 sqm

Add for circulation 40% : 4360 sqm

For circulation : 15000 sqm

: 15000 sqm

2.1.3 Auditorium Complex

(i) Auditorium : 1000 nos.

(ii) Lecture Halls : 2 x 150 nos.

(iii) Committee Rooms : 2 x 50 nos.

: 8000 sqm

B. HOUSING

B.1 General considerations

- i) Faculty housing: 50% of total strength
- ii) Staff housing: 30% of total strength
- iii) Students hostel: 25% of total strength

- (Girls : Boys = 2:1)
- (PG : UG = 1:1)
- (PG : Single Occupancy)
- (UG : Double Occupancy)

B.2 Houses / Faculty Hostel / Students Hostel

S.No.	Houses (2/3/4/5/6 Type)	Transit Accommodation	Student Hostel			
	Faculty & Staff	Visiting Faculty & Post Doctoral Faculty	Girls		Boys	
			UG (D)	PG (S)	UG (D)	PG (S)
Rohini	2/20/30/40/30	20	160	160	90	90
Total	122	20	160	160	90	90

B.3 Residential colonies

Both the Rohini and Dheerpur campus will have independent Residential Colonies.

B.3.1 In Dheerpur, the residential colony will cover 25% of the total plot area.

B.3.2 In Rohini, the residential colony will cover 30% of the total plot area.

B.4 Common facilities in each colony

S.No.	Infrastructure	Facilities
i)	Community Centre	With a multi-purpose Hall, indoor games and kitchen facilities, etc.
ii)	Guest House	A 10-room Guest House each in Dheerpur and Rohini
iii)	Faculty Transit Accommodation	A 20-room facility for Faculty with single and double room sets, attached to the Guest House using common facilities.
iv)	Convenience Centre	Will house shops, Bank, ATMs, Post Office, etc.
v)	Sub-station and maintenance office	To house the maintenance staff of the colony.

2.1.4	Student Centre (10% of 4200 students)	: 1500 sqm
2.1.5	Exhibition Centre	: 2500 sqm
2.1.6	Student Centre / Cafeteria Cafeteria Capacity: (10% of 4200 students) = 2000 sqm Kitchen + Amenities : <u>1000 sqm</u> Total <u>2000 sqm</u>	: 3000 sqm
2.1.7	Convenience / Utility Centre Shopping Centre (250 sqm), Food courts (250 sqm) Bank (200 sqm), post office (100 sqm), Book & stationary stores (200 sqm)	: 1000 sqm
2.1.8	Faculty Centre / Club Capacity : 100 persons	: 500 sqm
2.1.9	Health Centre	: 400 sqm
2.1.10	Covered Parking Block	: 200 sqm
2.1.11	University crèche (50 children)	: 200 sqm
2.1.12	Sports Centre	: 2000 sqm
2.1.13	Electric Sub-station / AC Plants / Maintenance offices	: 3000 sqm
Total		: 41,550 sqm (I)

2.2 School Level Facilities

Dean / Director office complex	: 400 sqm
Documentation Centre	: 200 sqm
Store etc	: <u>100 sqm</u> <u>700 sqm</u>
Add Circulation @ 40%	300 sqm (approx)
Total: 1000 sqm	

Total: 14 Schools / Centres @ 1000 sqm each : 14,000 sqm (II)

2.3 Cluster Level Facilities

2.3.1 Class Rooms : Small (30 nos.) / Medium (60 nos.) / Large (120 nos.)

UG Ratio [0.1 (S) / 0.4 (M) / 0.1 (L)]

PG Ratio [0.25 (S) / 0.4 (M) / 0.1 (L)]

Total Class Rooms

Cluster 1 : 6 / 14 / 4 (small / medium / large rooms)

Cluster 2 : 8 / 14 / 6 (small / medium / large rooms)

Total : 14 / 28 / 10 (small / medium / large rooms)

Class Rooms capacity: $16 \times 30 + 34 \times 60 + 12 \times 120 = 3960$ students

Area: 3960 students $\times$ 3 sqm/student (including 40% for circulation) : 12,000 sqm

2.3.2 Areas for Cluster level facilities

(i) Computer Labs./IT Rooms 20% of 10,000 sqm	=	2000 sqm
(ii) Committee Rooms 2 x 150 sqm	=	300 sqm
(iii) Faculty Rooms 130 x 15 sqm	=	1950 sqm
(iv) Faculty Lounge (50 persons)	=	200 sqm
(v) Staff Rooms (30@10 sqm)	=	300 sqm
(vi) Students Common Room (100 students)	=	300 sqm
(vii) Utility Room, Security & Maintenance office	=	300 sqm
Total	=	5350 sqm
Add 40% for circulation	=	<u>2150 sqm</u>
		<u>7500 sqm</u>

7500 sqm $\times$ 3

: 22,800 sqm

2.3.3 School specific facilities

Workshops, Laboratories, other special areas, etc.

15 Schools / Centres @ 1500 sqm each

: 22,500 sqm

: 57,000 sqm (III)

2.4 Overall Institutional Built up Areas: (I) + (II) + (III)

= 41,550 + 14,000 + 57,000

= 1,12,550 sqm say 1,15,000 sqm

% of Built Area Used = $\frac{115000 \text{ sqm}}{202500 \text{ sqm}} = 57\%$

3. Residential Colony Areas

3.1 Guest House (25 rooms) + Visiting Faculty (35 ~ 2 room sets) :

i.e. 60 x 75 sqm

4,500 sqm

Add common facilities like Community Centre &

Convenience Centre etc

: 2,500 sqm

Total 7,000 sqm : 7,000 sqm (A)

3.2 Hostel for 750 students (250 PG; 500 UG) = 25% saturation level (excluding community college students)
3000

750 x 45 sqm/Room (PG – single occupancy)	:	11,250 sqm	
250 x 65 sqm/Room (UG – double occupancy)	:	<u>16,250 sqm</u>	
Total		<u>27,500 sqm</u>	: 27,500 sqm (B)

