

UCC-1071
23/4/19

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 57 of the Executive Council's meeting
held on 29/03/2019

57. To frame the qualifications and pay scales for the posts of Registrar/Administrative Officer, Office-cum-Accountant Assistant, Sports Officer, Computer Programmer, Store Keeper and Hostel Warden with for the S.F.S. Colleges/Institute

Considered the recommendations of the Committee dated 20.02.2018 & 09.05.2018 for framing the qualifications and their pay scales for the posts of Registrar/Administrative Officer, Office-cum-Accountant Assistant, Sports Officer, Computer Programmer, Store Keeper and Hostel Warden with for the S.F.S. Colleges/Institute affiliated to this University (**Annexure A/85 pages 310-314, already circulated**); and the following recommendations of the Academic Council made vide Reso. No.69 of its meeting held on 25.03.2019:

RESOLVED THAT THE RECOMMENDATIONS OF THE COMMITTEE
AS ABOVE BE RECOMMENDED TO THE EXECUTIVE COUNCIL.

RESOLVED THAT THE RECOMMENDATIONS OF THE ACADEMIC
COUNCIL AS ABOVE BE APPROVED.

[ACTION BY DCDC]

COLLEGES BRANCH

Endst. No.CB-8/Qualifications/2019/9279-9561

Dated 22-4-19

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

1. Director/Principal, all the Colleges (Degree, Education, Engineering, Management, Law and Architecture) affiliated to this University (through E.mail.).
- ✓ 2. The Director, University Computer Center (U.C.C.), M.D.U. Rohtak to upload the same on the web site of the University and also on the Portal of the Colleges Branch.
3. The Deputy Registrar (Academic), M.D.U. Rohtak (as a follow up action).
4. Dealing Hand CB-3 and CB-7 Sets of Colleges Branch.

A. S. Saini
23/4

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Superintendent (Colleges)
For D.C.D.C.

MINUTES OF THE COMMITTEE MEETING ^{CONSTITUTED} ~~CONSTITUTED~~ BY THE VICE-CHANCELLOR HELD ON 20.02.2018 AT 4.00 P.M. IN THE OFFICE OF THE DEAN ACADEMIC AFFAIRS TO DECIDE/FRAME THE QUALIFICATIONS FOR THE POST OF REGISTRAR/ ADMINISTRATIVE OFFICER, OFFICE ASSISTANT-CUM-ACCOUNTANT, SPORTS OFFICER, COMPUTER PROGRAMMER, STORE KEEPER AND HOSTEL WARDEN AS MENTIONED IN THE INSPECTION PROFORMA(S) AND TO SPECIFY THE POSTS WITH THE QUALIFICATIONS AND PAY-SCALES IN B.ARCHITECTURE AND B.ED. & M.ED. (SPECIAL) COLLEGES AFFILIATED TO THIS UNIVERSITY RUNNING UNDER SELF FINANCING SCHEME.

The following members were present:-

1. Prof. Ajay K. Rajan
Dean Academic Affairs
2. Prof. Rahul Rishi
Director, U.I.E.T.
3. Sh. Subhash Sharma
Assistant Registrar (Estt.-NT)
4. Smt. Gian Girdhar
Assistant Registrar (Colleges)

The Committee has gone through the Proforma(s) already devised by the University a few years back and observed that there are some deficiencies in the prescribed Proforma(s) pertaining to Inspection Proforma(s) of B.B.A, M.B.A. B.C.A, M.C.A., B.Ed. (Special) and M.Ed. (Special) Courses.

In addition to above, the Committee also observed that there is no provision for constitution of Selection Committee for appointment to the post of Registrar/ Administrative Officer and Sports Officer. Therefore, the Committee considering all the aspects resolved as under:-

1. That the Colleges Branch may prepare a comprehensive detail of marks/weightage given in the prescribed Inspection Proforma(s) for the purpose of deciding/framing the awards/weightage in the required Proforma(s).
2. That the Colleges Branch may also arrange relevant documents/record/provisions for Constitution of Selection Committee for appointment to the post of Registrar/Administrative Officer and Sports Officer in Self Financing Colleges affiliated to this University for the purpose of deciding/framing the Constitution of appointment of above posts.

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CONSTITUTED
MINUTES OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR HELD ON 09.05.2018 AT 3.00 P.M. IN THE OFFICE OF THE DEAN ACADEMIC AFFAIRS TO DECIDE/FRAME THE QUALIFICATIONS FOR THE POST OF REGISTRAR/ ADMINISTRATIVE OFFICER, OFFICE ASSISTANT-CUM-ACCOUNTANT, SPORTS OFFICER, COMPUTER PROGRAMMER, STORE KEEPER AND HOSTEL WARDEN WITH THEIR PAY SCALES AND TO SPECIFY THE POSTS WITH THEIR QUALIFICATIONS AND PAY-SCALES IN THE INSPECTION PROFORMA(S) OF B. ARCHITECTURE, B.ED. & M.ED. (SPECIAL) ALONGWITH TO PROPOSE THE CONSTITUTION OF THE SELECTION COMMITTEE FOR MAKING APPOINTMENTS TO THE POSTS OF REGISTRAR/ADMINISTRATIVE OFFICER AND SPORTS OFFICER FOR THE S.F.S. COLLEGES AFFILIATED TO THIS UNIVERSITY.

The following members were present:-

1. Prof. A.K. Rajan
Dean Academic Affairs
2. Prof. Rahul Rishi
Director, U.I.E.T.
3. Sh. Subhash Sharma
Assistant Registrar (Estt.-NT)
4. Smt. Gian Girdhar
Assistant Registrar (Colleges)

The Committee after considering all aspects of the proforma(s) devised by the University a few years back regarding inspection of Colleges (Engineering, Management, Law & Education Colleges) & awarding weight-age on account of staff (Teaching and Non-Teaching) decided that the following Qualifications alongwith their Pay-Scales may be prescribed for the posts, detail given as under:-

Sr. No.	Name of Post	Exists in	Grade of the Post	Prescribed Qualification
1.	Registrar/ Administrative Officer	Engineering Colleges	15600-39100 +7600 GP	Master Degree in 2 nd class with 10 years experience out of which 5 years as Assistant Professor OR Master Degree in 2 nd class with Administrative experience of atleast 10 years in the capacity of Superintendent and above.
2.	Office Assistant -cum- Accountant	Management Colleges & Education Colleges	9300-34800 +3600 GP	B.Com with 5 years experience in the relevant field. Preference will be given to the candidates having knowledge in the Accountancy
3.	Accounts Officer		9300-34800 +4200 GP (L-6)	M.Com with 50% of the marks and 10 years experience. Knowledge of Accounting procedure is essential.

considered view that inspection proforma(s) of the following courses needs to be revised by Committee(s) to be constituted by the Vice-Chancellor of the concerned subjects/ departments:-

1. B.B.A.
2. M.B.A.
3. B.C.A.
4. M.C.A.
5. B.Ed. (Special)
6. M.Ed. (Special)



(A.K. RAJAN)



(SUBHASH SHARMA)



(RAHUL RISHI)



(GIAN GIRDHAR)