

ANNUAL DUTIES OF THE STAFF - SESSION 2020-2021 (COMMITTEES, CLUBS, CELLS & OTHER DUTIES)

Admission Committee	:	Mrs. Manmeet Kaur Mrs. Prabhjot Kaur Dr. Kuldeep Kaur Mrs. Jaswinder Kaur Mrs. Seema Dua Ms. Daisy Wadhwa
Time Table Committee	:	Mrs. Manmeet Kaur Mrs. Jaswinder Kaur Mrs. Seema Dua Dr. Nidhi Dr. Anupam Vatsyayan Mrs. Satwant Kaur Ms. Daisy Wadhwa
Discipline Committee	:	Dr. Parveen Arora Mrs. Neetu Prakash Mrs. Punpreet Kaur Mrs. Rajwinder Kaur Dr. (Mrs.) Madhu Bala Mrs. Harpreet Kaur(f. Arts) Mrs. Kirti Loomba Mrs. Satwant Kaur Ms. Sukhjot Kaur
Library Committee	:	Mrs. Maninder Kaur (Principal) Mrs. Balbir Kaur Mrs. Manmeet Kaur Mrs. Prabhjot Kaur Mrs. Jaswinder Kaur Dr. Anupam Vatsyayan Ms. Daisy Wadhwa
Anti- Ragging Committee	:	Dr. Madhu Bala, Mrs. Shikha Bajaj Ms. Paramjit Kaur Jhaggi
Website Committee	:	Ms. Daisy Wadhwa Ms. Nisha Mrs. Seema Dua, Mrs. Kirti Mrs. Satwant Kaur
Building Maintenance Committee	:	Mrs. Maninder Kaur (Principal) Mr.S.P.S.Anand (Office Supdt)
Fee Concession Committee	:	Mrs. Manmeet Kaur Dr. Parveen Arora
Press Committee	:	Mrs. Jaswinder Kaur (Hindi) Mrs. Inderjit Kaur (Punjabi) Mrs. Kirti Loomba (English) Dr. Jasmine Bains (Psy)

Cultural Committee	:	Mrs. Manmeet Kaur Mrs. Prabhjot Kaur Mrs. Jaswinder Kaur Mrs. Seema Dua Mrs. Harpreet Kaur (F. Arts) Mrs. Shikha Kalra
Sports Committee	:	Mrs. Rajveer Kaur Mrs. Surjit Kaur
Internal Complaints Committee (Against Sexual Harassment)	:	Mrs. Maninder Kaur Dr. Parveen Arora Ms. Daisy Wadhwa <u>External Expert</u> Mrs. Rajni Bagga (Research Fellow, Deptt. of Law PURC, Ludhiana)
Canteen Committee	:	Mrs. Rajwinder Kaur Mrs. Shikha Kalra
Exchange Counter Committee	:	Dr. Nidhi Mrs. Kirti Loomba Dr. Jasmine Bains , Ms. Daisy Wadhwa
Tours Committee	:	Dr. Kuldeep Kaur Mrs. Seema Dua
Tutorials Committee	:	Mrs. Manmeet Kaur Dr. Madhu Bala
Counselling Cell	:	Mrs. Manmeet Kaur Mrs. Seema Dua Dr. Parveen Arora Dr. Jasmine Bains
Grievance Cell	:	Mrs. Maninder Kaur (Principal) Mrs. Manmeet Kaur Dr. Parveen Arora Ms. Daisy Wadhwa
Equal Opportunity Cell	:	Mrs. Maninder Kaur (Principal) Mrs. Punpreet Kaur Dr. Nidhi Mrs. Harpreet Kaur Ms. Daisy Wadhwa
Anti Drug Cell	:	Mrs. Maninder Kaur Dr. Parveen Arora Ms. Daisy Wadhwa
Placement Cell	:	Dr. Neetu Prakash Dr. Nidhi

