PREFACE

The Cluster University of Jammu has been established under the Srinagar and Jammu Cluster Universities Act, 2016. The University has been proposed under the initiative of the Centrally Sponsored Scheme, RUSA (Rashtriya Uchchatar Shiksha Abhiyan) by pooling resources of Colleges in the Cluster. The Cluster University of Jammu aspires to be a transformative University initially with five Constituent Colleges namely GGM Science College (as a lead college), Govt. College for Women, Gandhi Nagar, MAM College, SPMR College of Commerce, Govt. College of Education and five P.G. Schools i.e., School of Sciences, School of Social Sciences, School of Humanities & Liberal Arts, School of Engineering & Computer Technology, School of Teacher Education.

The Cluster University of Jammu started its functioning with joining of Vice-Chancellor and Registrar w.e.f. 01-03-2017. Immediately after joining emphasis was given for finalization of Statutes of University, so that right directions be given to all the processes needed for smooth conduct of University. Though being rigorous task, the work which has been of utmost importance has been completed with compilation of Cluster University of Jammu Calendar 2017. I hope the document will act as ready reference and guiding instrument for smooth governance of the University.

The tough task which needed team effort of persons with high sense of responsibility and knowledge of University working was entrusted to a committee comprising of Dr. Jatinder Khajuria, Registrar, Prof. Naresh Padha, Former Registrar, University of Jammu, Prof. Arvind Jasrotia, Head & Dean, Faculty of Law, Department, University of Jammu and Dr. Rajinder Sharma, Assistant Professor, Department of Botany, Govt. College for Women, Gandhi Nagar, Jammu.

The committee worked day & night under the able guidance of Prof. Anju Bhasin, Vice-Chancellor, Cluster University of Jammu to complete the task in a stipulated period. The university is also thankful to Prof. Rajive Gupta, former Dean Sciences, University of Jammu who has been instrumental in guiding University to complete the task of utmost importance.

The University also place on record the services rendered by Mr. Darvesh Bharti and Mr. Ravinder Kumar for their full support in typing work during the course of preparation of University Calendar.

DR. JATINDER KHAJURIA
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THE SRINAGAR AND JAMMU CLUSTER UNIVERSITIES ACT 2016

(ACT NO III OF 2016)
THE SRINAGAR AND JAMMU CLUSTER UNIVERSITIES ACT, 2016
(Act No. III of 2016) [8th July, 2016]

The Act was passed by the Jammu and Kashmir State Legislature and received the assent of Governor on 8th July, 2016 and published in Government Gazette Vol. 129, Fri. 8th July, 2016/17th Asad, 1938.

AN ACT to provide for the establishment of the Cluster University of the Srinagar and the Cluster University of Jammu and for matters connected therewith or incidental thereto.

Be it enacted by the Jammu and Kashmir State Legislature in the Sixty Seventh Year of the Republic of India as follows:-

1. **Short Title and Commencement:** (1) This Act may be called the Srinagar and Jammu Cluster Universities Act, 2016.
   (2) It shall come into force from the date of its publication in the Government Gazette.

2. **Definitions:**
   (a) "Academic Council" means the Academic Council of the Cluster University;
   (b) "Act" means the Srinagar and Jammu Cluster Universities Act, 2016.
   (c) "Affiliated College" means an institution imparting instruction for the Bachelor’s Degree, integrated Honours & Post-graduate courses recognized by the Cluster University concerned in accordance with the provisions of this Act and the Statutes;
   (d) "Autonomous College" means an institution imparting instruction for the Bachelor’s Degree, integrated Honours & Post-graduate courses with an autonomous status recognized by the Cluster University concerned in accordance with the provisions of this Act and the Statutes;
   (e) "College" means an institution maintained or admitted to its privileges by the Cluster University concerned and includes a Constituent /Autonomous /Affiliated College;
   (f) "Cluster University" means the Cluster University of Srinagar or the Cluster University of Jammu as the case may be, created by pooling the resources of their existing constituent colleges;
   (g) "Constituent College" means the colleges constituting the Cluster University and recognized as such by the Syndicate of the Cluster University concerned in accordance with the provisions of this Act and the Statutes;
(h) “Faculties”, “Boards of Studies”, “Board of Inspection” and “Boards of Research Studies” mean the “Faculties”, “Boards of Studies”, “Board of Inspection” and “Boards of Research Studies” of a Cluster University;

(i) “Head of the Department” means the Head of a Cluster University Teaching Department who has the status of a Professor or an Associate Professor in the Cluster University and where any Cluster University has no teaching faculty in a subject the person duly appointed, for the time being, by the university;

(j) “Principal” means the Head of a College or a person duly appointed, for the time being;

(k) “Regulations” means the Regulations made under section 41 of this act;

(l) “Statutes” means Statutes made under section 38 of this Act;

(m) “ Syndicate” means the Syndicate of a Cluster University;

(n) Teachers include, Professors, Associate Professors, Assistant Professors and any other persons imparting instructions in the University or in any College maintained or admitted to its privileges by the Cluster University;

(o) “Teachers of the University” means persons appointed or recognized by the University for the purpose of imparting instruction, in the University or in any Constituent College;

(p) “University Council” means the University Council of a Cluster University.

3. **Incorporation:** The Cluster University of Srinagar and the Cluster University of Jammu shall be corporate bodies known by the names of the “Cluster University of Srinagar” and the “Cluster University of Jammu”, each having perpetual succession and a common seal with power to acquire and hold property, movable and immovable, to transfer the same, to contract and to do all other things necessary for the purpose of its constitution and may sue or be sued by its corporate name as aforesaid.

4. **Objects of the University:** The objects of the University shall be:

(a) to become a cluster of vibrant institutions to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit;

(b) to act as a change agent by having special focus on the skill development and creation of skilled workforce by undertaking industry oriented teaching, training and research, extension programmes and providing employable skills with a view to contribute to the development of the society;

(c) to make provisions for integrated courses in humanities, social science, science and technology in its education programme;
(d) to take appropriate measure for promoting innovations in teaching–learning process and inter disciplinary studies and research;

(e) to establish linkages with industry for promotion of science, technology, entrepreneurial skills, innovation, etc. to and adopt innovative methods to achieve the status of a self-reliant institution; and

(f) to pay special attention to the improvement of the social and economic conditions and welfare of people and their intellectual, academic and cultural development.

