

CSU/Ad/Revised Scheme/2023-24/ 444  
**Central Sanskrit University**  
(Established by an Act of Parliament)  
56-57, Institutional Area,  
Janakpuri, New Delhi-110058

**Date:- 01.08.2023**


**NOTIFICATION**

It is notified that " The Scheme for Financial Assistance to Institutions Recognized as Adarsh Sanskrit Mahavidyalayas (ASMs)/ Adarsh Sanskrit Shodh Sansthan (ASSSs) - 2022" was approved by the Ministry of Education, Govt. of India vide letter F.No. 1-5/2017-Skt.I (Vol.III) dated 24<sup>th</sup> March, 2023 and subsequent clarifications were given vide letter F.No. 1-5/2017-Skt.I (Vol.III) dated 12.06.2023. Accordingly, the Executive Council of Central Sanskrit University in its 15<sup>th</sup> meeting held on 27.06.2023, has approved to implement the " **The Scheme for Financial Assistance to Institutions Recognized as Adarsh Sanskrit Mahavidyalayas (ASMs)/ Adarsh Sanskrit Shodh Sansthan (ASSSs) - 2022**" w.e.f. **01.04.2023**, with the following conditions/remarks:-

- i. The parameters for categorization of A, B, C & D grades of ASMs/ASSSs will be framed by the CSU and the same will be circulated separately.
- ii. Till the evaluation of the recognized institutions for awarding the grades as per Revised Scheme-2022 under clause 6(xiv), percentage (%) and grants of financial assistance towards the components other than salary & scholarship to be remain same as prescribed in the Adarsha Scheme - 2012.
- iii. The CSU will enter into MoU (Memorandum of Understanding) with Managing Committee of each ASM/ASSS for adopting the new Revised Adarsh Scheme-2022. Further, the Management Committees will have to take undertakings from each employee of their respective ASM/ASSS for adopting the new Revised Adarsh Scheme-2022 and a copy thereof shall be deposited to the CSU. The format of MoU and undertaking will be circulated.
- iv. For early completion of the evaluation process funding will be subject to the cooperation of ASSS/ASM. Further, the funding to the non-cooperative institutions will be stopped.
- v. All other directions will be notified from time to time.

**Note :- Detailed clarifications and implementation guidelines will be notified separately regarding the clauses/provisions of the guidelines marked with "\*" (Asterisk). Accordingly, clauses marked with "\*" (Asterisk) will be implemented after separate notification.**

**Enclosures : Revised Adarsha Scheme-2022.**

  
**(Prof. R.G. Murali Krishna)**  
Director (Central Schemes)

**Copy for information and necessary action to : -**

- 1- P.S. to Vice-Chancellor, Central Sanskrit University, New Delhi-110058.
- 2- P.A. to Registrar, Central Sanskrit University, New Delhi-110058.
- 3- Smt. Suman Dixit, Deputy Secretary, Dept. of Education (Language Division), Ministry of Education, Govt. of India, Shastri Bhawan, New Delhi-110001
- 4- Chairpersons of Management Committee of All ASMs/ASSSs. Further, all Chairpersons of Management Committee of ASMs/ASSSs are hereby requested to circulate the Revised Scheme guidelines-2022, to the concerned parent body, Management Committee members and other relevant officials.
- 5- Principal/Principal I/c/Director/Director I/c of All ASMs/ASSSs.
- 6- Finance Officer, CSU, Delhi.
- 7- Guard file

**THE SCHEME FOR FINANCIAL ASSISTANCE TO INSTITUTIONS  
RECOGNIZED AS ADARSH SANSKRIT MAHAVIDYALAYAS (ASM)/ ADARSH  
SANSKRIT SHODH SANSTHANS (ASSS) - 2022**

- Reference :-** 1. MoE, GoI letter - F.No. 1-5/2017-Skt.I (Vol.III) dated 24<sup>th</sup> March, 2023  
2. MoE, GoI letter - F.No. 1-5/2017-Skt.I (Vol.III) dated 12<sup>th</sup> June, 2023  
3. 15<sup>th</sup> Meeting of EC of CSU dated 27.06.2023.

**INTRODUCTION:**

1. The Scheme for financial assistance to institutions recognized as Adarsh Sanskrit Mahavidyalayas/Adarsh Sanskrit Shodh Sansthan was started in the year 1977 by Government of India for supporting traditional institutions of Sanskrit learning. It was reviewed from time to time. The Scheme was last reviewed by Ministry of Human Resource Development in the year 1993. Thereafter, the Scheme was transferred to the Central Sanskrit University, Delhi (formerly known as Rashtriya Sanskrit Sansthan) for implementation vide letter no. F.8-3/94-SK-I dated 16.06.1995 of the Department of Education, Ministry of Human Resource Development, Government of India.
2. This scheme was last reviewed in the year 2012 under the directions of the Ministry of Education (previously MHRD), Government of India vide their letter No.F.No.31-4/2009-Skt.I dated 29.06.2012. An action was taken to review and revise this scheme in the year 2017. However, as the same could not be materialized, it is being reviewed and revised now and will be called as "Revised Scheme for Financial Assistance to Institutions Recognized as Adarsh Sanskrit Mahavidyalayas/Adarsh Sanskrit Shodh Sansthan - 2022". The review and revision are effected based on the fresh developments that have taken place on account of receipt of suggestions/grievance petitions relating to the guidelines of the Scheme, issuance of University Grants Commission (UGC) Regulations 2018, conversion of Rashtriya Sanskrit Sansthan (Deemed to be University) into a Central Sanskrit University, Delhi, implementation of the recommendations contained in NEP-2020 etc..

**NAME OF THE SCHEME:**

3. The name of the scheme would be "The Scheme for Financial Assistance to Institutions recognized as Adarsh Sanskrit Mahavidyalayas (ASM)/ Adarsh Sanskrit Shodh Sansthan (ASSS) - 2022". This scheme will become effective from the date it is notified by the Central Sanskrit University, Delhi. This applies to all the institutions recognized under this scheme and to all persons working/nominated in these recognized institutions.

**OBJECTIVES:**

4. The objective of the Scheme is to support and promote traditional Sanskrit learning and research. Further, in consonance with the recommendations contained in the NEP-2020 the ASM/ASSS are required to explore the possibilities of carrying out interdisciplinary studies in Sanskrit and allied Shastras/subjects. For this purpose, assistance both administrative and financial is extended under this scheme to recognized Adarsh Sanskrit Mahavidyalayas and Adarsh Sanskrit Shodh Sansthan for conducting courses at the level of Prak Shastri/Shastri & Acharya, organizing & conducting research at doctoral/post-doctoral level or both or editing & publishing manuscripts & rare books,

bringing out research based publications & Research Journals, translation of the texts from Sanskrit to other languages & vice-versa and organizing Workshops/Seminars etc. individually or in collaboration with the Central Sanskrit University or any other institutions, as applicable. The assistance envisaged here would mean general administrative and financial assistance in implementing the objectives of this scheme by virtue of the regulations of UGC as well as guidelines of Govt. of India as applicable from time to time.

### **CONDITIONS OF RECOGNITION FOR FINANCIAL ASSISTANCE:**

5. A Sanskrit Mahavidyalaya recognized for financial assistance under the scheme will be called Adarsh Sanskrit Mahavidyalaya (ASM) and a Sanskrit Shodh Sansthan recognized for financial assistance under this scheme will be called Adarsh Sanskrit Shodh Sansthan (ASSS). However, recognition as ASM or ASSS will not automatically entitle any institution to either financial assistance or the continuance of grant-in-aid as a matter of right under this scheme.
6. Any voluntary organization registered as a Society under the Societies' Registration Act or a Trust registered under Trust Act or a Non-Profit making Company registered under the Companies Act hereinafter called 'the Parent Body', maintaining a Sanskrit Mahavidyalaya or Sanskrit Shodh Sansthan, will be eligible to apply for recognition through online/offline. Online applications can be submitted in the designated portal provided in the website of Central Sanskrit University (CSU). Recognition as ASM or ASSS will be considered by the Central Sanskrit University, Delhi subject to the fulfilling of the following conditions:

**\*(i)** The Parent Body applying for recognition under the Scheme shall have to submit the documents provided in **Annexure-I** to the Scheme alongwith application through online/offline.