Book Club	:	Mrs. Balbir Kaur Dr. Kuldeep Kaur Mrs. Prabhjot Kaur Mrs. Jaswinder Kaur Mrs. Gagneetpal Kaur Ms. Daisy Wadhwa
Eco Club	:	Dr. Parveen Arora Dr. Madhu Bala Mrs. Kirti Loomba Ms. Sukhjiti Kaur
Youth Club / Red Ribbon Club	:	Dr. Nidhi Sharma Ms. Daisy Wadhwa
Legal Literacy Club	:	Dr. Parveen Arora Ms. Sukhjiti Kaur
NSS/ Red Cross Society	:	Mrs. Punpreet Kaur Mrs. Satwant Kaur
NCC Wing	:	Ms. Sukhjiti Kaur
English Journal (Literary Aesthetics)	:	Dr. Mrs. Anupam Vatsyayan Mrs. Gagneetpal Kaur
Alumni Association		Mrs. Prabhjot Kaur Dr. (Mrs.) Kuldeep Kaur Mrs. Manpreet Kaur Ms. Daisy Wadhwa Mrs. Shikha Kalra
Central Association	:	Dr. Parveen Arora, Dr. Nidhi
Internal Assessment	:	BA, PGDMC Dr. Parveen Arora, Dr. Jasmine Bains B.Com Mrs. Manmeet Kaur BBA Dr. Nidhi BCA, PGDCA Ms. Daisy
Registrar/Conduct of Exams	:	Mrs. Manmeet Kaur, Mrs. Seema Dua
Morning Assembly	:	Dr. Kuldeep Kaur Dr. (Mrs.) Jasmine Bains Ms. Shalini, Ms. Anju
Attendance duty for Morning Assembly (For Teachers)	:	Mrs. Manmeet Kaur Mrs. Satwant Kaur

Absentee List & Lecture Shortage

BA / PGDMC -Mrs. Kirti Loomba
Mrs. Gagneetpal Kaur
Mrs. Shikha Kalra
B.Com – Mrs. Manpreet Kaur
PGDCA & BCA — Ms. Daisy Wadhwa
BBA — Dr. (Mrs.) Nidhi Sharma

Detainees List

Mrs. Punpreet Kaur, Mrs. Shikha Bajaj

U.G.C Updates

Ms. Daisy Wadhwa,
Ms. Navneet Kaur

Staff Room Maintenance

PG Staff Room
Common Staff Room
Commerce Staff Room
Social Sc. Staff Room
Home Science Labs
Seminar Room & Common Room
Prayer Room

Mrs. Gagneetpal Kaur
Mrs. Kirti Loomba Dr. Jasmine Bains
Mrs. Manpreet Kaur Sarna, Mrs. Rajwinder Kaur
Dr. (Mrs.) Madhu
Mrs. Shikha Bajaj
Mrs. Rajwinder Kaur , Ms. Sukhjit Kaur
Mrs. Balbir Kaur , Mrs. Harvinder Kaur (Lib)

Time Table -**BA , PGDMC**

Mrs. Jaswinder Kaur
Mrs. Seema Dua

MA (Eng)

Dr. (Mrs.) Anupam Vatsayayan
Mrs. Gagneetpal Kaur

B.Com & M.Com

Mrs. Manmeet Kaur
Dr. Kuldeep Kaur

BBA

Dr. Nidhi Sharma,
Mrs. Jaspreet Lamba

BCA, PGDCA

Ms. Daisy Wadhwa
Mrs. Satwant Kaur

News / Annual Report/Magazine

Dr. (Mrs.) Neetu Prakash,
Mrs. Kirti to Collect information for report
Dr. (Mrs.) Anupam Vatsayayan
Ms. Daisy Wadhwa, Mrs. Satwant Kaur

Declamation/Debate/Creative writing

Mrs. Prabhjot Kaur (Punjabi)
Dr. (Mrs.) Kuldeep Kaur
Mrs. Jaswinder Kaur (Hindi)
Dr. (Mrs.) Anupam Vatsayayan (English)
Mrs. Gagneetpal Kaur
Ms. Daisy Wadhwa