5. **Powers and Functions of Cluster University:** A Cluster University shall have the following powers and functions, namely:-

(1) to provide for instruction in such branches of learning as the Cluster University may deem fit and to make provision for research and for the advancement and dissemination of knowledge;

(2) to hold examinations, to grant degrees to and to confer other academic distinctions on persons who:—

   (a) have pursued an approved course of study in a college of a Cluster University or in any educational institution approved for the purpose, or distant learners under conditions laid down in the Statutes and Regulations; or

   (b) have carried on independent research under conditions laid down in the Statutes.

(3) to confer honorary degrees or other distinctions on approved persons in the manner laid down in the Statutes;

(4) to grant such diplomas to and to provide such lectures and instructions for persons not being on the rolls of the Cluster University as the Cluster University may determine;

(5) to co-operate with other Universities and authorities in such a manner and for such as the Cluster University may determine;

(6) to institute Professorships, Associate Professorships, Assistant Professorships and any other teaching posts required by the Cluster University;

(7) to establish and maintain colleges, to recognize colleges and other institutions not maintained by the Cluster University and to withdraw such recognition;

(8) to inspect constituent, autonomous and affiliated colleges and other institutions and places approved by the Cluster University for the residence of students;

(9) to demand and receive payments of such fees and other charges as may be authorized by the Statutes and Regulations so as to achieve the status of a completely self sustaining corporate body;

(10) to obtain loans in furtherance of the objects of the Cluster University;
(11) to supervise and control the residence and discipline of students of the Cluster University or of colleges and other institutions admitted or affiliated to it and to make arrangements for promoting their health and general welfare;

(12) to institute and award fellowships, exhibitions, prizes and medals in accordance with the Statutes and Regulations; and

(13) to endeavor for creation of resources and put the available resources including human and infrastructural assets to optimal utilization so as to become a self-sustaining organization; and

(14) to do such other acts and things, whether incidental to the powers aforesaid or not, as may be required in order to further the objects of the Cluster University as a teaching, affiliating or examining body, and to cultivate and promote arts, science and other branches of learning.

6. Approval of the Government: Notwithstanding anything contained in the foregoing section, any re-organization or alteration in structure, pattern or medium of education at the Cluster University level shall require the previous approval of the Government.

7. Cluster University Open to all Classes and Creeds: Each Cluster University shall be open to all persons irrespective of sex, caste, class or creed and it shall not be lawful for a Cluster University to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to a certificate, diploma or degree of the Cluster University, or to serve as a teacher or to hold any office in the Cluster University, or to enjoy or exercise any privileges thereof, except where such test is specially prescribed by the Statutes, or, in respect of any particular benefaction accepted by the Cluster University, where such test is made a condition thereof by any testamentary or other instrument creating such benefaction.

8. Affiliation Restricted to Educational Institutions in the State: Notwithstanding contained anything in any law for the time being in force, no educational institution outside the territory of the State shall be affiliated with, or be admitted to any privileges of a Cluster University under this Act;

9. Officers of the Cluster University: The following shall be the officers of each Cluster University:

(1) the Chancellor;
(2) the Pro-Chancellor;
(3) the Vice-Chancellor;
(4) the Financial Advisor;
(5) the Educational Advisor;
(6) the Registrar;
(7) the Controller of Examinations; and
(8) such officers as the Statutes may declare to be the officers of a Cluster University.

10. **The Chancellor:**

(1) The Chief Minister of the State shall be the Chancellor of the Cluster Universities. He shall be the Head of Cluster Universities and shall, when present, preside at the meetings of the Cluster University Council and at the Convocations of Cluster Universities.

(2) The Chancellor shall have such powers as may be conferred on him by this Act or the Statutes.

(3) Every proposal for the conferment of any honorary degree shall be subject to the confirmation of the Chancellor.

(4) The Chancellor may delegate to the Pro-Chancellor such of his powers under this Act or the Statutes, as he may specify.

11. **The Pro-Chancellor:**

(1) The Minister in charge for Higher Education of the State shall be the ex-officio Pro-Chancellor of the Cluster Universities.

(2) The Pro-Chancellor shall, when present, in the absence of the Chancellor, preside at the meetings of the University Council and at the Convocations of both the Cluster Universities.

(3) The Pro-Chancellor shall have the right to cause an inspection to be made, by such person or persons as he may direct, of a Cluster University, its buildings, laboratories, equipment, and of any institutions associated with the Cluster University and also of the examinations, teaching and other work conducted or done by the Cluster University and to cause an inquiry to be made in like manner in respect of any matter connected with the Cluster University. The Pro-Chancellor shall in every case give notice to a Cluster University of his intention to cause an inspection or inquiry to be made and the Cluster University concerned shall be entitled to be represented thereat.

(4) The Pro-Chancellor may address the Vice-Chancellor of the University concerned with reference to the result of such inspection and inquiry and the Vice-Chancellor shall place the same before the Syndicate and also the Cluster University Council of the University concerned, if necessary, with such advice as the Pro-Chancellor may offer upon the action to be taken thereon.

(5) The Vice-Chancellor of the Cluster University concerned shall then, within such time as the Pro-Chancellor may fix, submit to him a report of the action taken or proposed to be
taken by the Syndicate together with the view which the University Council concerned may have expressed on the report.

(6) If the Syndicate concerned does not, within a reasonable time, take action to the satisfaction of the Pro-Chancellor, the Pro-Chancellor may, after considering any explanation which the Syndicate concerned may furnish, issue such directions in consultation with the Vice-Chancellor concerned as he may think fit.

12. The Vice-Chancellor:

(1) The Vice-Chancellor shall either be a whole-time paid or a part-time honorary officer of a Cluster University as the Chancellor may determine and shall be appointed by the Chancellor in consultation with the Pro-Chancellor from amongst the persons whose names are submitted to him by a Committee constituted in accordance with the provisions of sub-section (2).

(2) The Committee referred to in sub-section (1) shall consist of three persons, namely:-
   (a) Two persons not connected with the Cluster University or any college of that Cluster University to be nominated by the University Council;
   (b) A third person not connected with the Cluster University or any college of that Cluster University to be nominated by the Chancellor, who shall also be the Chairman of the Committee.

(3) The Committee constituted under sub-section (2) shall submit a panel of three names to the Chancellor for appointment of the Vice-Chancellor.

(4) If the Chancellor does not consider any of the persons on the panel recommended by the Committee suitable for appointment as Vice-Chancellor, he may direct the Committee to prepare a fresh panel of three names for submission to him or may direct to constitute a fresh Committee for this purpose.