(ii) The Mahavidyalaya should be teaching at the level of Prak Shastri/Shastri and Acharya or equivalent Courses on traditional lines and at least three batches of students should have passed Prak Shastri/Shastri and Acharya or equivalent traditional degrees from a recognized University/ Examining Body. The Sanskrit Shodh Sansthan should be actively pursuing research in the various Traditional Sanskrit disciplines and should have produced at least 12 Vidyavaridhis (Ph.Ds) or 12 Standard research based books.

(iii) The Mahavidyalaya/ Shodh Sansthan should have been in existence for at least Seven (07) years at a level mentioned in (i) above. However, the Mahavidyalayas/Shodh Sansthans, which have been receiving financial assistance under the earlier Scheme would continue to receive financial assistance under the revised scheme.

(iv) The Parent Body should be in possession of a minimum 1 acre of land in urban area or 2 acres of land in rural area upon which the Sanskrit Mahavidyalaya is functioning and also that they should be the sole owner of these properties. However, as far as the Sanskrit Shodh Sansthan is concerned, the Parent Body should be in ownership & possession of minimum half acre land in rural or in urban area with adequate infrastructure facilities for the effective functioning of the Shodh Sansthan. On grant of recognition under this Scheme, the Parent Bodies of the Sanskrit Mahavidyalayas/Sanskrit Shodh Sansthans shall transfer all the

property belonging to Mahavidyalaya/Shodh Sansthan in the name of Adarsh Sanskrit Mahavidyalaya/Adarsh Sanskrit Shodh Sansthan. Similarly, those Parent Bodies on whose application, an ASM/ASSS was granted recognition under the Scheme and who have not transferred the concerning property to the ASM/ASSS, are required to transfer the concerning property in the name of ASM/ASSS immediately, if not done so far. As far as transfer of land in the name of ASM/ASSS is concerned, Rules and Regulations prescribed by the respective State Government/Central Government will be applicable.

- (v) The Sanskrit Mahavidyalayas/Sanskrit Shodh Sansthans should have been paying salary to their teaching and non-teaching employees into their bank accounts.
- (vi) The registered Parent Body applying for recognition and financial assistance under this scheme shall have to deposit a sum of Rs.15.00 lakh in favour of the Sanskrit Mahavidyalayas/ Sanskrit Shodh Sansthans in a Fixed Deposit Account in Nationalised Bank after the grant of recognition/creation of posts and before releasing the grant in aid. On grant of recognition under the scheme, the fixed deposit shall be jointly made in the name of the Principal / Director of the Adarsh Sanskrit Mahavidyalayas/Adarsh Sanskrit Shodh Sansthans, as the case may be, and the Registrar, Central Sanskrit University, Delhi. Both these authorities are ex-officio in nature. The institutions already receiving assistance under the old scheme which have deposited Rs.1 lakh/2 lakh/10 lakh in favour of the Sanskrit Mahavidyalayas/ Sanskrit Shodh Sansthans would re-invest the matured amount till the fixed deposit of Rs. 15 lakh is reached.
- (vii) The Institutions should be affiliated to a university duly set up by an Act of Parliament or the State Legislature. As an exception, any Institute of high reputation and traditional in nature, which is actively engaged in bringing out standard research publications etc., may also be eligible to apply under this Scheme.
- (viii) The Sanskrit Mahavidyalaya should have a student strength of at least 100 and a Sanskrit Shodh Sansthan should have produced at least 12 Vidyavaridhis (Ph.Ds) or 12 standard research based books. Further, these Sanskrit Mahavidyalayas/Sanskrit Shodh Sansthans should have adequate classrooms to house the students, Hostel, Library, seminar halls etc. within the premises of the institution.
- (ix) The Parent Bodies of the Sanskrit Mahavidyalayas/Sanskrit Shodh Sansthans should apply for recognition as ASM/ASSS under this Scheme in the designated portal mentioned in the website of the CSU. While applying for recognition, the Parent Body should provide documents mentioned below and also any other document sought by the CSU in the portal:-
  - a) Duly attested copy of Certificate of Registration under Societies Registration Act/Trust deed under the Trust Act/Certificate of Incorporation under the Companies Act, as the case may be.
  - b) Resolution of the Parent Body in support of application for recognition as ASM/ASSS along with the undertaking that it will abide by all norms and terms & conditions of this scheme, in case the Institution is recognized as ASM/ASSS.



- c) \*An undertaking in the format placed at Annexure-II to the Scheme by all employees of the Institution.
- d) Audit Reports of the last three years & other relevant records of land etc.
- e) All other documents required in the application format.
- f) Confirmation of compliances with the requirement of Central/State Government for registration of such bodies applicable as on that date.
- g) An Undertaking on proper non-judicial stamp paper duly attested to transfer and handover all property and infrastructure including land to the Adarsh Sanskrit Mahavidyalaya/Adarsh Sanskrit Shodh Sansthan.
- (x) On receipt of application for recognition from the Parent Body, the Central Sanskrit University, Delhi would cause physical inspection, assessment and verifications through an Expert Committee comprising the following dignitaries:–
- Vice Chancellor, Central Sanskrit University, Delhi or his nominee not below the rank of a Professor in a University - Chairperson.
  - One University Professor/Principal of a recognized P.G. College or one Director of a recognized Research Institute nominated by the Vice Chancellor of Central Sanskrit University, Delhi - Member
  - One member of Executive Council of CSU nominated by the Vice Chancellor, CSU - Member
  - One Representative of affiliating University not below the rank of Professor/ representative of respective State's Education Department - Member
  - Registrar/Director/any official nominated by the Vice Chancellor of Central Sanskrit University, Delhi - Member Secretary
- (xi) On being satisfied with the report of the Expert Committee, the CSU will constitute a committee to conduct academic audit of the institution. Based on satisfactory report of the Academic Audit Committee, the Executive Council of Central Sanskrit University, Delhi will resolve to recognise the institution for grant of financial assistance and will recommend for creation of posts to the Ministry of Education, Govt. of India (MOE). On approval of creation of posts by MOE, the CSU will issue a letter of recognition as ASM/ASSS in favour of applicant Parent Body and will form the Management Committee of the ASM/ASSS as per prescribed norms. The applicant Parent Body will transfer and handover all property and infrastructure including land to the Adarsh Sanskrit Mahavidyalaya/Adarsh Sanskrit Shodh Sansthan.
- (xii) The first instalment of grant in aid shall be released to the recognised ASM/ASSS subject to the production of relevant documents to the CSU such as details of transfer of property in the name of ASM/ASSS, proof of filling of posts as per the UGC Regulations/Government of India rules, a fixed deposit of Rs.15 Lakh and any other pre-requisite documents sought by the CSU.

- (xiii) After the grant of recognition/creation of posts and before releasing the grant in aid under this scheme, Sanskrit Mahavidyalayas/Sanskrit Shodh Sansthan shall get the affiliation from Central Sanskrit University, Delhi. The institutions already receiving assistance under the old scheme shall take the affiliation from the Central Sanskrit University, Delhi within three academic years on and from the date of commencement of this Scheme. However, in special case, with approval of the Central Sanskrit University, Delhi, any ASM/ASSS can get itself affiliated with the other universities, if so desired.
- (xiv) To maintain high standards in providing Sanskrit education and research, the CSU shall conduct Academic Audit for assessment of the performance of every ASM/ASSS on the basis of fixed parameters in every three years. Based on the performance report, these recognised institutions shall be categorized in four grades i.e. A, B, C & D. Thereafter, grant shall be provided to A, B & C graded ASM/ASSS on the basis of the grade to which these ASM/ASSS are entitled. The ASM/ASSS placed in grade D shall not be granted any financial assistance. Components for which financial assistance will be granted are given in the table below:-

| Sl. No. | Grade | % of funds for salary and scholarship (admissible amount) | % of funds other than salary and scholarship (admissible amount)* | Status of recognition under the scheme |
|---------|-------|-----------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------|
| 1.      | A     | 100%                                                      | 95%                                                               | Recognized                             |
| 2.      | B     | 100%                                                      | 80%                                                               | Recognized                             |
| 3.      | C     | 100%                                                      | 60%                                                               | Recognized                             |
| 4.      | D     | NIL                                                       | NIL                                                               | Derecognized                           |

- The funds for addition expenditure shall be generated by the ASM/ASSS through charity, endowments and donations etc..

