



KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
(‘A⁺’ Grade, NAAC Accredited)

NOTIFICATION

The amendments/additions to various Ordinances and Rules & Regulations as per **Annexure-‘A’** pages 1-6 duly approved by the Executive Council of the University in its meeting held on 20.09.2019, are now available on the University Website www.kuk.ac.in for updating the record.

Sd/-
Assistant Registrar (Academic)
for Registrar

RULES REGARDING PRESERVATION/DESTRUCTION OF OLD RECORD

Amendment in the above Rules appearing at pages 226-246 of K.U.Cal.Vol.III, 2007, approved vide Executive Council Resolution No. 4 of 20.09.2019.

EXAMINATIONS BRANCH

EXISTING			AMENDED		
<i>Description of Record</i>	<i>Period of Preservation</i>		<i>Description of Record</i>	<i>Period of Preservation</i>	
1. to 5. xxx xxx xxx	No change		1 to 5 xxx xxx xxx	No change	
6. Applications forms of which Certificates have been issued			6. Applications forms of which Certificates have been issued		
(i) Duplicate detail marks, Date of birth, Provisional merit certificates, Counterfoils and Degree in absentia	2 years		(i) (a) Duplicate Detail Marks Card/Degree, Date of Birth (b) Degree in absentia (c) Provisional Certificates and counterfoils	1 Year 1 Year 1 Year	
			(ii) Transcription for students desirous to go abroad for higher studies etc.	1 Year	
			(iii) Verification of documents for students who are in employment in Private Companies and in Government Departments.	1 Year	
(ii) Fee Registers	5 Years		(iv) Fee Registers	5 Years	
7. to 12. xxx xxx xxx			7. to 12. xxx xxx xxx		

REGISTRATION BRANCH

1. and 2. xxx xxx xxx			1. and 2. xxx xxx xxx		
3. Registration Return Record	7 Years		3. Registration Return Record	3 Years	
4. to 9. xxx xxx xxx			4. to 9. xxx xxx xxx		
			10. Documents of Registration Return	2 Years	

COLLEGES BRANCH

1. to 5. xxx xxx xxx			1. to 5. xxx xxx xxx		
6. Files pertaining to Arbitration cases	8 years		6. Files pertaining to Arbitration cases	5 years after disposal	
7. Files pertaining to complaints of teachers/Principals of Non-Govt. Affiliated Colleges	8 years		7. Files pertaining to complaints of teachers/Principals of Non-Govt. Affiliated Colleges	5 years	
8. to 16. xxx xxx xxx			8. to 16. xxx xxx xxx		
			17. Old Record of RTI Cases	03 years (As per State Govt. letter dated 24.05.2016)	

		18. Copies of compliance report from technical/B.Ed. Colleges	One Year
		19. Copies of applications for the Teaching and non-teaching posts.	1 year as original forms remain in the concerned Institute.
		20. CM Grievance complaints and miscellaneous general complaint	One year after disposal of the cases

PUBLIC RELATIONS OFFICE

1. xxx	xxx	xxx	1. xxx	xxx	xxx
			2. Record News paper cutting		1 year

ESTABLISHMENT BRANCH

1. & 2. xxx	xxx	xxx	1. & 2. xxx	xxx	xxx
3. Personal files and Confidential Reports		5 years after the death or retirement or resignation or termination	3. Personal files and Confidential Reports		2 years after the death or retirement or resignation or termination
4. Departmental permission Files and Registers		3 years	4. Departmental permission Files and Registers		2 years
5. Advertisement files		3 years from the date of payment of the bills	5. Advertisement files		2 years from the date of payment of the bills
6. Leave Register (Other than Casual leave) maintained by the Establishment Section		3 years	6. Leave Register (Other than Casual leave) maintained by the Establishment Section		1 year
7. xxx	xxx	xxx	7. xxx	xxx	xxx

MISCELLANEOUS

1. xxx	xxx	xxx	1. xxx	xxx	xxx
2. Casual Leave/Academic Leave Account Register		After five years	2. Casual Leave/Academic Leave Account Register		One Year
3. Attendance Register of Students		3 years after the declaration of the result of the class concerned	3. Attendance Register of Students		1 year after the declaration of the result of the class concerned
4. to 6. xxx	xxx	xxx	4. to 6. xxx	xxx	xxx

7. Office copies of Routine Correspondence.	2 years	7. Office copies of Routine Correspondence.	1 year
8. Attendance Register of Staff.	5 years	8. Attendance Register of Staff.	3 years
9. Correspondence/Office copies File.	3 years	9. Correspondence/Office copies File.	2 years
10. to 13. xxx xxx xxx		10. to 13. xxx xxx xxx	
14. Used up Receipt Books.	8 years	14. Used up Receipt Books.	5 years
		15. Assignments/Tests (Theory & Practical) Examination Booklets, Test copies/ Seminar papers/project files/dissertation etc.	2 Years after declaration of results
		16. Time Table.	1 Year after completion of classes
		17. Admission Entrance Test Records.	1 Year after admission
		18. RTI cases disposed without attracting any first appeal.	3 Years
		19. RTI cases attracting first appeal	3 Years
		20. RTI cases attracting second appeal (without any remarkable decision)	1 Year or till compliance of Commission's orders, whichever is later.
		21. First appeal cases file	1 Year
		22. Second appeal cases file	1 Year or till the compliance of Commission's orders
		23. File relating to the administrative aspects of RTI Act, 2005 i.e. implementation suggestion, guidelines etc.	3 Years
		24. File Register of RTI Applications i.e. other than file.	Permanent