3.3 Residences, Faculty: 280 x 50% saturation level = 140
Staff : 280 x 30% saturation level = 84
Houses: 224nos.

Type VII = 1 x 400 = 400 sqm	}	: 11,630 sqm (C)
Type VI = 10 x 270 = 2,700 sqm		
Type V = 40 x 200 = 8,000 sqm		
Type IV = 50 x 128 = 6,400 sqm		
Type III = 60 x 80 = 4,800 sqm		
Type II = 60 x 70 = <u>4,200 sqm</u>		
Total	<u>221 units</u>	<u>26,500 sqm</u>

3.4 Overall Built up Areas in Residential Colony = (A) + (B) + (C)
= 7000 + 27500 + 26500
= 61,000 sqm

% of Built up Area Used = $\frac{61000 \text{ sqm}}{100000 \text{ sqm}} = 61\%$

4 Overall Built up Areas in the Campus

1. Institutional Built up Areas = 115,000 sqm
2. Residential Built up Areas = 61,000 sqm
1,76,000 sqm

% of Built up Areas Used = $\frac{176000 \text{ sqm}}{302500 \text{ sqm}} = 58\%$

5 Service and Parking Areas

Institutional Area = 115,000 sqm

Parking @ 1 ECS / 100 sqm = 1150 cars

Parking in basement = 1150 x 32 sqm/car

= 36800 sqm

Add 10% for services = 3680 sqm

Proposed Basement Area = 40,500 sqm

Built up Area Calculations for Rohini Campus

Plot Area 73,000 sqm (7.3 Hectares)

1. Permissible Built Area as per FAR

- 1.1 Institutional Area = $73,000 \times 70\% \times 2.25$ (FAR : 2.25) : 1,14,975 sqm (i)
- 1.2 Residential Area $73,000 \times 30\% \times 2$ (FAR : 2) : 43,800 sqm (ii)
 Add 5% for amenities : 2,190 sqm
45,990 sqm
- 1.3 Total built up area allowed: (i) + (ii) = 1,14,975 + 45,990 : 1,60,875 sqm.

2. Institutional Areas

- Faculty Strength : 230
- Staff Strength : 230
- Students Strength : 3500

2.1 Central Facilities

2.1.1 Administrative Block

- Staff: $230 \times 60\% = 140$ @ 25 sqm/person : 3500 sqm

2.1.2 Library

- (i) 2 lakh books capacity : 4000 sqm
- (ii) 650 reading spaces &
 800 terminals (@2sqm) : 3000 sqm
- (iii) IT offices:
 Server Room (100 sqm)
 Staff (100 sqm)
 Director (150 sqm)
 Store (50 sqm)
 Common Areas (100 sqm) : 500 sqm
 : 7500 sqm
- Add 40% : 3000 sqm
- For circulation : 10500 sqm

2.1.3 Auditorium Complex

- (i) Auditorium : 500 nos. }
 (ii) Lecture Halls : 2 x 150 nos. } : 4000 sqm
 (iii) Committee Rooms : 2 x 50 nos. }

- 2.1.4 Student Centre (10% of 3500 students) : 1000 sqm

2.1.5	Exhibition Centre	: 500 sqm
2.1.6	Student Centre / Cafeteria	
	Cafeteria Capacity: (10% of 3500 students) = 1500 sqm	
	Kitchen + Amenities : <u>500 sqm</u>	
	Total <u>2000 sqm</u>	: 2000 sqm
2.1.7	Convenience / Utility Centre	
	Shopping Centre (250 sqm), Food courts (250 sqm)	
	Bank (100 sqm), post office (50 sqm),	
	Book & stationary stores (100 sqm)	: 750 sqm
2.1.8	Faculty Centre / Club	
	Capacity : 100 persons	: 500 sqm
2.1.9	Health Centre	: 250 sqm
2.1.10	Covered Parking Block	: 100 sqm
2.1.11	University crèche (50 children)	: 750 sqm
2.1.12	Sports Centre	: 1000 sqm
2.1.13	Electric Sub-station / AC Plants /	
	Maintenance offices	: 2000 sqm
	Total	: 26,350 sqm (I)

2.2 School Level Facilities

Dean / Director office complex	: 400 sqm
Documentation Centre	: 200 sqm
Store etc	: <u>100</u> sqm
	<u>700</u> sqm
Add Circulation @ 40%	300 sqm (approx.)
Total	1000 sqm

Total: 15 Schools / Centres @ 1000 sqm each : 15,000 sqm (II)

2.3 Cluster Level Facilities

2.3.1 Class Rooms : Small (30 nos.) / Medium (60 nos.) / Large (120 nos.)

UG Ratio [0.1 (S) / 0.4 (M) / 0.1 (L)]

PG Ratio [0.25 (S) / 0.4 (M) / 0.1 (L)]

Total Class Rooms

Cluster 1 : 6 / 14 / 4 (small / medium / large rooms)

Cluster 2 : 8 / 14 / 6 (small / medium / large rooms)

Total : 14 / 28 / 10 (small / medium / large rooms)

Class Rooms capacity: $14 \times 30 + 28 \times 60 + 10 \times 120 = 3300$ students

Area: 3300 students $\times$ 3 sqm/student (including 40% for circulation) : 10,000 sqm

2.3.2 Areas for Cluster level facilities

(i) Computer Labs./IT Rooms 20% of 10,000 sqm	=	2000 sqm
(ii) Committee Rooms 2 $\times$ 150 sqm	=	300 sqm
(iii) Facility Rooms 130 $\times$ 15 sqm	=	1950 sqm
(iv) Faculty Lounge (50 persons)	=	200 sqm
(v) Staff Rooms (30@10 sqm)	=	300 sqm
(vi) Students Common Room (100 students)	=	300 sqm
(vii) Utility Room, Security & Maintenance office	=	300 sqm
Total	=	5350 sqm
Add 40% for circulation	=	<u>2150 sqm</u>
		<u>7500 sqm</u>

7500 sqm $\times$ 2 : 15,000 sqm

2.3.3 School specific facilities

Workshops, Laboratories, other special areas, etc.