\* For awarding the grades A, B, C & D, detailed parameters and criteria will be framed and issued by the CSU. The ASM/ASSS once placed in any grade will continue to exist in the same grade till the placement in revised grades, if any, consequent upon subsequent assessment conducted by the CSU. The CSU shall have no financial liability towards the ASM/ASSS placed in grade D. In order that existing students of ASM/ASSS are not suffered due to placement in grade D and derecognition of ASM/ASSS therefor, the CSU shall make necessary arrangements for their studies to the extent for pursuing their courses for which they were admitted/registered.

- (xv) On closure/liquidation of the ASM/ASSS due to any reason, the ownership of the all type of properties once transferred by the Parent Body in the name of ASM/ASSS shall be transferred automatically to Central Sanskrit University, following the Rules and Regulations prescribed by the respective State Government/Central Government. The Central Sanskrit University shall take further appropriate action with the approval of State Government/UGC/Govt. of India.

- (xvi) Institutions specialised in Pali/Prakrit and engaged in research/publication activities in any of these languages and fulfilling the criteria prescribed for ASSS, shall also be considered for grant of recognition under this Scheme. Such recognized institutions shall be called “Adarsh Pali Shodh Sansthan(APSS)/Adarsh Prakrit Shodh Sansthan (APrSS)”.
- (xvii) Wherever the Parent Body of any ASM/ASSS does not exist/dissolved, the Central Sanskrit University shall have the powers for recognizing the parent body for the ASM/ASSS.

### **COMMITTEES OF ASMs / ASSSs:**

#### **MANAGEMENT COMMITTEE:**

7. There shall be a Management Committee for each ASM/ASSS that shall have powers to manage, maintain and supervise the ASM/ASSS in all aspects.

#### **CONSTITUTION OF THE MANAGEMENT COMMITTEE:**

8. The Central Sanskrit University, Delhi shall constitute a Management Committee for the ASM/ASSS with the following members: -
- |                                                                                                                                   |                    |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------|
| (i) Chairperson of the Management Committee                                                                                       | - Chairperson      |
| (ii) One nominee of the University to which the ASM/ASSS is affiliated                                                            | - Member           |
| (iii) One Scholar nominated by the Govt. of the State within the jurisdiction of which the ASM/ASSS is situated                   | - Member           |
| (iv) One Scholar nominated by the Parent Body                                                                                     | - Member           |
| (v) One faculty member to be nominated by the Chairperson from the ASM/ASSS according to seniority on the basis of rotation       | - Member           |
| (vi) One nominee of CSU, Delhi                                                                                                    | - Member           |
| (vii) One traditional Sanskrit Scholar other than the employee of the ASM/ASSS nominated by the Chairperson, Management Committee | - Member           |
| (viii) Principal/Director of the ASM/ASSS                                                                                         | - Member Secretary |

#### **FUNCTIONS OF THE MANAGEMENT COMMITTEE :**

9. The Management Committee will be the supreme executive body of the ASM/ASSS with the following functions:
- (i) To frame, modify, amend, delete or repeal rules and regulations or part thereof for regulating various matters concerning administrative, financial and academic

management of the institution strictly in compliance with the provisions of this scheme followed by the approval of Central Sanskrit University, Delhi.

- (ii) To monitor the implementation of the scheme and provisions thereof.
  - (iii) To exercise the power of the Appellate Authority for employees of all posts.
  - (iv) To approve the annual budget on the recommendations of the Finance Committee.
  - (v) To approve the academic and other proposals recommended by the different Committees.
10. The Vice Chancellor of the Central Sanskrit University, Delhi shall nominate the Chairperson of an ASM/ASSS out of the panel approved by the Executive Council of Central Sanskrit University, Delhi.
11. (a) The Chairperson of the Management Committee of the ASM/ASSS should be a person with at least 5 years of experience and worked as Professor of Sanskrit in a University / PG College or H.O.D (Sanskrit) with at least 15 years of teaching experience in a University/PG College. He/She shall be below the age of 70 years at the time of nomination.

**(b) FUNCTIONS OF THE CHAIRPERSON OF THE MANAGEMENT COMMITTEE:**

The functions of the Chairperson of the Management Committee will be as under:

- a. To preside over the meetings of the Management Committee, Finance Committee, Academic Committee and Building Infrastructure Development Committee.
- b. To advise Principal/Director on his/her request for efficient functioning of the ASM/ASSS.
- c. To act as the Appointing Authority for all posts.
- d. Any other function as assigned by the Central Sanskrit University, Delhi from time to time.

**TERM OF OFFICE:**

12. The term of the nominees/members shall be three years, but any nominee / member including the Chairperson can be re-nominated for second term. However, any nominating authority can cancel nomination of any of its nominees before the expiry of their term without assigning any reason for such cancellation. However, the tenure of the re-nomination as members including Chairperson on the cancellation of the tenure of the earlier nominees will be for the remaining period only.

**DISQUALIFICATION OF A MEMBER:**

13. If any member of the Management Committee does not attend three consecutive meetings of the Management Committee without proper leave of absence, he/she shall cease to be a member of the above Body.



**MEETINGS OF THE MANAGEMENT COMMITTEE:**

14. The Management Committee shall meet at least four times in a year. Agenda for the meetings should be served to the members at least 15 days prior to the date of holding the meeting. However, an emergency meeting can be convened anytime depending on the gravity of the matter. Each member of the Management Committee including its Chairperson shall have one vote and decisions at the meeting of the Management Committee shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote. Every meeting of the Management Committee shall be presided over by its Chairperson. In case of his/her absence, a senior member chosen by the members present may Chair the meeting. Under instructions of the Chairperson, the minutes of the meeting having concurrence of all present members shall be sent by the Secretary of the meeting to the CSU, Delhi for approval, within a period of three days. In emergent cases, resolution of the members of the Management Committee on any matter can be taken through circulation. The decisions will be implemented only after the approval of the Central Sanskrit University, Delhi.
15. The quorum for the meeting of Management Committee shall be four.

**FINANCE COMMITTEE:****COMPOSITION OF THE FINANCE COMMITTEE:**

16. ASM/ASSS shall have a Finance Committee consisting of the following members:-
- |                                                                                                                              |                    |
|------------------------------------------------------------------------------------------------------------------------------|--------------------|
| (i) Chairperson of the Management Committee                                                                                  | - Chairperson      |
| (ii) One person nominated by the Vice Chancellor of CSU, Delhi                                                               | - Member           |
| (iii) One expert in the field of finance nominated by the Management Committee                                               | - Member           |
| (iv) One faculty member to be nominated by the Chairperson from the ASM/ASSS according to seniority on the basis of rotation | - Member           |
| (v) A representative of the State Govt.                                                                                      | - Member           |
| (vi) Principal/Director of ASM/ASSS                                                                                          | - Member Secretary |

**FUNCTIONS OF THE FINANCE COMMITTEE:**

17. The Finance Committee will have the following functions –
- To approve the annual budget of the ASM/ASSS for final approval of the Management Committee.
  - To examine the accounts and to scrutinize the proposals for expenditure.
  - To ensure that all expenditures in the ASM/ASSS are incurred as per budget provisions and as per prescribed financial rules of Govt. of India.
  - To ensure that annual accounts are audited in time as per rules and instructions issued by CSU, Delhi from time to time.

**TERM OF OFFICE:**

18. The term of the nominees/members shall be three years other than ex-officio, but any nominee / member can be re-nominated for second term. However, any nominating authority can cancel nomination of any of its nominees before the expiry of their term without assigning any reason for such cancellation. However, the tenure of the re-nomination as members including Chairperson on the cancellation of the tenure of the earlier nominees will be for the remaining period only.