Sending Invitations

Mrs. Seema Dua, Dr. Parveen Arora
Mrs. Kirti Loomba

Maintaining Records of invitations From Other Institutions & Participation Record

Dr. Jasmine Bains

Scholarship Incharge

Dr. Parveen Arora,
Mrs. Punpreet Kaur

**Incharge Parents Teachers
Association**

Mrs. Prabhjot Kaur
Dr. Kuldeep Kaur
Mrs. Seema Dua
Mrs. Kirti
Ms. Daisy Wadhwa

**Checking of Sanitization of
Campus**

Dr. Parveen Arora
Mrs. Manpreet Kaur
Mrs. Rajwinder Kaur
Dr. Madhu Bala
Mrs. Sukhjit Kaur

Vigilance Cell

Mrs. Punpreet Kaur
Dr. Nidhi Arora
Ms. Daisy Wadhwa
Mrs. Satwant Kaur

Electoral Literacy Club

Dr. (Mrs.) Parveen Arora
Mrs. Rajwinder Kaur
Dr. Shikha Bajaj

Hostel / Visitor Room Checking

Dr. Kuldeep Kaur
Mrs. Manpreet Kaur


IQAC (Minutes of Meeting)

Dr. Anupam Vatsyayan
Dr. Jasmine Bains

Nodal Officer

(Grievance Redressal online Teaching)

- Mrs. Maninder Kaur (Principal)
- Mrs. Manmeet Kaur (B Mgmt. & Comm.)
- Mrs. Prabhjot Kaur (Humanities)
- Ms. Daisy Wadhwa (BCA)


Offg. Principal
G.V.Kh. College for Women
Principal
Model Town, Ludhiana.

CHAPTER VIII (E)

CONDITIONS OF SERVICE AND CONDUCT OF TEACHERS IN NON-GOVERNMENT AFFILIATED COLLEGES

1. In these regulations -

- (i) 'college' means a college under private management affiliated to this University.
- (ii) 'teacher' shall include, Principal, Director of Physical Education, Tutor, Demonstrator, Instructor and Librarian in the service of a non-Government college affiliated to this University.

(i) SERVICE RULES

2.1. The appointments for a non-Government college affiliated to the Panjab University shall be on a written contract as per form prescribed by the University from time to time (prescribed form given in Vol. III of the Calendar).

Vacancies against permanent posts shall ordinarily be filled substantively within three months.

After an institution has been in existence for three years, not more than one-fifth of the number of teaching staff shall be on temporary basis.

2.2. Every teacher in an Arts and/or Science college shall be paid at least the minimum pay-scale as laid down by the University.

2.3. A teacher will ordinarily be appointed on one year's probation after which he will normally be confirmed if his work and conduct are found satisfactory. It would be obligatory on the part of a Governing Body to notify to the teacher in writing before the expiry of one year's probationary period, whether he had been confirmed or his period of probation had been extended and in absence of such a notice the teacher would be deemed to have been confirmed.

The probationary period shall in no case be extended beyond two years from the date of appointment.

3.1. No teacher shall be required to teach for more periods than the number laid down by the University; in addition, he shall undertake such co-curricular activities as may be assigned to him by the Principal.

3.2. If a teacher is given some extra teaching work temporarily, he shall be paid an allowance for the additional work according to the rules as may be determined by the Syndicate from time to time.

4.1. Every teacher shall be paid his salary regularly, but in no case later than the 10th of the month following that for which salary is due.

4.2. Annual increments shall be granted by the Governing Body to each teacher on the recommendation of the Principal and to the Principal on the recommendation of the Chairman of the Governing Body. Annual increment shall not be withheld without assigning any specific reason in writing and in case the Governing Body does not revise the order within 15 days of the teacher/Principal's representation, he shall have the right of appeal to the Vic-Chancellor.

Annual increment shall be given to every teacher on the 1st day of the month in which it falls.

4.3. A teacher appointed temporarily or on probation shall be entitled to summer

within a week to the Registrar who may direct that the teacher shall not be placed under suspension.