15 Schools / Centres @ 1500 sqm each : 22,500 sqm
: 47,500 sqm (III)

2.4 Overall Institutional Built up Areas: (i) + (ii) + (iii)

= 26,350 + 15,000 + 47,500

= 88,850 sqm say 90,000 sqm

% of Built Area Used = $\frac{90,000 \text{ sqm}}{1,14,975 \text{ sqm}} = 78\%$

3. Residential Colony Areas

3.1 Guest House (10 rooms) + Visiting Faculty (20 – 2 room sets) $\approx$ 2,250 sqm
i.e. 30 $\times$ 75 sqm

Add common facilities like Community Centre & Convenience Centre etc

: 2,000 sqm
Total 4,250 sqm : 4,250 sqm (A)

3.2 Hostel for 900 students (300 PG; 600 UG) = 25% saturation level
3500

300 x 40 sqm/Room (PG – single occupancy)	12,000 sqm	
300 x 60 sqm/Room (UG – double occupancy)	<u>18,000 sqm</u>	
Total	<u>30,000 sqm</u>	(B)

3.3 Residences: Faculty: 230 x 25% saturation level = 57.5

Staff : 230 x 25% saturation level = 57.5

Houses: 115 nos.

Type VI = 2 x 270 = 540 sqm	}	: 11,630 sqm (C)
Type V = 10 x 200 = 2,000 sqm		
Type IV = 30 x 128 = 3,840 sqm		
Type III = 35 x 80 = 2,800 sqm		
Type II = 35 x 70 = <u>2,450 sqm</u>		
Total <u>112 units</u> <u>11,630 sqm</u>		

3.4 Overall Built up Areas in Residential Colony = (A) + (B) + (C)
= 4,250 + 30,000 + 11,630
= 45,880 sqm (say 46,000 sqm)

% of Built up Area Used = $\frac{46000 \text{ sqm}}{45990 \text{ sqm}} = 100\%$

4 Overall Built up Areas in the Campus

1. Institutional Built up Areas = 90,000 sqm

2. Residential Built up Areas = 46,000 sqm

1,36,000 sqm

% of Built up Areas Used = $\frac{136000 \text{ sqm}}{160875 \text{ sqm}} = 85\%$