**DISQUALIFICATION OF A MEMBER:**

19. If a member of the Finance Committee other than the Principal/Director accepts a full-time appointment in the same ASM/ASSS or if he/she does not attend three consecutive meetings of the Finance Committee without proper leave of absence, he/she shall cease to be a member of the Finance Committee.

**MEETINGS OF THE FINANCE COMMITTEE:**

20. The Finance Committee shall meet at least twice in a year. Agenda for the meetings should be served to the members at least 15 days prior to the date of holding the meeting. However, an emergency meeting can be convened anytime depending on the gravity of the matter. Each member of the Finance Committee including its Chairperson shall have one vote and decisions at the meeting of the Finance Committee shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote. Every meeting of the Finance Committee shall be presided over by its Chairperson. In case of his/her absence, a senior member chosen by the members present may Chair the meeting. The proceedings of every meeting of the Finance Committee shall be placed in the meeting of the Management Committee for approval.
21. The quorum for the meeting of Finance Committee shall be four.

**ACADEMIC COMMITTEE:****CONSTITUTION OF ACADEMIC COMMITTEE:**

22. The Academic Committee of an ASM/ASSS shall comprise of the following:
- |       |                                                                                             |                    |
|-------|---------------------------------------------------------------------------------------------|--------------------|
| (i)   | The Chairperson of the Management Committee                                                 | - Chairperson      |
| (ii)  | One representative of the affiliating University, not below the rank of Associate Professor | - Member           |
| (iii) | Heads of each Departments/subjects                                                          | - Member           |
| (iv)  | Principal/Director of the ASM/ASSS                                                          | - Member Secretary |

**FUNCTIONS OF ACADEMIC COMMITTEE:**

23. Every ASM/ASSS shall have an Academic Committee:
- To suggest ways for improving academic standards of the institution.
  - To approve the academic calendar of the Institution.

### **CONSTITUTION OF BUILDING/INFRASTRUCTURE DEVELOPMENT COMMITTEE. (NON- RECURRING ITEMS)**

24. Every ASM/ASSS shall have a Building /Infrastructure Development Committee (Non-recurring items) which shall consist of:-

- |       |                                                                                                 |                    |
|-------|-------------------------------------------------------------------------------------------------|--------------------|
| (i)   | The Chairperson of the Management Committee                                                     | - Chairperson      |
| (ii)  | Two senior faculty members nominated by Principal/Director                                      | - Member           |
| (iii) | One expert of the Govt./Semi-Govt. autonomous bodies having domain knowledge as per requirement | - Member           |
| (iv)  | Principal/Director of the ASM / ASSS                                                            | - Member Secretary |

### **FUNCTIONS OF THE BUILDING/INFRASTRUCTURE DEVELOPMENT COMMITTEE ( NON- RECURRING ITEMS)**

25. The Building/Infrastructure Development Committee (Non Recurring Items) shall:

- (i) Frame guidelines for carrying out development/maintenance/procurement works etc. in ASM/ASSS and procuring other related services in the ASM/ASSS.
- (ii) Supervise and monitor such works/procurement of services.
- (iii) Forward proposals for development/ maintenance/ procurement works etc. in ASM/ASSS to Finance Committee and Management Committee provided that every such proposal seeking assistance from Central Sanskrit University, Delhi shall be accompanied by designs if any, and estimates etc..
- (iv) The development /maintenance/ procurement works etc. in ASM/ASSS should be executed by any Govt. approved agency. GFR is to be strictly followed in all the matters related to non-recurring items.

### **LIBRARY COMMITTEE:**

#### **CONSTITUTION OF LIBRARY COMMITTEE:**

26. The Library Committee shall consist of:

- |       |                                                                                     |                    |
|-------|-------------------------------------------------------------------------------------|--------------------|
| (i)   | Principal/Director of the ASM/ASSS                                                  | - Chairperson      |
| (ii)  | Three senior faculties of the ASM/ASSS (nominated by the Principal/Director)        | - Member           |
| (iii) | College Librarian /Curator of the ASM/ASSS/Assistant Librarian/ Incharge of Library | - Member Secretary |

#### **FUNCTIONS OF THE LIBRARY COMMITTEE:**

27. Every ASM/ASSS shall have a Library Committee to prepare the list for purchase of books and journals for the library of the institution. The Library Committee will also be responsible for general maintenance and verification of books, journals etc. in the library.

**ANY OTHER COMMITTEE:**

28. For the functions which are not covered under the functions of the above committees, the Management Committee may constitute any other committee for smooth functioning of the ASM/ASSS. Recommendations of such committee shall be considered by the Management Committee of ASM/ASSS. For routine activities and functioning of ASM/ASSS, committees at local level may be constituted by the Chairperson, Management Committee of ASM/ASSS, if required.

**THE STUDENTS' WELFARE COUNCIL:****CONSTITUTION OF THE STUDENTS' WELFARE COUNCIL:**

29. The Students' Welfare Council shall consist of:
- (i) Principal/Director of the ASM/ASSS - Chairperson
  - (ii) Warden of the Hostel, nominated by the Principal/Director - Member
  - (iii) Three Academic staff nominated by the Principal/Director (Senior member of the three shall be Member Secretary) - Member
  - (iv) Representative of the students from each of the class/year to be nominated by the Principal/Director of the ASM/ASSS on merit basis - Member

**FUNCTIONS OF THE STUDENTS' WELFARE COUNCIL:**

30. Every ASM/ASSS shall have a Students' Welfare Council to prepare schemes and frame guidelines for the activities of students and to evolve norms for overall development of the students' community.
31. (i) The Principal/Director of the ASM/ASSS will constitute an Anti-Ragging Committee, Sexual Grievance Redressed Cell/Internal Complaint Committee and other Committees as per UGC/Govt. of India norms. The Principal/Director of the ASM/ASSS will also constitute a Purchase Committee under the Chairmanship of a senior faculty/Academician in which Section Officer/Accountant will be the Member-Secretary. Other members of the Committee will be nominated by the Principal/Director as per requirement.
- (ii) Academic Committee, Building/Infrastructure Development Committee, Library Committee, Students Welfare Council and other such Committees shall meet at least once in a year. The quorum, for meetings of all Committees where specific provision is not mentioned, shall be not less than 50%.

**OFFICERS OF THE ASM/ASSS:**

32. An ASM/ASSS will have the following Officers (wherever applicable):-
- (i) Principal/Director
  - (ii) Associate Professor(s) and Assistant Professor(s)
  - (iii) College Librarian/Curator/Assistant Librarian
  - (iv) Section Officer(s)

### **FUNCTIONS OF THE PRINCIPAL/DIRECTOR**

33. The Principal/Director of the ASM/ASSS shall be the principal academic and executive officer of the ASM/ASSS and shall exercise general supervision or control over the affairs of the ASM/ASSS and implement the decisions of all the Committees of the ASM/ASSS. If he/she is of the opinion that immediate action is called for on any matter, he/she should take appropriate action and shall report to the Management Committee on the action taken by him/her on such matter. The Principal/Director appointed on regular basis shall be the appointing authority and the disciplinary authority for the group C and D/MTS employees of the ASM/ASSS.

In the event of the office of the Principal/Director of the ASM/ASSS becomes vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the senior-most faculty member shall perform the duties of the Principal/Director until the existing Principal/Director resumes his/her duties or a new Principal/Director is appointed, as the case may be. In this case, Incharge Principal/Director in the ASM/ASSS shall have no powers to make arrangements for engaging group C and D/MTS employees. In such circumstances, the Chairperson will exercise the powers of appointing and disciplinary authorities in respect of group C and D/MTS employees and engaging such staff on contractual/outourcing basis also.

Prior permission of the Chairperson of the Management Committee with information to the CSU is essential, whenever the Principal/Director of ASM/ASSS takes leave for his/her personal/official purpose. While availing the leave in exceptional cases, he/she may however, proceed with due information to the Chairperson subject to post-facto approval.

### **FUNCTIONS OF OTHER OFFICERS:**

34. Functions of the other officers of ASM/ASSS shall be as per the duties of the post and work assigned to them from time to time.