(5) The Vice-Chancellor of a Cluster University shall hold office for five years; provided that on the expiry of the term of his office, the Vice-Chancellor shall be eligible for re-appointment for such term as the Chancellor may in consultation with the Pro-Chancellor determine;

   provided further that the Vice-Chancellor shall not be removed from his office except by order of the Chancellor passed in consultation with the Pro-Chancellor, on the ground of misbehavior or incapacity or if it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of the Cluster University, after due enquiry by such person who is or has been a judge of a High court to be nominated by the Chancellor, in consultation with the Pro-Chancellor, in which the
Vice-Chancellor shall have an opportunity of making his representation against such removal.

(6) The Vice-Chancellor of a Cluster University shall, in case he is a whole-time paid officer, receive salary not exceeding the limit prescribed by the University Council and other facilities as the Chancellor may determine, in addition to free residential accommodation; provided that in exceptional cases the Chancellor may allow a higher salary in consultation with the Government. In case the Vice-Chancellor is appointed on part time honorary basis, he shall receive such honorarium and other facilities as the Chancellor may determine in consultation with the Government.

(7) Where any temporary vacancy of a Vice-Chancellor occurs by reason of resignation, illness, leave or other cause, the University Council shall report the same to the Chancellor who shall make such arrangement for carrying on the duties of the Vice-Chancellor as he may think fit.

(8) Notwithstanding anything contained in sub-section (5), the Vice-Chancellor shall continue in office beyond the expiry of his term until his successor is appointed and enters upon his office.

13. Powers and Duties of the Vice-Chancellor:

(1) The Vice-Chancellor shall be the Principal executive and academic officer of a Cluster University and shall, in the absence of the Chancellor and the Pro-Chancellor, preside over the meetings of the University Council and at any convocation of the Cluster University. He shall be an ex-officio member and Chairman of the Syndicate, Academic Council and such other authorities and bodies as are provided under the provisions of this Act, and shall be entitled to be present and to speak at any meeting of any authority or body of the Cluster University concerned but shall not be entitled to vote there at unless he is a member of the authority or the body concerned.

(2) It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the Statutes and the Regulations are faithfully observed and he shall have all powers necessary for the purpose.

(3) The Vice-Chancellor shall have power to convene meetings of the University Council, the Syndicate, the Academic Council and joint meetings of Faculties and Boards of Studies of the Cluster University concerned.

(4) The Vice-Chancellor may take action as he deems necessary in any emergency which, in his opinion, calls for immediate action. He shall in such a case and as soon as or
may be thereafter, report his action to the officer, authority or other body of the Cluster University concerned who or which would ordinarily have dealt with the matter.

(5) Save as otherwise provided in this Act, the Vice-Chancellor of a Cluster University shall have the powers to make appointments of the ministerial, technical and inferior staff.

(6) The Vice-Chancellor shall give effect to the orders of the University Council and the Syndicate of the Cluster University concerned regarding the appointment, dismissal and suspension of persons in the employment of the Cluster University and shall exercise general control over the affairs of the Cluster University. He shall be responsible for the discipline of the Cluster University in accordance with this Act, Statutes and Regulations.

(7) The Vice-Chancellor shall exercise such other powers as may be prescribed by Statutes and Regulations.

(8) The Vice-Chancellor may delegate any of his powers under this Act or the Statutes and Regulations made there under to any other officer or body of the Cluster University concerned.

14. **Financial Advisor:**

(1) The Administrative Secretary to Government, Finance Department, or any other Officer nominated by the Government of Jammu and Kashmir shall be the ex-officio Financial Advisor to the Cluster Universities.

(2) The Financial Advisor shall exercise general supervision over the funds of Cluster University and shall advise it as regards its financial policy.

(3) The Financial Advisor shall be an ex-officio member of the University Council and the Syndicate of the Cluster Universities

(4) The Financial Advisor shall:-
   (a) present annual estimates and the statement of accounts to the Syndicate and the University Council; and
   (b) exercise such other powers and perform such other duties as may be prescribed by the Statutes and Regulations.

15. **Registrar:**

(1) The Registrar of a Cluster University shall be a whole-time officer and shall be appointed by the University Council on the recommendation of the Selection Committee, constituted under Section 34 of this Act. The terms and conditions of service and the emoluments of the Registrar shall be such as prescribed by the University Council.
(2) The Registrar of a Cluster University shall act as the Secretary of the University Council and the Boards of Research Studies and other bodies of the Cluster University.

(3) The Registrar of a Cluster University shall, subject to the sanction of the Vice-Chancellor and subject to the Regulations that may be framed in this behalf, control the ministerial, technical and inferior staff of the Cluster University concerned.

(4) The Registrar of a Cluster University shall be the custodian of the records, the common seal and such other property of the Cluster University concerned as the University Council or Syndicate may commit to his charge.

(5) The Registrar of a Cluster University shall have power to realize and receive all moneys due to the Cluster University and sign and grant receipts for the same, to make all disbursements on account of the Cluster University concerned and, subject to provisions of Statutes, sign such cheques or other instruments as may be necessary for the purpose.

(6) The Registrar of a Cluster University shall issue under his signatures notice convening meetings of the University Council, the Syndicate and the Boards of Research Studies of the Cluster University concerned.

(7) The Registrar shall, in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor and shall render such assistance to the Vice-Chancellor as may be required by him in the performance of his official duties.

(8) The Registrar of a Cluster University shall exercise such other powers and perform such other duties as may be prescribed by the Statutes and the Regulations or as may be assigned to him by any authority of the Cluster University concerned.

(9) The Registrar may, with the previous approval of the Vice-Chancellor, delegate any of his powers prescribed under the provisions of this Act or the Statutes or the Regulations made there under to any other officer of the Cluster University.

16. **Controller of Examinations**:  

(1) The Controller of Examinations of a Cluster University shall be a whole-time officer of the Cluster University concerned and shall be appointed by the University Council on the recommendation of the Selection Committee constituted in accordance with the provisions of Section 34 of this Act on such terms and conditions as the University Council may from time to time prescribe.

(2) It shall be the duty of the Controller of Examinations of a Cluster University to make arrangements connected with the setting and printing of question papers for all the
examinations held by the Cluster University concerned including their safe custody and all other matters connected therewith.

(3) Subject to directions of the Syndicate, the Controller of Examinations of a Cluster University shall make all arrangements for the conduct of examinations of the Cluster University concerned.