5 Service and Parking Areas

Institutional Area = 90,000 sqm

Parking @ 1 ECS / 100 sqm = 900 cars

Parking in basement = 900 x 32 sqm/car

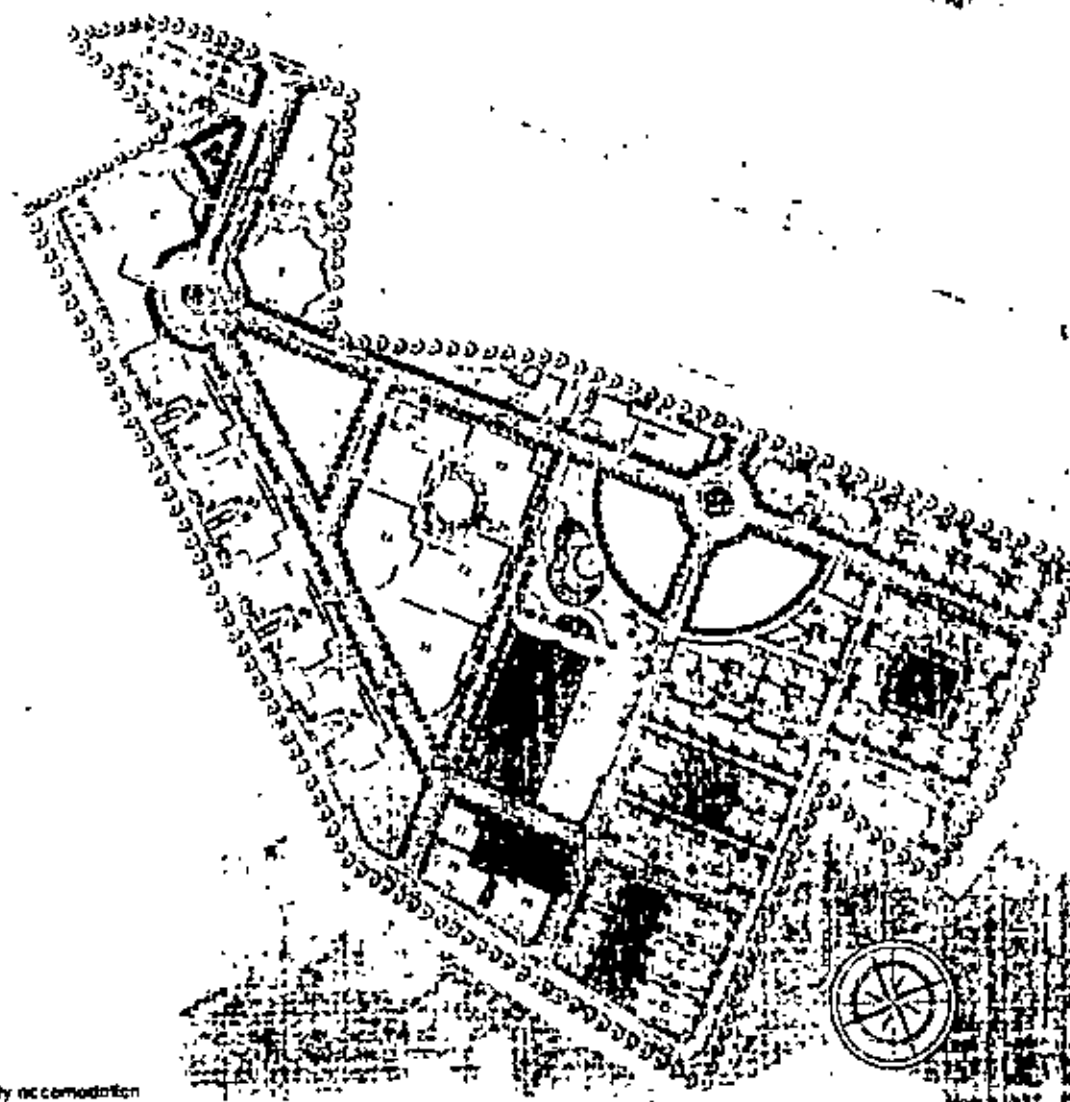
= 28800 sqm

Add 10% for services = 7880 sqm

Proposed Basement Area = 31680 sqm

LEGEND

- A. Health Centre
- B. Student Centre
- C. Auditorium Complex
- D. School level facilities
- E1. Admin Block
- E2. Faculty Centre
- E3. IT centre
- E4. Library
- E5. Sports Centre
- F1. Workshop
- F2. Laboratories
- F3. Studios
- G. Community centre
- H1. Housing (Type-VI)
- H2. Housing (Type-V)
- H3. Housing (Type-IV & III)
- H4. Housing (Type-II)
- H5. Students Hostel (Boys)
- H6. Students Hostel (Girls)
- H7. Scholars Hostel
- I. Utility Block
- J. Guest house & Board faculty accommodation



Proposed master plan of AUD Campus, Dheerpur

345

GOVT. OF N.C.T. OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B WING, 2ND FLOOR, 5 SHAM NATH MARG, DELHI-54

By No.	86
To	10/7/15
Date	10/7/15

No. DHE.20(10)/AUD/2012 -13/Part file 3753

Dated: 07/9/15

The Registrar,
Ambedkar University Delhi,
Lothian Road,
Kashmere Gate
Delhi-110006.

Sub: Future expansion plans of Ambedkar University Delhi (AUD) in the proposed new campuses of Rohini and Dheerpur – Minutes of the meeting held on 28.07.2015 in the office of the Principal Secretary (Finance), Delhi Sachivalaya, Delhi-regarding.

Sir,

With reference to AUD letter No.F.No.AUD/100.53/CD/2015-16/301 dated 06 August 2015, on the subject cited above, I am directed to convey the approval of Finance Department for the draft minutes of the meeting held on 28.07.2015 in the office of the Principal Secretary (Finance), Delhi Sachivalaya, Delhi for Future Expansion Plans of Ambedkar University Delhi (AUD) in the proposed new campuses of Rohini and Dheerpur for necessary action at your end. The copy of draft minutes is enclosed herewith.

Yours faithfully,

Encl- As Stated

[Signature]
7/9/15
(KULDIP CHAND)
ADMINISTRATIVE OFFICER(HE-I)

Office of the Vice-Chancellor
By No. 15/6240
Date 10/9/2015

We may like to
see or date before
before Mr. Kumar is sent to
Director, Campus for further n/a.

Ad. *[Signature]*
10/9/15

[Signature]
Seen *[Signature]*
10/9/15

Minutes of the meeting held on 28.7.2015 in the office of the Principal Secretary (Finance), Delhi Sachivalaya, Delhi for Future Expansion Plans of Ambedkar University Delhi (AUD) in the proposed new campuses of Rohini and Dheerpur

The following were present:

1. Shri S.N. Sahai, Principal Secretary (Finance), GNCTD
2. Ms Punya Srivastava, Secretary, Higher Education, GNCTD
3. Shri D.P. Dwivedi, Special Secretary (Finance), GNCTD
4. Shri B.K. Sharma, Director (Planning), GNCTD
5. Ms Achla Singh, Director, Higher Education, GNCTD
6. Shri Vinod Kumar, Deputy Secretary (Finance), GNCTD
7. Shri Kuldip Chand, Administrative Officer, DHE
8. Professor Shyam Menon, Vice Chancellor, AUD
9. Professor V.S. Varma, Director, Campus Development, AUD
10. Professor Jatin Bhatt, Registrar, AUD
11. Shri N.K. Verma, Co-Director (Technical), Campus Development, AUD

The details of discussions held on various issues are given below:

1. Allocation of balance 3.76 ha of land for AUD campus at Dheerpur

Professor Shyam Menon, Vice Chancellor, AUD explained the background of the allotment of balance 3.76 ha of land for the AUD campus at Dheerpur. He stated that after years of follow up and intervention by highest authorities of the Delhi Government, DDA had agreed in 2012 to earmark 20 ha of land for a campus for AUD at Dheerpur. This entailed change in land use that was duly approved by the Ministry of Urban Development vide its Notification dated 31.7.2012. Subsequently, DDA allotted 17.1956 ha of land at Dheerpur Phase-I in January 2013. Payment of Rs 111.63 crore, being the price stated provisionally at that time by the DDA for this area, was made by the DHE. However, physical possession of only 16.24 ha could be handed over by DDA in November 2013 as about 0.95 ha of land was under litigation. To ensure that the full 20 ha of land as notified by the Ministry of Urban Development was made available to AUD, DDA allotted the balance land of 3.76 ha on 17.3.2015 at a cost of Rs.28.85 crore.