### **COURSES TO BE OFFERED:**

35. (a) Out of the traditional subjects mentioned below, an Adarsh Sanskrit Mahavidyalaya should have at least three subjects at Post Graduate level and at Under Graduate level separately:

#### **Traditional Subjects**

- (i) Vedanta
- (ii) Sankhya Yoga
- (iii) Mimamsa
- (iv) Nyaya
- (v) Sarva Darshana
- (vi) Vyakarana
- (vii) Sahitya



- (viii) Dharmashastra
- (ix) Puranetihasa
- (x) Veda (Rig/Yajur/Sama/Atharva/Veda Bhashya)
- (xi) Paurohitya (Karmakanda)
- (xii) Jyotisha (Siddhanta / Phalita)
- (xiii) Prakrita and Jain Darshana
- (xiv) Pali and Bauddha Darshana

Or

As per the norms of the affiliating Universities.

Note: Selection of the three traditional subjects shall be at the sole discretion of the concerned Management Committee of the ASM. Once subjects are finalised and posts are created by CSU/MoE, no further change will be allowed. However, the posts sanctioned by CSU/MoE are limited to **five traditional subjects** selected as above.

- (b) Along with the traditional subjects, an ASM should have three modern subjects at Under Graduate level separately out of the following options:

#### Modern Subjects

- (i) Sociology/Public Administration/Political Science/Economics/ History/ Mathematics/Computer Application
- (ii) Hindi / Regional language
- (iii) English

Or

As per the norms of the affiliating Universities.

- (c) The institutions may offer Self-finance Programmes with the prior approval of the CSU. However, no financial burden shall lie on the Government of India/CSU in any manner on this arrangement.
- (d) ASM/ASSS shall undertake interdisciplinary subjects in view of NEP 2020 as adopted by the affiliating university.
- (e) The Adarsh Sanskrit Mahavidyalayas may apply to the UGC for recognition as an institution to receive central assistance under Section 2(f) & 12(B) of UGC Act, 1956.
- (f) In consonance with the recommendations of National Educational Policy (NEP), 2020 by offering the course, the importance may be given for study in Sanskrit medium at all levels. Proposed modern subject to be taught along with Traditional subjects may also be taught in Sanskrit medium.
- (g) ASMs may explore to offer offline/online programmes on Sanskrit language to other college students for obtaining Degree/Diploma Certificates in Sanskrit subjects under Dual-Degree Programmes or Credit Based Multi-disciplinary Courses in consonance with the NEP 2020, as per rules.
- (h) Any other courses of traditional/modern subjects to be offered by the ASM/ASSS shall have the prior approval of CSU.

36. Subject to the provisions of the affiliating University, Environment studies will be compulsory for all students of Shastri course as per UGC norms. However, students can opt for Yoga and Computer Education as additional subjects in case the affiliating University has any provision thereon. Contract/Guest Teachers shall be engaged for a limited period for this purpose as per the norms of CSU, Delhi.

### **NORMS FOR ENGAGEMENT OF ACADEMIC / NON-ACADEMIC STAFF IN ASM/ASSS:**

37. For effective functioning of the ASM/ASSS, the CSU will provide financial assistance for the following academic/non-academic staff. However, for new ASM/ASSS, the requisite number of post/posts would be got created from the Ministry of Education in consultation with the Integrated Finance Division of Ministry of Education. If due to these revised norms old ASM/ASSS requires new post/posts to be created then also the above procedure will be followed. The proposal for the additional funds required for creation of posts under this scheme would be submitted along with proposal for the Revised Estimates for particular financial year and the posts would be created subject to approval of proposal of the said amount by the Ministry of Education. The CSU reserves the right to convert any post(s) sanctioned to ASM/ASSS to the post of other subject or equivalent/lower cadre as per requirement within the provisions of rules.

### **STAFFING PATTERN IN ADARSHA SANSKRIT MAHAVIDYALAYA:**

- 37.1 An ASM will be supported for the following teaching/academic positions:-

- (i) One Principal in the pay scale of Professor as per U.G.C. norms.
- (ii) Three Associate Professors in the UGC pay scale (one each for three traditional subjects)
- (iii) Nine Assistant Professors in the UGC pay scale (three each for three traditional subjects)
- (iv) Three Assistant Professors in the UGC pay scale (one each for three modern subjects)

Appointments to these above posts can be made after creation of posts by the Government of India. However, Guest Faculties can be engaged in Traditional Subjects and modern subjects where regular post(s) are vacant. This arrangement will continue till such vacancies are filled. For other additional Modern Subjects like Environmental Studies, Yoga and Computer Education, guest faculties can be engaged as per CSU guidelines and with prior approval of the CSU.

- 37.2 An ASM will be supported for the following other academic/non-teaching positions:-

- (i) One College Librarian as per UGC norms
- (ii) One Section Officer in the pay scale of Section Officer in CSU
- (iii) One Accountant in the pay scale of Assistant in CSU
- (iv) One Assistant in the pay scale of Assistant in CSU
- (v) One Upper Division Clerk in the pay scale of UDC in CSU
- (vi) Two Lower Division Clerk in the pay scale of LDC in CSU
- (vii) Seven M.T.S. (Library Attendant-01, Office Attendant - 01, Housekeeper-02 & Watchmen- 03) - to be engaged through outsourcing only.
- (viii) Three M.T.S. if there exists hostel in ASM (Hostel Attendant-02 & House keeper-01) – to be engaged through outsourcing only.

Appointments to the posts from (i) to (vi) above can be made after creation of posts by the Government of India. \*Engagement on the post at (vii) & (viii) above can be made after creation of posts by the Government of India.

### **STAFFING PATTERN IN ADARSHA SANSKRIT SHODH SANSTHANS:**

38.1 An ASSS will be supported by the following teaching/academic positions:-

- (i) One Director (in College Principal's/Professor's Grade as per UGC norms).
- (ii) Two Associate Professors (Research) as per UGC norms.
- (iii) Two Assistant Professors (Research) as per UGC norms.
- (iv) One Assistant Professor (Editing & Publication) as per UGC norms.
- (v) Five Post Doctoral Fellows as per UGC norms

Note 1: The appointments to the posts from (i) to (iv) above can be made after creation of posts by the Government of India. However, Guest Faculties can be engaged where regular post(s) are vacant. This arrangement will continue till such vacancies are filled.

Note 2: After creation of the posts mentioned in (v) above by the Government of India, selected candidates can be awarded Post Doctoral Fellowships as per UGC norms for a tenure of five years with no provision for further extension. Selection of candidates will be made through a constituted Expert Committee. After expiry of tenure of five years or in case of vacancy, fresh candidates will be selected for subsequent tenures.

\*Note 3: As regards existing Deputy Directors not granted pay scales of Associate Professor in consonance with UGC norms as given above under teaching/academic positions, they shall be accommodated as Associate Professor (Research) in case, they fulfil all eligibility conditions prescribed by UGC for direct recruitment to the post of Associate Professor. In addition, existing PGTs/Editors/Copyist/Secretary-cum-Organizer not granted the pay scale of Assistant Professor as per UGC norms, shall be accommodated as Assistant Professor of concerned subject/Assistant Professor (Editing & Publication) in the prescribed pay scale to Assistant Professor subject to the condition that they fulfil all the eligibility conditions prescribed by the UGC for the post of Assistant Professor. Their eligibility conditions shall be assessed by an Expert Committee constituted by the Vice-Chancellor, CSU whose recommendations shall be considered by the Executive Council of CSU for approval.

Note 4: The nomenclature of the post of Director in ASSS will remain as Director in College Principal's/Professor's Grade as per UGC norms. The nomenclature of existing Deputy Directors who do not fulfil the eligibility conditions for direct recruitment to post of Associate Professor shall be changed to Assistant Professor (Research) with pay scales prescribed for the post of Assistant Professor as per UGC norms. Similarly, the nomenclature of the post of Editor shall be changed to the designation of Assistant Professor (Editing & Publication). The change of above nomenclature is made as mentioned in the UGC Regulations, 2018 as these posts are academic in nature.