(4) Subject to directions of the Syndicate, the Controller of Examinations of a Cluster University shall arrange all items of the examination work such as dispatch and transit of answerbooks and question papers, evaluation of answer scripts, tabulation of results, complaints against question papers set for the examinations, use of unfair means, publication and rechecking/re-evaluation of results and other related matters.

(5) The Controller of Examinations of a Cluster University shall exercise such other powers and perform such other duties as may be prescribed under the Statutes and Regulations from time to time.

(6) The Controller of Examinations of a Cluster University shall, in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor of the Cluster University concerned and shall render such assistance to the Vice-Chancellor as may be required by him in the performance of his official duties.

17. **Other Officers:** Save as otherwise expressly provided in this Act, the procedure for appointment and the powers of the officers of the Cluster University other than the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Financial Advisor, the Educational Advisor, the Registrar and the Controller of Examinations shall be prescribed by the statutes.

18. **Authorities:** The following shall be the authorities of a Cluster University:

(1) the University Council;
(2) the Syndicate;
(3) the Academic Council;
(4) the Faculties;
(5) the Boards of Studies;
(6) the Boards of Research Studies;
(7) the Board of Inspection; and
(8) such other authorities as may be declared by the Statutes to be the authorities of the Cluster University.

19. **University Council:**

(1) There shall be a University Council in a Cluster University consisting of the following members, namely:
(i) the Chancellor;  
(ii) the Pro-Chancellor;  
(iii) the Vice-Chancellor of the Cluster University concerned;  
(iv) the Vice-Chancellor of the other Cluster University established under the provisions of this act;  
(v) the Financial Advisor;  
(vi) the Educational Advisor, Administrative Secretary to the Government, Higher Education Department, J&K Government or the officer designated by the Government to be in-charge of Higher Education;  
(vii) Principals of all the constituent colleges of the Cluster University concerned;  
(viii) two Deans of the Faculties of the Cluster University concerned nominated by the Chancellor by rotation;  
(ix) two Principals of the autonomous / affiliated colleges to be nominated by the Chancellor in consultation with Pro-Chancellor; and  
(x) two nominees of the Chancellor.

(2) The period for which members nominated under (viii) to (x) of sub-section (1) shall hold office, would be as prescribed in the Statutes in this behalf.

(3) The meetings of the University Council of a Cluster University shall be presided over by the Chancellor, when present. In his absence, the Pro-Chancellor shall preside and in the absence of both the Chancellor and the Pro-Chancellor, the Vice-Chancellor of the Cluster University concerned shall preside.

20. **Powers and Functions of the University Council:** The University Council of a Cluster University shall be the supreme authority of the Cluster University and shall have the following powers, namely:

(a) to make Statutes under this Act and to amend and repeal the same in consultation with the Syndicate;  
(b) to make Regulations in consultation with the Syndicate;  
(c) to approve the financial estimates framed by the Syndicate of the Cluster University;  
(d) to approve plans of development and expansion of the Cluster University;  
(e) to consider and pass resolutions on the annual reports;  
(f) save as otherwise provided in this Act, to appoint officers of the status of Joint Registrar, Deputy Librarian and above and teachers of the status of Associate Professors and above and to define their duties.
Provided that no officer or teacher shall be appointed by a University Council until provision has been made for his salary in the approved budget of the Cluster University concerned;

Provided further that all appointments (permanent or temporary) to the posts of officers or teachers referred to in this section shall be made by the Cluster University Council on the recommendation of the Selection Committee constituted for the purpose in accordance with the provisions of Section 34 of this Act, and on such terms and conditions as may be prescribed by the Statutes;

Provided also that the Vice-Chancellor may make appointments of teachers referred to in this section as a temporary measure for a period not exceeding six months to carry on the work and if the recommendations of the Selection Committee are not received within a period of six months, the Vice-Chancellor may extend the appointment, if any, made by him, for the duration of the academic session with the approval of the University Council;

(g) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by this Act or the Statutes;

(h) to constitute committees for specific purposes and to assign such duties to them as it deems fit;

(i) to delegate such of its powers to any officer or authority of the Cluster University as it may deem fit, provided that such delegation is made by a majority of not less than two-thirds of the members of the University Council; and

(j) to exercise such other powers of the Cluster University as are not otherwise provided for in this Act and the Statutes and Regulations made there under.

21. Syndicate:

(1) The Syndicate shall be the Chief Executive authority except in respect of the matters falling within the purview of the University Council concerned in accordance with the provisions of this Act and it shall consist of the following members, namely:-

(i) the Vice-Chancellor;

(ii) the Financial Advisor;

(iii) the Educational Advisor;

(iv) Principals of all the constituent colleges of the Cluster University.

(v) two Deans of the Faculties of the Cluster University by rotation to be nominated by the Vice-Chancellor;
(vi) two Deans of Faculties of the other Cluster University by rotation to be nominated by the Chancellor;
(vii) one member of the Academic Council of the Cluster University concerned nominated by the Council from amongst its members;
(viii) two members of the Syndicate of the other Cluster University nominated by that body; and
(ix) three nominees of the Chancellor.

(2) The terms and conditions of the office of members of a Syndicate other than ex-officio members shall be such as may be prescribed by the Statutes in this behalf.

22. **Powers and Functions of the Syndicate:**

(1) Subject to the provisions of this Act, the Statutes and the Regulations, the Syndicate of a Cluster University shall exercise and perform the following powers and functions:-

(a) to frame the budget estimates of the Cluster University and to submit these to the University Council at a time to be prescribed by Statutes;
(b) to recommend the draft statutes and regulations or amendments or revocation thereof and other proposals for consideration by the University Council;
(c) to hold control, and administer the funds, property and other assets of the Cluster University;

Provided that no expenditure shall be incurred which has not been included in the approved estimates except with the sanction of the University Council;

Provided further that the Syndicate shall have powers of re-appropriation in accordance with the Regulations to be prescribed in this behalf;

d) save as otherwise provided in this Act to appoint officers (below the status of Joint Registrar and Deputy Librarian) and teachers (below the status of a Associate Professor) and to define their duties;

Provided that no officer or teacher shall be appointed by a Syndicate until provision has been made for his salary in the approved budget of the Cluster University concerned;