Ms Punya Srivastava, Secretary, Higher Education, GNCTD stated that the issue now was for making payment of the balance 3.76 hectares of land for the AUD campus at Dheerpur against the already earmarked allocation of 20 ha of land for the University campus. She



further stated that revisiting the reasons as to why 20 ha of land was required by the University at this stage was not appropriate. She was of the view that there was a tremendous shortage of opportunities for quality higher education for students in the City of Delhi and the Government was committed to providing more avenues to students by opening new colleges and universities. She recommended that the payment for the balance land should be done on priority. Shri B.K. Sharma, Director (Planning) mentioned that the present Government had requested DDA as a special case to provide land to the Government of Delhi free of cost, since Delhi Government had no land of its own for creating more educational institutions in Delhi. He stated that the matter was being discussed by the Government of Delhi with the Ministry of Urban Development. Shri SN Sahai, Principal Secretary, Finance agreed that since Rs.111.63 crore had already been paid to DDA for allotment of 16.26 hectares, the payment for the balance land should not be delayed as this would affect the overall development of the new campus. He suggested that the proposal be submitted to the Hon'ble Minister of Education, GNCTD for appropriate orders.

2. Shifting of overhead 33 KV HT and 11 KV LT lines from the AUD plot at Dheerpur

Professor Menon stated that the university had already submitted a proposal for the shifting of 33 KV HT and 11 KV LT overhead powerlines which were crossing the AUD plot at Dheerpur. M/s TPDDL, the power distribution Company of GNCTD in that area have given an estimate of Rs.5.48 crores for shifting these HT and LT lines outside the plot. He mentioned that the University had received observations from Planning/Finance Department of GNCTD stating that before taking over possession of the allotted land from DDA, these HT and LT power lines should have been got removed by DDA. He stated that at the time of allotment of plot in January 2013, DDA had not provided any drawing specifying the actual demarcation of the plot in Dheerpur Phase I and payment of Rs.111.63 crores was released to DDA in March 2013 based on the broader provision of the allotment letter earmarking a plot measuring 20 ha at the proposed site. DDA demarcated the plot in November 2013 and while taking physical possession, DHE/AUD noticed the overhead lines passing through the AUD plot. Since the plot allotted by DDA was on "AS IS WHERE IS BASIS", therefore, no further correspondence was done with DDA in this

hine

regard. He stated that about 30 per cent of the plot area would be affected if these power lines were not relocated. Shri SN Sahai, Principal Secretary (Finance) stated that DDA had charged Delhi Government for the cost of the land at the Institutional Rates approved by MoUD, Govt. Therefore, DDA should be asked to remove these power lines or they should bear the cost for relocation. After detailed discussions, it was decided that DHE would inform DDA that the cost of relocation of power lines should be adjusted against the demand made by DDA for the additional premium towards the original allotment of 17.1956 ha of plot as approved by the Ministry of Urban Development, Government of India. It was also decided that though the matter would be taken up with DDA, the payment to M/s TPDDL would be released for shifting of power lines so that the development of the new campus of AUD at Dheerpur was not delayed. Further, Principal Secretary (Finance) advised that the estimates submitted by M/s TPDDL for relocation of HT/LT lines should be got vetted from the Power Department of the Government of Delhi before the release of payment.

3. Future Expansion Plans of AUD at Dheerpur and Rohini – 'In Principle' approval by GNCTD

Professor Menon explained that AUD, set up in 2007-2008 by GNCTD, was conceived as a multi-campus university for the city of Delhi for providing higher education in the areas of social sciences and liberal studies. Various campuses of AUD in different parts of the city would cater to the surrounding areas as there was tremendous demand for educational institutions in all parts of the city. Presently, two plots of land i.e. at Dheerpur and Rohini have been allotted to AUD and these two campuses are being planned by AUD in the first instance. At the Rohini campus, AUD would have a capacity of 3500 students and at Dheerpur, there would be 4200 students in Phase I. He stated that an in-house exercise had been done by the University for estimating built up areas, based on the aforesaid proposed student strength. The budgetary cost was in the range of Rs.700 crore for Rohini and 900 crore for Dheerpur to be spent over a period of 5 years. Shri SN Sahai, Principal Secretary (Finance) mentioned that the budgetary cost proposed was substantial and the matter needed to be discussed further for phasing of the construction plans. It was desired that the budgetary cost might be reviewed based on the recently approved estimates for the Suraj Mal

hu

Vihar Campus of GGSIPU. It was also advised that the cost of furniture and furnishings could be projected separately and not as part of the construction plans. Professor Menon agreed to review and discuss the matter again. He said that a decision on the quantum of both the campuses needed to be taken urgently, as only subsequently could the appointment of PMC and Architect be initiated.

4. Procedure for Appointment of PMC and Architect for development of new AUD campuses

Ms. Punya Srivastava stated that AUD had sought concurrence of DHE on the procedures for the appointment of PMC and Architect for handling execution and designing of the new campuses. She stated that a PMC from among Central/State PSUs like NBCC, RITES, DSIDC etc were proposed to be appointed by AUD based on competitive bidding to handle the execution of the projects. She stated that while PMC was proposed to be appointed based on GFR and guidelines of Ministry of Finance, in the appointment of Architect, the University had proposed changes in the selection procedures. Professor Menon elaborated that for the Selection of Architects, the Advisory Committee constituted by the Board of Management of AUD had advised that the selection should be made solely based on the design competition and there should be no financial bid. The University had been advised that the fee of the Architect may be pre-fixed as per the guidelines of the Council of Architect to ensure participation by a full complement of good Architects in the country. He clarified that instead of a composite, Technical and Financial bid, it was proposed to pre-fix the fee of the Architect and announce it before calling technical bids from the Architects.

Shri B K Sharma, Director, Planning Division advised that pre-fixing the Architect fee based on certain percentage was not advisable as they had experienced many difficulties in similar cases earlier. He recommended that the Architect should be appointed based on a combination of Technical and Financial bids. He suggested that the University could appoint a PSU as PMC and the Architect could be appointed by the University through an architectural competition keeping the PMC in confidence. Shri Dwivedi, Special Secretary (Finance) mentioned that recently in other projects Architects have been appointed based on technical and financial bids with 80% weightage given to technical bids and 20% weightage to financial bids and this selection process was found to be appropriate. Ms. Punya



Srivastava, Secretary Higher Education, GNCID agreed that a two bid system for Selection of PMC as well as Architect as per guidelines of GFR and Ministry of Finance would be ideal for such large projects.