\*Note 5: Existing incumbents on the posts already sanctioned in Adarsh Sanskrit Shodh Sansthan shall continue to function in their posts. In the event of any of those posts falls vacant for any reason, the particular existing post shall remain in existence till the posts mentioned under teaching/other academic/non-teaching positions are sanctioned. After the particular post mentioned under teaching/other academic/non-teaching positions is sanctioned, the existing sanctioned post equivalent in nature shall stand abolished.

**38.2 Other Academic/Non-teaching positions:**

- (i) One College Librarian as per UGC norms
- (ii) One Section Officer in the pay scale of Section Officer in CSU
- (iii) One Assistant in the pay scale of Assistant in CSU
- (iv) One Upper Division Clerk in the pay scale of UDC in CSU
- (v) One Lower Division Clerk in the pay scale of LDC in CSU
- (vi) Six M.T.S. (Library Attendant-01, Office Attendant - 01, Housekeeper-01 & Watchmen – 03) - to be engaged through outsourcing only.
- (vii) Three M.T.S. if there exists hostel in ASSS (Hostel Attendant - 02 & Housekeeper-01) – to be engaged through outsourcing only.

Note 1:Appointments to the posts from (i) to (v) above can be made after creation of posts by the Government of India. \*Engagement on the post at (vi) & (vii) above can be made after creation of posts by the Government of India.

Note 2:The nomenclature of the designation of the post of Curator shall be changed to the designation of the post of College Librarian in the pay scale and designation as per UGC norms, as this post is other academic in nature.

39. For smooth functioning of the ASMs/ASSSs, the Vice-Chancellor, CSU with the approval of Executive Council of CSU, may approve to engage Guest Faculties and make contractual/outsourced arrangement in special circumstances wherever applicable, limited to the above number of teaching/other academic/non-teaching positions, till the posts are created on regular basis.
40. Recruitment process for teaching/other academic/non-teaching positions in Adarsh Sanskrit Mahavidyalayas/Adarsh Sanskrit Shodh Sansthans shall be conducted centrally by the Central Sanskrit University, Delhi as per regulations/ordinances of UGC/CSU. The Vice-Chancellor, CSU shall constitute the Selection Committees as per UGC/CSU regulations/ordinances. Based on the recommendations of Selection Committees, the CSU shall draw the merit panels as per requirement of teaching/other academic/non-teaching positions in the concerned ASMs/ASSSs, for consideration and approval of Executive Council of CSU. On approval thereof, the CSU shall provide the names of selected candidates out of the merit panel to the Chairperson of Management Committee of concerned ASMs/ASSSs, who shall report the same to the Management Committee. On concurrence of the Management Committee of concerned ASMs/ASSSs, the Chairperson shall issue offer of appointments to the selected candidates with terms and conditions in accordance with the provisions of the Scheme.

However, engagement of Guest Faculties and Contractual/Outsourced arrangements may be made by the concerned Management Committee of ASMs/ASSSs as per prescribed norms, with prior approval of the Vice-Chancellor, CSU.

**FINANCIAL MANAGEMENT:**

41. An ASM/ASSS will manage its financial affairs through one unified account. This account is to be opened in a nationalized bank. All grants received from the Central Sanskrit University, Society / Trust contribution and donations will be deposited in this account. However, besides the above grants, the Society/Trust/Company/ASM/ASSS can raise additional resources to create reserve fund which can be operated through a separate bank account in a nationalized bank. The account(s) shall be operated jointly by the Principal/Director and two senior faculties nominated by the Management Committee. However, cheque signing power is to be exercised by Principal/Director and any one of the above two nominees. In addition, the ASMs/ASSSs may accept benefactions, donations, grants, benevolence, contribution, endowment, gifts in cash or kind for the development of the ASM/ASSS and receive the same with the approval of the CSU. Account(s) of these transactions shall be operated as per the process mentioned above.
42. (a) Financial assistance to the recognized ASMs/ASSSs graded in clause 6 (xiv) of these guidelines shall be provided by the CSU for the following items:-
- (i) 100% Salary grant as per CSU/UGC norms (Salary - inclusive of Basic pay plus DA, TA & HRA as admissible under rules).
  - (ii) \* Every employee working in regular capacity would be entitled to National Pension Scheme (NPS) as per guidelines of Government of India. The existing employees will be given one time option to continue with the CPF Scheme or to choose NPS as per prescribed procedure.
  - (iii) Scholarship other than research scholarship will be provided to the students securing minimum 60% marks in the previous examination as per rates prescribed by Central Sanskrit University for its students. Rules prescribed by the UGC/Government of India regarding relaxation in percentage of marks for award of scholarship for students of reserved categories, if any, shall be applicable. All research students registered for Vidyavaridhi/Ph.D. in ASM/ASSS will be awarded research scholarship as per the conditions prevailing in CSU.
  - (iv) \* Contingencies including electricity, water, telephone, stationery, website maintenance, internet, national festivals & events (cultural/sports/outreaching activities etc.) approved by the CSU, TA/DA etc. as per percentage prescribed for A, B & C graded ASMs/ASSSs, subject to the submission of the bills. The contingency grant shall be limited to a maximum amount of Rs. 15 lakh per annum. However, keeping in view the escalation in prices and probable increase in rates of commodities & services, the CSU may review enhancement in contingency grant through a constituted committee after every two years. Recommendations of the committee will be considered by the Finance Committee and Executive Council of the CSU for approval. No legal expenditure will be given to ASMs/ASSSs without prior approval of Central Sanskrit University, Delhi.
  - (v) \* Books for library subject to a maximum of Rs. 50,000/- per annum as per percentage prescribed for A, B & C graded ASMs/ASSSs.



**\*(b)** Financial Assistance for the following non-recurring items relating to institution developmental activities will be provided as per percentage prescribed for A, B & C graded ASMs/ASSSs, subject to the maximum of Rs.10.00 lakh per annum:-

(i) Construction/Development/Maintenance & Repairs.

(ii) Equipment/furniture/fixtures etc.

(c) In special circumstances, additional grants may be sanctioned by the CSU/Government of India for developmental activities of ASM/ASSS including hostel facilities.

**\*(d)** Publication grant as per percentage prescribed for A, B & C graded ASSS, upto a maximum of Rs. 5.00 Lakh per annum subject to the condition that the ASSS invariably incorporates the name of the Central Sanskrit University in the publications.

43. Compulsory Group Insurance will be implemented only if sufficient numbers of employees opt for it and this shall be borne by the employees. **\* The benefit of Medical Group Insurance Policy may be extended by ASMs/ASSSs to the concerned employees as per the guidelines prescribed by the Central Sanskrit University, Delhi from time to time.**

44. The Central Sanskrit University will also assist an ASM/ASSS to the extent of a maximum of Rs.1,00,000/- (one lakh) per annum for inviting traditional Sanskrit scholars even if they do not have formal degrees, to deliver series of lectures. Maximum amount of Rs. 20,000/- out of the total amount can be spent on contingent expenditure. The remaining amount will be met on T.A., honorarium of scholars and publication of the lectures. A scholar can deliver maximum 2 lectures. Honorarium @ Rs.2500/- per lecture will be admissible.

45. Vidyavaridhi/Ph.D.: Teaching, Research and Extension constitute the three dimensional activities of the teachers. Ample facilities shall be provided to the teachers/academic staff associated with ASM/ASSS to carry out quality research. For this purpose, ASM/ASSS shall be permitted to introduce Vidyavaridhi/Ph.D. Programme, after due recognition as a research centre by the affiliating University as per UGC Regulations, 2018 or its amendments from time to time. The degree of Vidyavaridhi / Ph.D. will be awarded by the affiliating University.

46. The ASM/ASSS will be required to have its accounts audited by a Chartered Accountant or an audit authority as may be designated by the Central Sanskrit University. The accounts shall also be open for inspection by the Auditors and Inspecting Officers of Central Sanskrit University or to any officer authorized by the Comptroller and Auditor General of India every year and to submit this report along with statement of accounts to the Central Sanskrit University by 30<sup>th</sup> June in the succeeding year. Default in submitting the statement of accounts, utilization certificates of the grant released by the Central Sanskrit University in the preceding year and report of the Chartered Accountant by 30<sup>th</sup> June will debar the ASM/ASSS from receiving any further financial assistance from Central Sanskrit University. Further, the Central Sanskrit University reserves the right of Internal Test Audit and physical verification of the stocks/financial transactions at any time.