Provided further that all appointments (permanent or temporary) to the posts of Officers or teachers referred to in this section shall be made by the Syndicate on the recommendations of the Selection Committee constituted for the purpose in accordance with the provisions of Section 34 of this Act and on such terms and conditions as may be prescribed by the Statutes;
Provided also that the Vice-Chancellor may make appointments of teachers referred to in this section as a temporary measure for a period not exceeding six months to carry on the work and if the recommendations of the Selection Committee are not received within a period of six months, the Vice-Chancellor of the Cluster University may extend the appointments, if any, made by him, for the duration of the academic session with the approval of the Syndicate;

(e) to admit new colleges to the privileges of affiliated or constituent colleges of the Cluster University subject to the conditions to be laid down in the Statutes;

(f) to arrange for and direct the periodical and special inspection of the colleges and other institutions;

(g) to award scholarships, prizes, fellowships, exhibitions, bursaries and other such awards in accordance with the procedure prescribed in this behalf;

(h) to control and manage the Libraries of the Cluster University concerned;

(i) to provide buildings, premises, furniture, apparatus, equipment and other means and facilities needed for carrying on the work of the Cluster University concerned;

(j) to invest any moneys belonging to the Cluster University concerned including any unapplied income in any of the approved securities, or to place in fixed deposit in any bank, approved by the Government in this behalf, any portion of such moneys not required immediately for expenditure;

(k) to demand and receive such fees as may from time to time be prescribed by Statutes and Regulations;

(l) to constitute committees for specific purposes and to assign such duties to them as may be deemed necessary;

(m) to recommend to the University Council the plans for development and expansion of the Cluster University;

(n) to appoint paper setters and examiners for all the examinations held by the Cluster University in accordance with the procedure prescribed in the Statutes;

(o) to give directions for holding of examinations compilation and publication of results;

(p) to give directions for the editing, printing and publishing of such text-books for various examinations of the Cluster University as may be considered necessary for this purpose;

(q) to maintain proper standards of teaching and examination in consultation with the Academic Council of the Cluster University concerned;
(r) to enter into, vary, carry out and cancel contracts on behalf of the Cluster University;
(s) to direct the form, custody and use of the common seal of the Cluster University;
(t) to accept or transfer any movable or immovable property on behalf of the Cluster University concerned;
(u) to exercise such other powers and perform such other duties as may be conferred upon or assigned to it by this Act or the Statutes; and
(v) to delegate, whenever necessary, appropriate financial and administrative powers to the Vice-Chancellor, the Registrar, the Principals of Constituent Colleges, the Heads of the Post-graduate Departments, the Controller of Examinations or any other officer of the Cluster University concerned.

(2) Any difference or disagreement arising between the Syndicate and the Vice-Chancellor with regard to any decision taken by the Syndicate may be referred by the Vice-Chancellor to the Chancellor. The Chancellor shall refer back such decision to the Syndicate for re-consideration. In case the Syndicate endorses its earlier decision by a two-thirds majority, such decision shall be deemed to be final.

23. **Academic Council:** The Academic Council of a Cluster University shall consist of the following persons, all of whom shall be ex-officio members:

   (i) The Vice-Chancellor of the Cluster University concerned;
   (ii) Principals of the Constituent Colleges or Autonomous colleges or Affiliated Colleges of the Cluster University Concerned nominated by the Vice-Chancellor;
   (iii) The Deans of Faculties of the Cluster University concerned;
   (iv) The Heads of Departments of the Cluster University concerned having the status of Professors or Associate Professors;
   (v) Four Professors / Associate Professors from constituent / autonomous / affiliated colleges of the Cluster University concerned representing subjects other than those represented by the Principals, nominated by the Vice-Chancellor;
   (vi) Deans of the faculties of the other Cluster University established under the provision of this Act and
   (vii) Two Professors of the other Cluster University established under the provisions of this act.

24. **Powers and Functions of the Academic Council:**

   (1) The Academic Council of a Cluster University shall have the following powers and functions:
(a) to control and regulate the standards of teaching and examinations in the Cluster University;
(b) to prescribe the syllabi and the courses of study for all the examinations held by the Cluster University.
(c) to make proposals to the Syndicate and the University Council for the institution of Professorships, Associate Professorships, Assistant Professorships, or other teaching posts and re-appropriating positions in various subjects (on sufficient justifications) in regard to their duties.
(d) to formulate, modify or revise, subject to control of the Syndicate and the University Council, schemes for the constitution of Faculties and for the assignment of subjects to the Faculties;
(e) to nominate teachers or specialists to the Faculties;
(f) to promote research within the Cluster University and to acquire reports of such research from persons engaged therein;
(g) to advise the Syndicate and the University Council on academic matters; and
(h) to make proposals to the higher authorities of the Cluster University for supplementing the teaching provided in the constituent, autonomous and affiliated colleges.

(2) The Academic Council of a Cluster University shall have the powers to appoint a Standing Committee of the members of the Academic Council of which not less than two thirds shall be Cluster University Professors, Associate Professors, Principals, or teachers of constituent, autonomous and affiliated colleges not lower in rank than that of a Professor or Associate Professor and to delegate to it such of its powers as it may deem fit. The Standing Committee shall have power to invite experts, whenever necessary, for advice on a particular matter under consideration.

25. Faculties:

(1) The Cluster Universities of Srinagar and Jammu shall have the Faculties one each for Arts, Science, Social Sciences, Commerce, Education and such other faculties as may be prescribed by the Statutes of the Cluster University from time to time.

(2) Each of the faculties of Arts, Science, Social Sciences, Commerce and Education shall consist of:

(i) The Professors and Associate Professors of the Cluster University Schools comprising the Faculty;
(ii) Professors or Associate Professors, in case there are no Professors in the concerned subject, representing the constituent, autonomous and affiliated colleges of the Cluster University in each subject comprising each Faculty;

(iii) two persons other than teachers nominated to the Faculty by the Academic Council possessing expert knowledge of the subject, comprising the Faculty.

26. **Powers of Each Faculty:** Each Board shall have the following powers and functions namely:-

(a) subject to the control of the Academic Council to organize the teaching work of the Cluster University in the subjects assigned to the Faculty;

(b) to suggest to the Academic Council the syllabi and courses of studies for different examinations after consulting the Boards of Studies.

(c) to recommend to the Academic Council the conditions for the award of degrees, diplomas and other distinctions;

(d) to deal with any matter referred to it by the University Council or the Syndicate or the Academic Council;

(e) to discharge such other functions as may be prescribed by the Statutes and Regulations;

(f) to transact such other business as may be approved by the Deans of the Faculties.