9.3. The period of suspension shall not exceed three months within which the case must be decided.

9.4. During the period of suspension the suspended teacher shall be paid half the pay plus allowances as subsistence allowance.

9.5. If ultimately the teacher is removed from service, notice for such removal shall not be required nor will any salary be paid in lieu thereof.

10. If a Principal/Teacher including the one appointed temporarily or on probation is dismissed or removed from service, the college shall send an intimation to the University, giving reasons, etc., within two weeks.

11.1. A permanent teacher may, at any time, terminate his engagement by giving the Governing Body three months' notice in writing or three months' salary in lieu thereof.

11.2. During the period of probation and when a teacher is holding a temporary appointment, the notice period required on either side shall be one month.

11.3. The period of summer vacation shall count towards notice period, and the salary in lieu thereof shall not be in addition to the summer vacation salary, but the teacher shall be entitled to the summer vacation salary, as admissible under the rules, or salary in lieu of notice period, whichever is higher.

12.1. For the benefit of the employees every college shall establish a Provident Fund for which it shall follow the general pattern of the Provident Fund Rules as may be laid down by the Syndicate.

12.2. Every whole time employee of the college appointed against a substantive post, shall, as a condition of his service, be required to become a depositor in the college Provident Fund.

*12.3. The rate of subscription of an employee shall be 10 per cent of his +salary. He may, however, be permitted to subscribe towards non-contributory Provident Fund, provided the total subscription towards Provident Fund, i.e. contributory (10 per cent) as well as non-contributory shall not exceed 60% of the monthly +salary of the subscriber.

The contribution of the college towards the Provident Fund of a teacher shall be 10 per cent of his +salary and this shall be contributed at the end of each month. The college shall pay interest and the amount of such interest shall be placed monthly to the credit of each depositor.

When the calculation involves paise amounting to less than 50 it shall be ignored and when it amounts to 50 paise or more, full rupee shall be deducted.

Provided that where a higher rate of Provident Fund contribution already prevails, it shall not be reduced without the consent of the University.

The monthly rate of +salary of a teacher during any college year shall be taken to be that at which he draws +salary for the month of the college year.

N.B. - The College year is from 1st April to 31st March.

13.1. (i) In addition to the benefits of the Provident Fund a teacher at the time of retirement shall be granted by the Governing Body, a gratuity of a sum equivalent to one fourth of his **'Pay' last drawn for each completed six monthly period of qualifying

* To take effect from the year 1984-85.

+ Salary (for CPP deductions) means 'Pay' plus all allowances, excluding house rent allowance.

** 'Pay' as defined by the Punjab Govt. from time to time.

service subject to 16 1/2 (sixteen and half) times the ** 'Pay' provided that in no case gratuity shall exceed the amount as fixed by the Punjab Government from time to time for its employees.

In the event of death of a teacher while in service the gratuity shall be subject to a minimum of 12 times the ***Pay' of the teacher drawn at the time of his death provided that in no case shall it exceed the amount as fixed by Punjab Govt. from time to time for its employees.

(ii) A teacher shall have the option to be governed by the old provisions unless he opts to be governed by the new Regulations within one year from the date the amended regulations come into force.

13.2. A teacher who has put in not less than 20 years' qualifying service may, giving three months' notice in writing to the appropriate authority be permitted to retire from the service voluntarily. The appropriate authority may in special cases reduce or waive the period of notice.

13.3. A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appropriate authority provided the request for such withdrawal is made before the expiry of the period of notice.

13.4. A notice of voluntary retirement, given after completion of 20 years' qualifying service will require acceptance by the appropriate authority if the date of retirement, on the expiry of the notice would be earlier than the date on which the employee concerned could have retired voluntarily under the existing provisions of Regulations. Such acceptance may generally be given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the teacher concerned for the imposition of a major penalty and the disciplinary authority having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a court of law against the teacher concerned. If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the Governing Body shall be obtained. Even where the notice of voluntary retirement given by a teacher requires acceptance by the appropriate authority, the teacher giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless the Governing Body issues an order to the contrary before the expiry of the period of notice.