**SERVICE CONDITIONS:**

47. All persons employed on teaching as well as non-teaching posts in the ASM/ASSS receiving financial assistance under this scheme shall be the employees of that particular ASM/ASSS, and not of the Government of India / Central Sanskrit University. They shall not for any purpose be compared with the employees of the Government of India or the Central Sanskrit University under any circumstances. The liability of University shall be limited to the extent of providing grants / financial Assistance to the ASM/ASSS and administrative control on the issues prescribed in this Scheme. Every ASM/ASSS shall have to fulfil and comply the conditions as laid down in this Central Scheme and subsequent guidelines/instructions issued from time to time.

48. All the new teaching/other academic staff of the ASM/ASSS will be recruited following the procedure laid down and through the Selection Committee prescribed by the prevalent UGC Regulations on the subject. They will have to essentially possess qualifications prescribed by the UGC. The eligibility and suitability of all the existing teaching/other academic staff will be examined in the light of the UGC Regulations. If they are found eligible, then they will be given UGC pay scale with the approval of the Central Sanskrit University. Their subsequent promotion under Career Advancement Scheme (CAS) of UGC will depend on their being found suitable/eligible under the UGC Regulations. Those existing teaching/other academic staff, who are not found eligible as per the existing UGC Regulations will continue to get the existing pay admissible under the old Scheme.

The Principals/Directors of ASM/ASSS appointed on regular basis shall also be entitled for a special allowance as per UGC norms.

49. Process for promotions under CAS of UGC of teaching/other academic positions in ASM/ASSS shall be conducted centrally by the Central Sanskrit University, Delhi as per regulations/ordinances of UGC/CSU. The Vice-Chancellor, CSU shall constitute the Screening-cum-Evaluation Committee/Selection Committees, as applicable, as per UGC/CSU regulations /ordinances.

50. Recruitment process of Non-teaching staff in the ASM/ASSS shall be conducted by the CSU centrally in accordance with the procedure and eligibility conditions/qualifications laid down by the Central Sanskrit University for recruitment to its non-teaching staff of corresponding status. Pay Scales of non-teaching staff of ASM/ASSS will be the same as applicable to the corresponding positions in the Central Sanskrit University.

51. The existing teaching/other academic staff of the ASM and academic staff of ASSS i.e. Assistant Director/Deputy Director/Curator shall be entitled to the pay scale and other benefits like promotion under Career Advancement Scheme as well as increments on acquisition of higher qualifications as per UGC Regulations. The responsibilities with regard to teaching/working hours, academic reforms etc. as may be prescribed by the UGC from time to time will be applicable to them.

\*52. Existing Research Assistants in ASSS shall be eligible for accommodation as Assistant Professor (Research), if they are qualified for the post of Assistant Professor as per UGC Regulations and have got at least 8 years of regular service in the post of Research Assistant. Their eligibility conditions shall be assessed by an Expert Committee constituted by the Vice-Chancellor, CSU whose recommendations shall be considered by the Executive Council of CSU for approval.

53. The responsibilities with regard to teaching/working hours and academic reforms shall be as framed by Management Committee with the approval of Central Sanskrit University from time to time. However, syllabus, examination scheme and vacations will be applicable as per the rules of the affiliating universities.
54. Central Sanskrit University shall frame rules from time to time for monitoring the functioning/performance of the ASM/ASSS and also guide about the applicability of Govt. of India/UGC instructions etc. It shall be the responsibility of the Management Committee and Principal/Director to ensure that the conditions laid down in this scheme and rules are followed in letter and spirit.

#### **FITNESS:**

55. (a) No person shall be appointed to any post by direct recruitment unless:-
  - i. He/she is a citizen of India.
  - ii. He/she is declared medically fit by a Medical Officer of the rank of Civil Surgeon of the Govt. Hospital/dispensary and
  - iii. The Appointing authority is satisfied that he/she possesses good moral character and his/her antecedents have been verified.
- (b) At the time of appointment in ASM/ASSS, a service agreement shall be executed between the ASM/ASSS and the employee concerned and a copy thereof shall be deposited with the Principal/Director. Such service agreement shall be duly stamped as per the government rates applicable

#### **APPOINTMENTS:**

56. Appointments will be made through selection committees constituted by the Vice-Chancellor, CSU centrally in the light of UGC guidelines and recruitment rules of CSU.
57. Engagement of Guest Faculties and Contractual/Outsourced arrangements may be made by the concerned Management Committee of ASMs/ASSSs as per prescribed norms, with prior approval of the Vice-Chancellor, CSU. The Selection Committees for making above arrangements, wherever required, shall be constituted by the Vice-Chancellor, CSU.
58. Such stop gap arrangements shall be made against vacant posts for a period not exceeding one year, with the approval of the Central Sanskrit University. Principal/Director of ASM/ASSS shall have the responsibility to initiate action to fill up the vacancies arising due to superannuation etc. in future at least before six months in advance.
59. After approval of the Management Committee, the ASM/ASSS shall submit the proposals to the CSU for creation of posts as per requirements, in view of the staffing pattern given in the Scheme for onward submission to the MoE, Government of India for creation of those posts.

**RESERVATION:**

60. (i) Being funded by the Government of India through the Central Sanskrit University, the reservation policy of the Government of India and UGC will be applicable *mutatis mutandis* to the ASMs/ASSSs.
- (ii) The ASMs/ASSSs shall maintain Reservation Roster as per rules prescribed by the Government of India.

**PROBATION:**

61. Every teaching/other academic staff appointed to a post shall be on probation for a period as mentioned in the UGC Regulations. Every non-teaching staff appointed to the posts shall be on probation for a period as provided in recruitment rules of the CSU for corresponding posts. On successful completion of the probation period, he/she shall be confirmed in service. However, the Management Committee shall have the right to extend probation for a further period of one year based on performance of the concerned employee. The condition of probation shall also apply to the existing staff absorbed in service of ASM/ASSS after grant of recognition under the scheme.

**GENERAL CONDITIONS OF SERVICE :**

62. (i) The employees of ASM/ASSS shall be at the disposal of the ASM/ASSS and he/she may be employed for such duties as may be assigned to him/her.
- (ii) Every ASM/ASSS will be required to maintain APAR (Annual Performance Appraisal Report)/ ACR (Annual Confidential Report), Service Book in prescribed formats and personal record/file of all the employees as concerning to them.
- (iii) The pay of academic and non-teaching staff may be protected on their transfer/appointment from one ASM/ASSS to another ASM/ASSS or from one ASM/ASSS to the services of Central Sanskrit University or vice-versa or from any Central/State Government/Central Autonomous/State Autonomous/PSU Institutions/ Organization subject to applicable provisions.

**LEAVE & VACATIONS:**

63. The teaching/other academic staff of the ASM/ASSS will be entitled for all kinds of leave as per UGC Regulations. Non-teaching staff of ASM/ASSS will be entitled for all kinds of leave as admissible to the non-teaching staff of CSU.
64. An employee can avail such holidays and vacations as the Management Committees may decide keeping in view of the local requirements. They would, however, be normally expected to avail the vacations/holidays schedule as applicable to the employees of the affiliating University.