27. **The Deans:**

(1) There shall be a Dean of each Faculty who shall be nominated by the Vice-Chancellor by rotation according to seniority in the manner and subject to such conditions as may be prescribed by the Statutes;

provided that the office of the Dean of a Faculty shall be held by a member of the Faculty who is a Cluster University Professor in a subject comprised in the Faculty and in case there is no Cluster University Professor in any subject comprised in a Faculty, it may be held by a member of the Faculty who is the Principal or Senior most Professor/Associate Professor in a College in the same faculty;

provided further that no person shall hold the office of the Dean for more than two consecutive terms except where there is no other person eligible to hold the office.

(2) The Dean of Faculty shall be responsible for the due observance of the Statutes and Regulations relating to his Faculty.

(3) Each Faculty shall comprise such subjects of study as may be prescribed by the Regulations.
28. **Boards of Studies:**

(1) In a Cluster University there shall be a Board of Studies for a subject or subjects comprised in a Faculty in accordance with the provisions of the Regulations.

(2) Each Board of Studies shall consist of the following members namely:

(a) the Professors of the Cluster University Department in the subject assigned to the Board, if there are any;

(b) the Associate Professors of the Cluster University Department in the subject assigned to the Board, if there are any;

(c) the Senior most Professor or Associate Professor, in case there is no Professor, from the Department in the subject concerned from each constituent college;

(d) the Senior most Professor or Associate Professor, in case there is no Professor, from the Department in the subject concerned from each Autonomous / Affiliated college, not lower in rank than that of a Professor or Associate Professor;

(e) one person who is not a teacher in any affiliated or constituent college of the Cluster University or a Department of the Cluster University, nominated by the Faculty;

Provided further that where it is found that the Board of Studies in any subject is not adequately represented, the Vice-Chancellor of the Cluster University concerned may authorize co-option of teachers in the subject from colleges or the Cluster University Departments to the extent of three members.

(3) Head of the Cluster University Department senior to all other Professors in the Department shall be the Convener and in case there is no Professor of the Cluster University Department in a subject the Board of Studies shall elect one of its members as the Convener of the Board.

(4) The terms and conditions of the office of the members of a Board of Studies shall be such as may be prescribed by the Statutes in this behalf.

(5) Where a Board of Studies comprises more than one subject, the Vice-Chancellor may constitute the Board on similar lines so as to ensure that each subject comprised in the Board is adequately represented on it; Provided that the total number of members of the Board so constituted does not exceed ten.

(6) Notwithstanding anything contained in this section or any Statute or Regulation made there under, each Cluster University may have a Board of Post-graduate Studies for each subject in which Post-graduate instructions are imparted, and a Board of Undergraduate Studies for the subject or subjects in which under-graduate instructions
are imparted. The composition of these Boards shall be such as may be determined by
the Chancellor in consultation with the Vice-Chancellor of the Cluster University
concerned.

29. Functions and Powers of the Board of Studies:
(1) It shall be the duty of Board of Studies to make suggestions to the Faculty concerned
regarding:
(a) Syllabi for the subject or subjects of instruction;
(b) Combination of subjects permitted in various courses;
(c) Identification of new courses of study;
(d) Appointment of paper-setters and examiners; and
(e) Any matter referred to it by the University Council, the Syndicate, the Academic
Council or the Faculty concerned.
(2) The Boards of Studies shall also discharge such other functions as may be prescribed
by the Statutes or the Regulations.

30. Board of Research Studies:
(1) There shall be Boards of Research Studies, one each for Humanities, Science, Social
Science and such other fields of study as may be specified by the Syndicate concerned
after having consulted the Academic Council of the Cluster University concerned. Each
Board shall consist of the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the
Dean and the Heads of the Cluster University Departments of the subjects comprised in
the Faculty with power to co-opt members;
Provided that an expert in the subjects concerned may be invited to advise on a
particular matter relating to each subject. The co-opted members shall hold office for a
period of three years. The Vice-Chancellor shall be ex-officio Chairman of each Board
and in his absence, the Pro-Vice-Chancellor shall act as Chairman and the Registrar
shall be the Member Secretary of the Board.
(2) Each Board shall organize research studies under the guidance of the Academic
Council and in accordance with the Statutes and Regulations prescribed in this behalf.

31. Powers and Functions of the Board of Research Studies: Each Board shall have the
following powers and functions, namely:-
(a) to consider and grant applications for registration for the research degrees in the light of
the recommendations made by the Head of the Post-graduate Department concerned;
(b) to appoint supervisors for the guidance of research studies;
(c) to prescribe to maximum number of research scholars to be guided by an approved supervisor;
(d) to submit to the Academic Council suggestions and proposals for organizing or improvement of the research studies in the Cluster University; and
(e) to consider any other matter referred to it by the Academic Council, the Syndicate and the University Council.

32. Board of Inspection: (1) There shall be a Board of Inspection in a Cluster University consisting of the following members, namely:-
   (a) A designated officer of the Cluster University to be named as Dean, College Development Council.
   (b) Principals of the constituent colleges of the cluster university;
   (c) Two Deans of Faculties of the Cluster University concerned by rotation, nominated by the Vice-Chancellor;

   (2) The terms and conditions of the office of the members of the Board of Inspection shall be such as may be prescribed by the Statutes in this behalf.

33. Functions of the Board of Inspection:
(1) Subject to the provisions of this Act and the Statutes and Regulations made there under, the Board of Inspection shall perform the following functions:-
   (a) receive all applications for recognition or affiliation of colleges and other teaching institutions including all applications for recognition in new courses or subjects referred to it by the Syndicate and cause an inspection to be made and lay its report before the Syndicate for decision;
   (b) appoint inspectors for the inspection of a college once at least within a period of three years after the grant of the privileges of an affiliated or constituent college or after the inspection last held, consider the report of the inspectors and forward it to the Syndicate with its recommendations.

(2) The inspection of colleges and other teaching institutions applying for affiliation or recognition shall be conducted by a Committee to be appointed by the Board of Inspection. In the case of a college applying for recognition in new courses or subjects the Committee of Inspection shall consist of the following members:-
   (a) One member of the Board of Inspection nominated by the Vice-Chancellor;
   (b) The Heads of the Cluster University Departments concerned, if there are any in the subjects; and
(c) The Dean of the Faculty concerned.

34. **Selection Committees:** (1) Save as otherwise provided in this Act, there shall be Selection Committees in a Cluster University comprising the following members for selection of teachers and officers for appointment/recognition in the Cluster University concerned:

(A) Committees for appointment of teachers:

(a) For Associate Professors and Assistant Professors or equivalent post:- The Committee for appointment of Associate Professors and Assistant Professors shall be the same as may be prescribed by the regulations of the University Grants Commission.