**RULES GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF THE EMPLOYEES
(OTHER THAN THE UNIVERSITY TEACHERS AND THE REGISTRAR)**

Chapter-1, Clause 5 of the above rules at page 276-277 of K.U. Cal. Vol.III, 2007 amended vide Executive Council Resolution No. 40 of 20.09.2019

EXISTING

AMENDED

Method of Recruitment

5. "Appointments of Clerks
.....
..... due weightage.

All the temporary appointments in the University office upto the level of Controller of Examinations shall be made from within the University.

For internal candidates, the qualifications prescribed for various posts may be relaxed by the appointing authority wherever considered necessary on the merits of each case.

NO CHANGE

For Internal candidates, the qualifications prescribed for various posts may be relaxed by the appointing authority wherever considered necessary on the merits of each case. However, relaxation in the prescribed qualifications for Internal candidates, in the case of open selection as well as in promotion, if considered necessary on the merit of each case, cannot be claimed as a right by the employees. The appointing authority cannot be pressurized in any circumstance to seek relaxation in the light of this provision. However, it can be exercised by the appointing authority keeping in view the larger interest of the University administration but on the merit of each case.

Provided further that appointments may be made from outside through advertisement if internal candidates are not found well-experienced and suitable."

NO CHANGE

CRITERIA OF PROMOTION:

(i) to (iv) xxx xxx xxx
Note: xxx xxx xxx

Rules for internal promotion to the post of Deputy Registrar:

1. Seniority-Cum-Merit:

- a) Qualification:
 - i) Post Graduate degree with 55% marks
- b) Experience
 - i) 5 years' experience as Assistant Registrar in the PB-3 15600-39100+5400GP (equivalent to level-10)

2. Seniority-Cum-Selection

a. Qualification:

- i. Post Graduate degree

b. Experience

- i. 5 years' experience as Assistant Registrar in the PB-3 15600-39100+5400GP (equivalent to level-10)

The eligible employees as per above qualification and experience will have to qualify Limited Departmental Exam.

Rules for promotion to the post of Assistant Registrar:

1. Seniority-Cum-Merit:

a. Qualification:

- i. Post Graduate degree with 55% marks

b. Experience

- i. 3 years' experience as Superintendent in the PB-2 9300-34800+4800 GP (equivalent to level-8)

2. Seniority-Cum-Selection

a. Qualification:

- i. Post Graduate degree

b. Experience

- i. 3 years' experience as Superintendent in the PB-2 9300-34800+4800GP (equivalent to level-8)

The eligible employees as per above qualification and experience will have to qualify Limited Departmental Exam.

General instructions for promotion to the post of Deputy Registrar & Assistant Registrar.

1. When one post of Deputy Registrar/Assistant Registrar falls vacant then senior most Assistant Registrar/Superintendent, respectively will be considered for promotion if he/ she fulfilled the qualifications prescribed for the promotions on Seniority-cum-Merit;
2. In case he /she does not fulfill the qualifications prescribed for promotion on Seniority-cum-Merit but fulfills the qualifications prescribed for Seniority-cum-Selection then he/she will have to qualify the limited departmental exam and after passing the departmental exam he/she will be considered for promotion. The limited departmental exam he/she will be considered for promotion. The limited departmental exam shall

be conducted three months before the arousal of the vacancy keeping in view the qualification and experience of the prospective employees available as per seniority in the feeder cadre.

3. In case he /she does not qualify the limited departmental exam then he /she will be debarred from seniority for two years and after two years one more chance will be given to him/her for qualifying the limited departmental exam and if a debarred person improved his/her qualification, i.e. MA with 55% then he/she will be considered for promotion to the post of Assistant Registrar/Deputy Registrar against next vacancy.

Scheme of examination for limited department examination for the post of Deputy Registrar/Assistant Registrar

1. Knowledge of University Act, Statutes, Ordinances, Calendar, Rules & Regulations, Office Procedures, Haryana Civil Services Rules and miscellaneous administrative matters- **40 Marks**
2. Skill in noting and drafting and General English- **25 Marks**
3. Knowledge of Computers with special reference to knowledge of word processing, data analysis packages- **15 Marks**
4. Interview-**20 Marks**

Note:

1. The question paper should be bilingual (English & Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks for becoming eligible to appear in the interview shall be 40% of 80 marks in the Limited Departmental Exam.
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.

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