13.5. While granting gratuity to a teacher retiring voluntarily, weightage of up to five years would be given as an addition to the qualifying service actually rendered by him. The grant of weightage of up to five years will, however, be subject to the condition that the total qualifying service after allowing the weightage should not in any event exceed 30 years of service.

Explanation: Qualifying service means continuous service rendered to the College by a teacher other than in a temporary or ad hoc capacity.

(ii) LEAVE RULES .

14. A leave account shall be maintained by the Head of the Institution.

15. A teacher shall be entitled to leave as per rules in the University Calendar.

Volume III.

** 'Pay' as defined by the Punjab Govt. from time to time.

(iii) CONDUCT RULES

16.1. No teacher shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union or to disturb public peace.

16.2. No teacher shall stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Governing Body.

17. No teacher shall, except with the previous permission of the Governing Body own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.

18. No teacher shall in any manner criticise adversely in public the administrative actions of the Governing Body of his college.

19. No teacher shall, except in accordance with any general or special order of the Governing Body or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom he is not authorised to communicate such document or information

20.1. No teacher shall engage himself/herself directly or indirectly in any trade, occupation or business or undertake any employment by private tuition.

Provided that a teacher may undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer but he shall undertake or shall discontinue such work, if so directed by the Principal, and in the case of the Principal, if so directed by the Governing Body. Provided further that no permission shall be necessary for examination work of this University or other Indian Universities/Deemed to be Universities/Institutes of National importance including Public Service Commissions and other statutory bodies when the total emoluments accruing from such work do not exceed Rs.10,000/- per annum, and for all examination work for which additional emoluments are expected, the previous permission of the Principal or the Governing Body as the case may be, shall be necessary.

20.2. No teacher shall appear in an examination without the prior permission of the Principal.

20.3. No teacher in an affiliated college shall write a guide or a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work

21. A teacher shall avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his college.

22. No teacher shall bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.

23. A teacher may become a member, representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, and participate in its deliberations and, with the permission of the Principal, hold its meetings on the premises of the college, provided such association satisfies the following conditions:

- (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such teachers or class of teachers, as the case may be
- (b) It is not in any way connected with any political party or organisation or does not engage in any political activity.

(iv) GENERAL

24.1. Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

24.2. Unless in any case it be expressly provided for, the whole time of a teacher shall be at the disposal of the college and he shall serve the college in such capacity and at such places as he may, from time to time, be directed by the Principal/Governing Body of his college, subject to such conditions as may be laid down by the University.

24.3. No teacher in a college shall apply for any other job or scholarship without the previous sanction of the Principal of his college or in case of the Principal without the previous sanction of the Managing Body. Provided that a person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of contract.

24.4. Save in exceptional circumstances, no teacher shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.

24.5. No teacher shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the college.

7. Research publication (separate detailed list of publication to be attached as Annexure, for each)

Publications **Published/Accepted for publication** **Nos**

1.	Paper in International Journals / Articles	
2.	Paper in Indian Journals / Articles	
3.	Papers in Conference/Symposium & Seminars etc.	
4.	Books	

8. (a) Have you ever been prosecuted/sentenced by the court of Law, if so give detail? _____

(b) Have you ever dismissed from service? if so, give detail _____

9. List of previous employment in order (Starting with most recent post held).

Name & Address of College/Institution	Date of Joining /Leaving	Designation	Nature of Job	Basic Pay P M & grade	Reason for leaving

10. Total experience (Attach Annexures for details)

11. (a.) Present Basic Pay Rs. _____ (b) Pay Scale Rs. _____

(c) Period required for joining the post _____

15. Any other relevant information _____

16. List of Certificates & testimonials (Attested Copies)

(i) _____ (ii) _____ (iii) _____ (iv) _____

(v) _____ (vi) _____ (vii) _____ (viii) _____

CERTIFICATE

- a) Certified that the contents given in the application forms and the documents attached therewith are true and correct to the best of my knowledge.