**DISCIPLINARY AND APPEAL PROCEEDINGS:**

65. (a) The Central Civil Services (CCS), Classification Control and Appeal (CCA) Rules and CCS Conduct Rules of the Government of India will be applicable to the employees of ASM/ASSS for observance of good conduct by the employees and disposal of disciplinary proceedings.
- (b) For the purposes of disciplinary proceedings under CCS (CCA) Rules:-

- (i) The Disciplinary Authority for all employees of ASM/ASSS shall be the Chairperson of Management Committee.
  - (ii) The Appellate Authority for all employees of ASM/ASSS shall be the Management Committee.
- (c) The CSU will maintain Surplus Cell for the employees of ASM/ASSS. In case of any employee declared surplus in any ASM/ASSS for the reason of abolition of the post for want of students, liquidation of the institution or closing of any department or non-requirement of his/her service in the particular ASM/ASSS, his/her services may be utilized in any other ASM/ASSS if any vacancy arises in that ASM/ASSS. In such cases, policy for surplus staff prevailing in Government of India will be adopted.
- Pursuant to disciplinary action, any employee of ASM/ASSS can be transferred to any other ASM/ASSS as punishment transfer by the Vice-Chancellor, CSU on the recommendations of Management Committee of the ASM/ASSS.
- (d) With regard to the employee accommodated in an ASM/ASSS under the process of accommodation of surplus employee, the Disciplinary & Appellate Authority of that employee shall be the Chairperson & Management Committee of the ASM/ASSS respectively, in which he/she has been accommodated.

#### **TERMINATION OF SERVICES:**

66. During the period of probation, the services of the employees can be terminated by the appointing authority at any time with a notice of one month or at any time without notice on payment of one month's salary in lieu of notice with prior approval of Central Sanskrit University.
67. If the appointment/engagement is made for a specified period, the appointment/engagement shall automatically stand terminated on the expiry of such period.
68. (a) The Central Sanskrit University reserves the right to abolish any post or convert any post to the post for other subject and/or stop/suspend the grant in aid of such post(s) at any time if the ASM fails to maintain the required number of students in the individual subject continuously for three years. In rare subjects of Veda, Mimamsa, Sankhya Yoga, Nyaya, Dharamshastra, Pali & Buddhism, Prakrita & Jainism, the teacher student ratio may be minimum of 1:4. In all other subjects, the teacher student's ratio prescribed by the UGC regulation shall be applicable. Upon abolition of the post, all liabilities of Central Sanskrit University on account of payment of grant for the salary, allowances and other attendant benefits for the employee in that post shall cease forthwith. This will be done by Central Sanskrit University with the approval of its Executive Council, after considering reply to the show cause notice issued to Management Committee of the ASM.
- (b) Similarly, if the required quantum of research work for publications and/or research students are absent for any reasons continuously for a period of three years in any ASSS, Central Sanskrit University will stop/suspend the grant in aid with regard to the concerned post(s) with the approval of Executive Council of Central Sanskrit University, after considering reply to the show cause notice issued to Management Committee of the ASSS.



69. The services of an employee shall be liable to be terminated, if, as a result of a departmental enquiry, the Chairperson, Management Committee of ASM/ASSS, being the Disciplinary Authority imposes a major penalty leading to the removal/dismissal from service under approval of Management Committee of ASM/ASSS and with concurrence from Vice-Chancellor, Central Sanskrit University.

### **RESIGNATION:**

70. An employee may, by giving notice of one month, in writing resign from the services of the ASM/ASSS. However, the appointing authority may, at its discretion, waive the condition of one month's notice.

### **RETIREMENT AND RELATED BENEFITS:**

71. The age of retirement of teaching and other academic staff in ASM/ASSS appointed following the UGC guidelines and enjoying UGC Scales of pay will be as prescribed by the UGC. Those who do not fulfil the UGC qualification/who are drawing pay as per the pay scales of the State Government, will retire as per provisions of the old Scheme. The age of the retirement of non-teaching staff will be as per the age of retirement applicable to the corresponding non-teaching staff of the CSU.

\* 72. Every employee working in regular capacity would be entitled to National Pension Scheme (NPS) as per guidelines of Government of India. However, for removal of hardship the existing employees will be given one time option to continue with the CPF Scheme or to choose NPS as per prescribed procedure. Existing employees opted under Employee Provident Fund (EPF) scheme may continue to contribute towards the same. However, liability of the CSU shall remain limited to the contribution under NPS scheme. In case of additional amount arising out of opting for EPF, the additional contributory amount shall be borne by the concerned employee.

73. Every employee will also be entitled to gratuity on retirement.

\* 74. Every employee will also be entitled to leave encashment as per Government of India Rules.

75. No Pension will be admissible.

76. Group Insurance Scheme of LIC of India/Insurance Companies shall be negotiated by the Management Committee through its Member Secretary for such employees as may volunteer for the same and will get the commensurate benefit on retirement.

### **AUTHORITIES UNDER RIGHT TO INFORMATION ACT, 2005:**

77. The Principal/Director of the ASM/ASSS shall be the Public Information Officer and the Chairperson of Management Committee shall be the First Appellate Authority.

### **LEGAL PROCEEDINGS:**

78. (i) For the purpose of Statute 5 (7) (f) of the Central Sanskrit Universities Act, 2020, the person in whose name the Central Sanskrit University may sue or be sued shall be the

Registrar of Central Sanskrit University, Delhi and any suit or legal proceedings shall lie within the jurisdiction of Hon'ble Courts in Delhi.

(ii) No suit or legal proceedings shall lie against the Central Government or UGC or the Central Sanskrit University or any officer of the CSU or a member of the authority of CSU in respect of anything done or purported or intended to be done in pursuance of any provision of this Scheme.

### **REVIEW & RE-EVALUATION:**

79. The ASM/ASSS assisted under this scheme are expected to pursue the courses/research vigorously in a congenial academic environment. It will be expected that every student and scholar in the ASM/ASSS is able to attain academic excellence and proficiency in concerned Shastric learning & research and interdisciplinary subjects. The ASM/ASSS is also expected to pursue the oral tradition of Sanskrit learning, including correct and traditional pronunciation and intonation of Sanskrit scriptures.
80. Every ASM/ASSS shall be reviewed by the Central Sanskrit University through a panel of experts nominated by the Vice-Chancellor of Central Sanskrit University at least once in three years. Academic Audit of the institutions shall be done and grades awarded as mentioned in clause 6 (xiv) of these guidelines. The ASMs/ASSSs classified as Grade A and B will be encouraged to apply for obtaining Accreditation certificate from National Board of Accreditation (NBA)/National Assessment Accreditation Council (NAAC).
81. The Review Committee will assess the academic standards and the performance of the ASM/ASSS in terms of observance of the provisions and conditions of this scheme and also achievement of the objectives of the Scheme to the optimum level. The University will convey its views on the review report to the Management Committee for appropriate action. An ASM/ASSS which is not functioning efficiently or where their academic standards are not upto the desirable level of the Central Sanskrit University, then the Central Sanskrit University shall initiate action for reduction or discontinuation of financial assistance to the concerned ASM/ASSS for a fixed period or for an indefinite period. The ASM/ASSS whose financial assistance is discontinued may apply afresh with required improvements and academic standards for coming under the purview of this Scheme.
82. An ASM/ASSS shall be eligible for grant-in-aid if its Parent Body undertakes to comply fully with the conditions laid down in this Scheme. Before releasing the grant-in-aid, the Management Committee shall also have to give in writing to the Central Sanskrit University that the ASM/ASSS will comply with all the conditions laid down in the Scheme. Breach of any of the conditions laid down in this Scheme shall render the ASM/ASSS liable to be discontinued from receiving the grant-in-aid under the Scheme for Financial Assistance to Institutions recognized as ASM/ASSS.
83. In the event of any anomaly arises in the implementation of this Scheme or any provision thereof in any of the ASM/ASSS, the same will be resolved by a Committee consisting of the following: -

- |      |                                   |            |
|------|-----------------------------------|------------|
| (i)  | Vice-Chancellor, CSU, Delhi       | - Chairman |
| (ii) | Deputy Secretary (Languages), MoE | - Member   |

- |       |                                                                                            |                    |
|-------|--------------------------------------------------------------------------------------------|--------------------|
| (iii) | One member from Executive Council of CSU<br>(Nominated by the Executive Council)           | - Member           |
| (iv)  | Registrar, CSU, Delhi                                                                      | - Member           |
| (v)   | Principal/Director or any nominee of the<br>Management Committee of the concerned ASM/ASSS | - Member           |
| (vi)  | Director (Central Schemes), CSU, Delhi                                                     | - Member Secretary |

Recommendations of the committee shall be submitted to the Executive Council of CSU for approval.