After detailed discussions, Shri SN Sahai, Principal Secretary (Finance) advised that the University should appoint the PMC (a Central/State PSU) and the Architect by obtaining composite technical and financial bids on competitive basis as per provisions of GFR and instructions by the Ministry of Finance and Planning Commission. He further advised that the Architect should be appointed keeping the PMC in the picture and with the concurrence of DHE, GNCID. Professor Menon stated that since the Government of Delhi had to approve the appointment of PMC and Architect, the University would take action as advised in the meeting.

huc

(A) Dheerpur Campus

A.1: Allotment of Balance 3.76 Ha of land by DDA

DDA has allotted, in March 2015 the balance 3.76 hectares of land adjoining the 16.24 ha plot already allotted in January 2013 making the total plot area to be 20 ha in accordance with the Notification dated 31.07.2012 of the Ministry of Urban Development, Govt. of India. DHE, GNCTD has released the payment of Rs.28.58 crores against the demand-cum-allotment letter of DDA. The Dheerpur campus will now be developed on a plot of 20 hectares.

A.2: Additional Demand by DDA for original allotment of land

DDA has raised an additional demand of Rs.19.09 crore for the 16.24 hectares of land allotted in January 2013 based on the projected revision of land rates submitted by DDA to MoUD, Govt. DHE, GNCTD was requested to release payment after due diligence. DHE has sought revision in the amount of additional demand from DDA as earlier DDA had been paid for 17.1956 hectares of land but physical possession of only 16.24 hectares had been given by DDA.

A.3: Status of areas under litigation - part of the original allotment

AUD is pursuing with DDA the matter of provisional allotment of 0.95 ha to AUD that is presently under litigation, in the event that the court case is decided in favour of DDA, as this area is a vital part of the frontage of the AUD campus plot.

A.4: Construction of new boundary wall - Civil and Electrical works

Civil Works

DHE had approved in August 2014 PWD's estimates of Rs.1.91 crore for construction of a Boundary Wall around the AUD plot at Dheerpur. About 50 % of the boundary wall has been constructed till date. However the total work of the boundary wall will be completed after the physical possession of the additional 3.76 hectares is handed over by DDA to AUD/DHE.

Electrical Works

To ensure better security and prevent encroachment during the night, it is proposed to provide lighting arrangements consisting of flood lights on the boundary wall at every 30 meters and 3 high mast lights inside the plot. DHE, GNCTD has been requested to issue administrative approval and expenditure sanction of PWD's estimates of Rs.31.73 lakh for this work.

A.5 Shifting of Overhead 33 KV HT and 11 KV LT power lines

Two overhead HT/LT power lines of 33 KV/11KV capacities respectively cross the Dheerpur plot. These overhead lines need to be terminated or relocated/shifted for the development of the new AUD campus. M/S Tata Power Delhi Distribution Limited (TPDDL), the power distribution company in the Dheerpur area have submitted an estimate for shifting of the HT and LT lines at a cost of Rs.5.48 crore. M/s TPDDL have stated that they will required about 6 months to relocate the overhead HT/LT power lines. The proposal has been sent to Department of Power, GNCTD, on the advice of DHE, for certification of estimates of TPDDL. After certification of estimates, DHE will be requested to approve the proposal and release the funds.

A.6 Status of External Services

DDA is in the process of laying all the external services including roads, sewerage, water supply and storm water drainage etc. around the AUD plot in Dheerpur. The road widening work is already in progress and the balance services are likely to be laid in the next 6 months.

A.7 Development of Wetlands adjoining the AUD plot

An area of 25.38 hectares adjoining the AUD campus has been earmarked as Wetlands by DDA. A Management Agreement was signed between DDA and AUD for the development, care and maintenance of the Wetlands at Dheerpur on 17.02.2015. A Management Committee has been constituted with representation from DDA, DHE and AUD for planning and developing the wetlands. AUD has established a Centre for Urban Ecology and Sustainability for assisting in the development and maintenance of the wetlands.

(B) Rohini Campus

B.1: Repair of existing Boundary Wall

The repair of the existing boundary wall at Rohini is almost complete. For ensuring the security of the plot in view of the presence of unauthorised Juggi dwellers in the vicinity of the plot, some additional protective measures are required on the boundary wall. Accordingly, a proposal has been sent to DHE including estimates for providing floodlights on the boundary wall and gates as well as two high mast lights.

B.2: Contour Survey

PWD, Delhi has been requested to carry out a Contour Survey of the Rohini campus. It is expected that the survey will be completed in the next 2 months.

B.3: Status of External Services

The AUD plot at Sector 3, Rohini, is located in a well developed area and all external services including roads, water supply, sewerage, storm water drainage and electrical services are already in place.

(C) Implementation of Dheerpur and Rohini campuses

C.1: Hydrological Studies at Dheerpur & Rohini

Hydrological Studies are required to be carried out for both the Dheerpur and Rohini Campuses for assessment of the potential for (i) surface water and ground water availability both in terms of quantity and quality, (ii) rainwater harvesting, (iii) Designing of major storm water drainage system based on the study of existing natural drainage pattern/system. The National Institute of Hydrology (NIH), Roorkee, a constituent of the Ministry of Water Resources, Government of India, having the required expertise to carry out such investigations, has been appointed for conducting the Hydrological Studies.

C.2: MoU between DHE and AUD for delegating the work of development of the new campuses of AUD

An MoU has been signed between DHE and AUD on 25.08.2015 for delegating powers to AUD, so that it can initiate actions for the development of the new campuses at Dheerpur and Rohini.