(b) For Professors, Associate Professors and Assistant Professors equivalent post:- The Committee for appointment of Professors, Associate Professors and Assistant Professors shall be the same as may be prescribed by the regulations of the University Grants Commission.

(B) Committee for recognizing teachers for the Cluster University, amongst the teachers of the Higher Education Department: The Committee for recognizing teachers for Cluster University from amongst the teachers of Higher Education shall consist of:

(i) Vice-Chancellor (Chairman);
(ii) Dean of the Concerned Faculty of the University;
(iii) Subject Expert to be nominated by the Academic Council of the University;
(iv) A member of the Syndicate concerned, nominated by the Vice-Chancellor.
(v) Registrar.

(C) Committee for appointment of the officers of the status of the Joint Registrar, Deputy Librarian and above: The Committee for appointment of Joint Registrar and Deputy Librarian shall consist of:

(i) Vice-Chancellor (Chairman);
(ii) Financial Advisor;
(iii) Education Advisor;
(iv) Senior most Principal from amongst the constituent college of the Cluster University; and
(v) a member of the University Council concerned, nominated by the Chancellor.
(D) Committee for appointment of officers below the status of the Joint Registrar and Deputy Librarian - The Committee for appointment of officers below the status of the Joint Registrar and Deputy Librarian shall consist of:
   (i) Vice-Chancellor (Chairman);
   (ii) Financial Advisor;
   (iii) Educational Advisor;
   (iv) A member of the Syndicate concerned, nominated by the Vice-Chancellor.
   (v) Registrar.

(2) The majority of Members shall form the quorum of the Selection Committee as provided under sub-section (1).

35. Other Authorities: The constitution, powers and duties of such other authorities as may be provided the Statutes to be authorities of the Cluster University shall be such as may be prescribed by Statutes.

36. Audit of Accounts: The Accounts of a Cluster University shall, once in every year and at the intervals of not more than fifteen months be audited by auditors appointed by the Government and a copy of the accounts together with the auditors’ report, shall be published in the Government Gazette.

37. Alteration in the Designating of a Government Officer: Where any provision of this Act or the Statutes or Regulations refers to any officer of the Government by designation then, if that designation is altered or the office held by such officer ceases to exist, the reference to that designation shall be construed as reference to the altered designation or as the case may be, to such corresponding officer as the Government may direct.

38. Statutes: Subject to the provision of this Act, the Statutes may provide for all or any of the following matters, namely:-
   (a) the holding of Convocation by a Cluster University to confer degrees;
   (b) the conferment of Honorary Degree;
   (c) the institution of Fellowships, Scholarships, Exhibitions, Bursaries, Medals and Prizes;
   (d) the conditions of service of the Vice-Chancellor and other officers of the Cluster University;
   (e) the designation and powers of the officers of the Cluster University;
   (f) the constitution, powers and duties of the authorities of the Cluster University;
   (g) the conditions for recognition and affiliation of colleges and other institutions to the Cluster University;
   (h) the classification of teachers employed by the Cluster University;
(i) the constitution of pension or general provident fund or contributory provident fund or New Pension Scheme (NPS) for the benefit of the officers, teachers and other servants employed by the Cluster University;
(j) the conditions under which students shall be admitted, to the examinations conducted by the Cluster University, and be eligible for degrees, diplomas or certificates;
(k) the fees to be charged for admission to the examinations and the Departments of the Cluster University;
(l) the conditions and mode of employment and the duties of examiners and paper setters;
(m) the conduct of examinations;
(n) the admission of students to constituent and affiliated colleges;
(o) the number, qualifications and emoluments of teachers employed by the Cluster University; and
(p) all matters which by this Act are to be or may be prescribed by the Statutes.

39. Statutes How Made:

(1) Subject to the provisions of this Act, the Statutes may be amended or repealed or added to by Statutes made by the University Council in the manner hereinafter appearing.

(2) The University Council may of its own motion take into consideration the draft of any Statute submitted to it by one of its own members;
   Provided that in any such case, before a Statute is passed, the opinion of the Syndicate or if the draft of such a Statute affects the powers, duties or emoluments of any officer, teacher, authority or board, a report from the person or body concerned together with the opinion of the Syndicate shall be taken into consideration by the University Council.

(3) The Syndicate of a Cluster University may propose to the University Council the draft of any Statute to be passed by the University Council. Such draft shall be considered by the University Council at its next meeting. The University Council may approve such draft and pass the Statute, or may reject it, or may return it to the Syndicate for reconsideration either in whole or in part, together with any amendments which the University Council may suggest. After any draft so returned has been further considered by the Syndicate together with any amendments suggested by the University Council, it shall again be presented to the University Council with the report of the Syndicate and the University Council may then deal with the draft in such manner as it may think proper.

(4) (a) When the University Council has passed a Statute, it shall be submitted to
the Chancellor who may assent to it or may withhold his assent or may refer it back to the University Council for further consideration.

(b) If the University Council rejects the draft of a Statute proposed by the Syndicate, the draft shall be submitted to the Chancellor who may refer it back to the University Council for further consideration.

(c) A Statute passed by the University Council shall not become valid until assent thereto of Chancellor has been notified.

(5) The Syndicate shall not propose the draft of any Statute or of any amendment of a Statute:-

(a) Affecting the status, powers or constitution of an authority of the Cluster University until such authority has been given an opportunity of expressing an opinion upon the proposal. Any opinion so expressed shall be in writing and shall be considered by the University Council and shall be submitted to the Chancellor; and

(b) Affecting the conditions of recognition and affiliation of constituent, autonomous and affiliated colleges to the Cluster University concerned after consultation with the Academic Council concerned.

40. **Regulations**: The authorities and the bodies of the Cluster University may recommend to the Cluster University Council Regulations consistent with this Act and the Statutes providing for all or any of the following matters:-

(a) the procedure to be observed at their meetings and the number of members required to form a quorum;

(b) the notice to be given of the meetings and of business to be considered there at, the keeping of records of their proceedings and similar matters;

(c) all matters which by this Act or the Statutes are to be prescribed by the Regulations;

(d) the conditions of residence of students;

(e) the discipline of students;

(f) the classification or inclusion of subjects of study in various Faculties;

(g) the constitution, powers and duties of the various Boards of the Cluster University;

(h) the periodical inspection of constituent, autonomous or affiliated colleges and other institutions.
41. **Regulations How Made:**

(1) The University Council of a Cluster University shall make Regulations in consultation with the Syndicate after receiving drafts from the authorities and bodies of the Cluster University;

Provided that the University Council shall not consider the draft of any Regulations regarding classification or inclusion of the subjects of study in the various Faculties, otherwise than on the recommendations of the Academic Council.