Place:

(Signature of the applicant)

Dated:

For College Office Use Only

Check List:

1. Does the candidate fulfill essential qualification? Yes/No
2. Does the candidate have the required minimum experience? Yes/No
3. Eligible/Not Eligible.
4. Special remarks (for Non-Eligibility)

Signature of Dealing Official

Effective and Efficient functioning: Score Card of Academic and Research Performance for Recruitment

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The procedure to be followed for the selection of Assistant Professor/Associate Professor in the Colleges (other than Education & Physical Education Colleges) affiliated to Panjab University, Chandigarh

Academic Record & Research Performance 30%				Assessment of Domain Knowledge & Teaching Skills 30%			Interview 20%	Final score (Total weight-ages 100)	Remarks
Academic Record		Research Performance		Publications/ Patents** (As per UGC Guidelines)	Achievements in Extra-curricular activities (NSS and/or NCC/ sports/ youth welfare)*** and Achievement in academic activities	Teaching Experience/ Post-doctoral fellowship/ Post-doctoral project from a public funding agency****	Assessment of Domain Knowledge	Teaching Skills including Presentation directly relevant to the subject appearing for Interview	
Bachelor's Degree	Master's Degree	NET only - 10 marks Ph.D. only - 10 marks	NET + M.Phil** - 10 marks + %age of marks obtained in M.Phil multiplied by 0.05 (i.e. out of 5) Ph.D. - NET - 15 marks						
%age of marks obtained in Bachelor's degree multiplied by 0.05 (i.e. out of 5)	%age of marks obtained in Master's degree multiplied by 0.15 (i.e. out of 15)			05	10	10	10	30	

* Colleges other than Education & Physical Education

** Marks for M.Phil. to be counted only if it is awarded by a University, which is recognized by the UGC or the course is approved by the Distance Education Council. No credit for M.Phil. is to be given to a Ph.D. In case of an approved Assistant Professor/Lecturer having only M.Phil. (Non-RET and Non-Ph.D.) he or she will be awarded %age of marks obtained in M.Phil. multiplied by 0.05 (i.e. out of 5).

*** Maximum upto 150 reduced to 10, on division by 15

**** 1/2 mark for each half year/semester of teaching of Undergraduate Classes* only and 1 mark for each half year/semester for teaching Under-graduate as well as Post-graduate classes or only Post-graduate classes, upto a maximum of 10 marks (more than four and a half months will be taken as a semester) and

1 mark for each half academic year/semester for Post-doctoral fellowship/ Post-doctoral Project from a public funding agency upto a maximum of 10 marks.

Category	Level	Points
II. Youth Welfare	A	1
	B	2
	C	3
III. Sports	A	1
	B	2
	C	3
IV. Youth & Other Cultural Activities Organized by the University	State Level (Participation)	1
	National Level (Participation)	2
	International Level (Participation)	3
V. Winners and Runner-ups of -	Zonal Level	1
	Inter-Zonal Level	2
	Inter-University Level	3

Youth Festivals & Cultural Activities conducted by the University Departments & Ministries, Government of India

- Gold Medal for Dr. Hazari Prasad Dwivedi Essay Contest on Emotional Integration of the Country;
- Pram Chand Short Story Prize;
- The Krishan Kishore Grover Memorial Gurnitil Declaration Contest;
- A. C. Bull Memorial Declaration Contest;
- Gold Medal in the memory of Late Shri Shiv Kumar Batra relating to Panjabi Poetry;
- Principal's Ribbon Prize;

Winners - 2 Marks
Runner-ups - 1 Mark

4.4 Minimum qualifications for appointment of teaching faculty in Universities and Colleges - Management/Business Administration

Assistant Professor

Essential

- First Class Business Degree in the areas Management/Administration in a relevant management related discipline of first class or two year full time BBA degree or equivalent by AICTE as notified by the UGC.
- First Class Graduate and professionally qualified Chartered Accountant (Cost and Works Accounts) or Chartered Company Secretary of the Institute of Company Secretaries.
- Or, Low degree of equivalent and/or professional experience in a reputed organization. Publications in refereed journals and/or published in refereed journals.

**SUGGESTION
BOX**