C.3: Consolidated requirements for the new campuses at Dheerpur and Rohini.

The Campus Development Division, AUD has done a detailed exercise involving different faculty members, Deans of Schools, Directors of Centres and the Administration for projecting student and staff strengths along with the amenities and facilities required in the new campuses at Dheerpur and Rohini. The planning for the new campuses has been done with a horizon of the next 10 years and the requirements have been finalised in consultation with the Senior Management of the University. It is proposed that the Rohini campus should have a capacity of 3500 students (1400 UG + 2100 PG) with a faculty strength of 248 in 7 Schools and 7 Centres. In Phase-I of the Dheerpur campus the student strength will be 4200 (1300 UG + 1600 PG + 1300 community college) with a faculty strength of 298 in 7 Schools and 7 Centres.

These detailed requirements will be communicated to the Architects for preparing the Comprehensive Master Plan and Design of the new campuses.

C.4: Built area projections and tentative Master Plans for Rohini and Dheerpur

A feasibility study based on the facilities and requirements for the new campuses projected by the faculty and staff of AUD was carried out by the Campus Development division. It emerged that 85-90% of the total permitted built up area of the Rohini Campus would be utilised in the first phase itself. The Dheerpur campus is proposed to be developed in 2 phases. In the 1st phase the projected built up area would amount to 60% of the total permitted built up area.

C.5: Initial grant by DHE for preparing Detailed Project Report (DPR) and EFC Memo etc.

- DHE, GNCTD had sanctioned an initial grant of Rs.1.5 crores in November 2014 for the appointment of Architects, PMCs, preparing preliminary estimates, Master Plan, DPR and EFC Memo for obtaining approval of GNCTD for setting up the new campuses of AUD at Dheerpur and Rohini.
- Subsequently consolidated requirements of the infrastructure requirements in the new campuses have been finalised by AUD with a horizon of the next 10 years. Built up area projections and tentative Master Plans have been prepared as brought out in para C.2 and C.3 above.
- The Budgetary costs have been estimated at Rs.925 crore for the Dheerpur campus and Rs.720 crore for the Rohini campus. 'In principle' concurrence has been sought from GNCTD for the magnitude, size and costs of the new campuses and the procedures to be adopted. After getting approval from GNCTD the process for appointment of PMC and Architect will be initiated.

C.6: Setting up of Campus Development Team

- A Campus Development Division has been set up by AUD to handle the overall construction of the Dheerpur and Rohini campuses. The Campus Development Team, headed by the Director, Campus Development, is assisted by Co-Director (Tech). One Administrative Officer has joined recently. In addition the posts of 2 Executive Engineers, 2 Assistant Engineers, 1 Accounts Officer and support staff has been advertised in June 2014. These posts are likely to be filled in the next 2-3 months.
- The Campus Development Team shall be assisted by a Project Management Consultant (PSU) who will be appointed to supervise the planning and execution of works. An Architect will be appointed based on a Design Competition to plan and design the Master Plans and buildings in the new campuses.

(D). Offer of plots for new campuses by DHE, GNCTD

The Department of Higher Education, GNCTD has offered to AUD, plots in other locations of Delhi for setting up new campuses. These plots are mainly Gram Sabha Road on the outskirts of Delhi. After visiting many sites in South, West and North Delhi, AUD has informed DHE that one plot of 21 acres in Rajokri (South Delhi) and another plot of 26 acres in Narela (North Delhi) are suitable for future campuses. It is likely that GNCTD may allot these 2 plots to AUD for future campuses. Similar plots in South and West Delhi may also be offered in the near future by GNCTD.

Resolution No.11.2/BoM(19)/19.04.2016**Resolved to note the status of development of new campuses at Dheerpur and Rohini as apprised by the Campus Development Division****1. DHEERPUR CAMPUS****1.1 Construction of Boundary Wall – Civil Works**

The PWD had awarded the contract for construction of boundary wall around AUD plot at Dheerpur, Phase-I @ Rs. 1.32 crore in October 2014 and the work was stipulated to be completed within Six months, i.e. by 08.04.2015. As reported in the last meeting of BoM, held on 08.10.2015 and 02.12.2015, only 50% of the boundary wall had been constructed till October 2015. As per the current status about 70% of the boundary wall has been constructed by PWD. Despite repeated personal interactions followed by written reminders to expedite the completion of the boundary wall, the PWD has been unable to measure up to AUD's expectations. The matter is being pursued regularly with PWD officials and balance work is expected to be completed in the next two months.

1.2 Construction of boundary wall - Electrical Works

As reported in the last BoM meeting, DHE GNCTD had been requested to issue Administrative Approval and Expenditure Sanction (AA & ES) to PWD's estimates of Rs. 31.73 lakh for providing lighting arrangement consisting of flood lights on boundary wall at every 30 meters with a provision of 3 high mast lights inside the plot. Subsequently, the DHE, GNCTD had approved this estimate and funds were released to PWD in November 2015 to execute the work on deposit work basis. There has been delay in award of work by PWD. After the work is awarded by PWD, it will be completed within 3 months.

1.3 Shifting of Over Head 33/11 KV HT/LT Power Lines

As reported in the last meeting of BoM, DHE were requested to release the funds for shifting of overhead 33/11 KV HT/LT power lines from Dheerpur. The DHE, GNCTD accordingly sanctioned Rs. 5.44 crore in December 2015 for shifting these lines. An advance of Rs. 5.44 crore has since been released to M/s TPDDL to execute this work. The stipulated time for shifting 11 KV LT line is 6 months and that for shifting the 33 KV HT Line is 8 months. Both these works will be undertaken simultaneously by M/s TPDDL and completed by 30 October 2016.

1.4 Area under litigation

The front area of 0.95 Ha of the plot, which was part of the original allotment by DDA, is still under litigation. The case is before the Hon'ble High Court of Delhi. AUD will pursue with the DDA for allotment of this area to AUD, being a vital part of the frontage of AUD campus plot, as and when the legal case is decided in favour of DDA.

1.5 External Services in Dheerpur Phase I

It is noted that DDA has laid down external services including roads, sewage and storm water etc in Dheerpur Phase I. However, DDA has not yet confirmed that all the external services have been completed. Details are being sought from DDA about the external services provided around the AUD plot.

1.6 Hydrological Studies

The National Institute of Hydrology (NIH), Roorkee is conducting the Hydrological Studies at Dheerpur for assessment of i) surface water and ground water availability both in terms of quantity and quality, ii) rainwater harvesting, iii) designing of major storm water drainage system based on the study of existing natural drainage pattern/system. NIH has informed vide its letter dated 30.3.2016 (copy enclosed) that data from IMD Pune has been collected for designing of the draining system in the study area. In addition the assessment of potential of Surface Water and Ground Water availability, rain water harvesting and ground water recharging for aquifer storage has been completed. NIH will submit an Interim Report in April 2016 for the Dheerpur plot.

2. ROHINI CAMPUS AT SECTOR-3

2.1 Repair of existing boundary wall

It was reported in the last meeting of BoM, that with a view to taking some additional protective measures a proposal had been sent to DHE for sanctioning an amount of Rs. 22,63,622/- for executing the additional works. Subsequently, DHE had sanctioned this amount and funds were released to PWD in November 2015 to implement this work on priority as the plot is prone to encroachment due to the presence of Juggl clusters in its vicinity. However, PWD has not taken up these works so far. A period of 3 months will be required for executing these additional works after these are awarded by PWD.

2.2 Flood Lighting of the Boundary Wall

It was brought to the notice of BoM in its last meeting that a proposal had been sent to DHE for sanctioning estimates for providing flood lights on the

boundary wall and gates as well with provision of 2 high mast lights in the plot. DHE had subsequently sanctioned Rs.26,34,533/- for providing flood lights on the boundary wall around the plot. The work was entrusted to PWD on Deposit Work basis in January 2016 but PWD has not yet commenced the work. It will take 3 months for execution of work after it is awarded by PWD. The completion of this work will ensure an enhanced security of the plot and deter the encroachments.

2.3 Contour Survey

As reported in the last meeting of BoM, the work related to contour survey of the Rohini Campus was to be completed within 2 months. The PWD has not commenced this work so far as the additional work for the repair of boundary wall including clearing the entire plot of substantial wild vegetation is still to be undertaken by them. The matter is being vigorously pursued with the PWD to get the area cleaned and survey done as this will also enable NIH to execute the hydrological study at Rohini.

2.4 Hydrological Studies at Rohini

NIH, Roorkee is also conducting the hydrological studies at Rohini plot. However, AUD has not been able to give the survey plan of this plot to NIH as PWD is yet to carry out topographical survey of the plot. Although, the advance deposit of Rs 60,700/- was released to PWD by AUD in May 2015 but the survey work could not be done as there is dense growth of wild vegetation in the area. Advance deposit for clearing the area of vegetation and providing additional work for strengthening of boundary had been released to PWD in December 2015. Campus Development Division is pursuing the matter with PWD to clear the area to get the survey work done. After the availability of survey plan, NIH will require one month to submit the report for Rohini plot.

3. REVIEW OF SECURITY ARRANGEMENTS AT DHEERPUR AND ROHINI CAMPUSES

As per the MOU dated 25.8.2015 between AUD and DHE, GNCTD, the physical possession of both Dheerpur and Rohini plots has been entrusted to AUD. From 2014 onwards PWD has been constructing/repairing boundary walls on both the plots and was also providing security at the plots. The boundary wall works are now nearing completion and AUD will appoint security agencies directly to ensure that plots are secure and there are no encroachments. This issue was also discussed in the meeting held on 19.2.2016 in AUD, Kashmere Gate, Delhi with Chief Project Manager (Education), PWD and it was agreed that AUD will henceforth appoint security agency directly.

3.1 Rohini Campus

Accordingly, the security of the Rohini plot has been taken over by the AUD w.e.f. 1.4.2016.

3.2 Dheerpur Campus

The Dheerpur plot allotted by DDA to DHE for construction of AUD Campus is spread over 50 years. 75% work of construction of Boundary Wall has already been completed by PWD. The remaining work is in progress. It is felt that the AUD should take over the security arrangement at Dheerpur campus as suggested by CPM in the meeting held on 19.02.2016. Accordingly, it is proposed to take over the security w.e.f. 01.05.2016.

It was also decided to take up the matter under Govt. of NCT of Delhi, DHE for designating one of the officials of AUD to perform the functions of Estate Officer under the provision of Public Premises (Eviction Act) in order to ensure no encroachment happens at Rohini and Dheerpur and other Plots/premises of the University.

4. CAMPUS DEVELOPMENT TEAM

The Campus Development Team, headed by the Director, Campus Development and assisted by Co-Director (Tech) is already in place. The Division also has one Administrative Officer, one Assistant Registrar (Admn) and one Assistant Registrar (Finance) was recently posted. In the recent recruitment one Architect, one Assistant Engineer (Civil) and one Assistant Engineer (Electrical) were selected. The Architect has already joined and both the Engineers are likely to join within April 2016.

5. MONITORING MECHANISM FOR NEW CAMPUSES

With a view to monitor the progress of construction and other activities at Dheerpur and Rohini, Vice Chancellor, AUD has constituted a Task Group headed by him to monitor these activities on regular basis. The other members of the Task Group are: Director (Campus Development), Registrar, CoF, Dean (Planning), Director (CUES) and Co-Director (Technical) as Member Secretary. The Task Group meets every week to monitor the progress of activities pertaining to development of new campuses.

.....