(2) Regulations shall not be made for those matters which under Section 38 of this Act may be provided for by the Statutes.

42. **Annual Report:** The Annual Report of a Cluster University shall be prepared at the close of a financial year under the directions of the Syndicate and shall be submitted to and considered by the Cluster University Council.

43. **Disputes as to Constitution of Cluster University Authorities or Bodies:** If any question arises whether any person has been duly elected, appointed or co-opted as, or is entitled to be, a member of any authority or other body of the Cluster University, or whether any decision of the Cluster University or of any of its bodies, authorities or committees is in conformity with the Act, the Statutes or the Regulations, the matter shall be referred to the Chancellor whose decision there on shall be final.

44. **Filling of Casual Vacancies:**

(1) All casual vacancies among the members (other than ex-officio members) of any authority or other body of a Cluster University shall be filled, as soon as conveniently may be, by the persons or body who appointed, elected or co-opted the member whose place has become vacant, and the person appointed, elected or co-opted, to a casual vacancy, shall be a member of such authority or body for the residue of the term for which the person whose place he fills, would have been a member.

(2) A person who is a member of an Authority of a Cluster University as a representative of another body whether of the Cluster University or outside, shall retain his seat on the Cluster University Authority, so long as he continues to be member of the body by which he was appointed or elected and thereafter till his successor is duly appointed.

45. **Proceedings of Cluster University Authorities and Bodies not invalidated by Vacancies:**

No act or proceedings of any authority or other body or committee of a Cluster University shall be invalid merely by reason of the existence of a vacancy or vacancies among its members or by reason of some person having taken part in the proceedings who is subsequently found not to have been entitled to do so.
46. **Appointment of Special Officer until Cluster University Authorities are duly Constituted:**

(1) At any time after the promulgated of this Act and until such time as the two Cluster Universities and their Authorities shall have been duly constituted or until such time as the Chancellor may desire, a special officer shall be appointed by the Chancellor for a Cluster University.

(2) Subject to the superintendence of the Vice-Chancellor, the Special Officer shall frame the Statutes and Regulations as may be necessary to bring the Statutes and Regulations in conformity with the provisions of this Act. The modifications, alterations and additions proposed by the Special Officer shall, if approved by the Chancellor be deemed to have been made by the competent authority under this Act and shall continue to be in force until altered or superseded by the authority constituted under this Act.

47. **Affiliation of State Educational Institutions with the Cluster University of Srinagar and Cluster University of Jammu:**

(1) Notwithstanding anything contained in this Act or the Statutes with regard to the conditions of the recognition and affiliation of colleges and other educational institutions, Amar Singh College, Srinagar, Sri Pratap College, Srinagar, Government College for Women, M. A. Road, Srinagar, Government Degree College, Bemina, Srinagar and Government College of Education, Srinagar shall be the constituent colleges of the Cluster University of Srinagar whereas the Government Gandhi Memorial Science College, Jammu, Moulana Azad Memorial College, Jammu, S. P. M. R. College of Commerce, Jammu, Government College for Women, Gandhi Nagar, Jammu and Government College of Education, Jammu shall constitute the Constituent Colleges of the Cluster University of Jammu immediately after the act comes in to force.

(2) De-affiliation of the constituent colleges of the Cluster Universities from the present affiliating Universities, viz., University of Kashmir and University of Jammu, shall be completed in a phased manner to facilitate a smooth completion of the courses by the students already enrolled in the Constituent colleges as per their present affiliation.

48. **Removal of Difficulties:** If any difficulty arises as to the first constitution of any authority of a Cluster University after the commencement of this Act, or otherwise in giving effect to the provisions of this Act, the Government may by order do anything which appears to them necessary for the purpose of removing the difficulty.
49. **Transitional Provisions:** Notwithstanding anything contained in this Act or any statute or Regulation made there under, the appointment of the first Vice-Chancellors, the first Pro-Vice-Chancellors, and the first Registrars and the first Controllers of Examination of the Cluster Universities constituted under this Act shall be made by the Chancellor in consultation with the Pro-Chancellor, and, until the first appointment as aforesaid is made, the Chancellor may after consultation with the Pro-Chancellor, make provisional appointments on the said posts, on such terms and conditions and for such period, as he deems appropriate.
DEFINITIONS
IN THE STATUTES AND REGULATIONS, UNLESS THERE IS ANYTHING REPUGNANT IN THE SUBJECT OR CONTEXT

1 Unless otherwise provided in the Statutes and Regulations, “Academic year” wherever mentioned shall mean the period from the date of commencement of formation of a class to the date of commencement of the annual/ two semesters examination held for that class;

2 The “Act” means the Srinagar and Jammu Cluster Universities Act, 2016;

3 “University” means an institution maintained or admitted to its privileges by the University and includes a Constituent / Autonomous/ Affiliated Colleges;

4 “College” means the colleges constituting the cluster University and maintained Cluster University an institution maintained or admitted to its privileges by the Cluster University concerned and includes a constituent/Autonomous/Affiliated College;

5 “Constituent Colleges” means the Colleges constituting the University and recognised as such by the Syndicate of the University in accordance with the provisions of the Act and the Statutes;

6 “Autonomous College” means an institution imparting instruction for the Bachelor’s Degree, Integrated Honours & Post-Graduate courses with an autonomous status recognized by the University in accordance with the provisions of the Act and the Statutes;

7 “Affiliated College” means an institution imparting instruction up to Bachelor’s Degree, Integrated Honours & Post Graduate courses recognized by the University in accordance with the provisions of the Act and the Statutes;

8 “Faculties”, “Boards of Studies”, “Board of Inspection” and “Boards of Research Studies” means the “Faculties”, “Boards of Studies”, “Board of Inspection” and “Boards of Research Studies” of the University;

9 “Head of the Department” means the Head of a University Teaching Department who has the status of a Professor or an Associate Professor in the University and where no teaching faculty in a subject, the person duly appointed, for the time being, by the University;

10 “Teachers” includes Professors, Associate Professors, Assistant Professors and any other persons imparting instruction in the University or in any college maintained or admitted to its privileges by the University;

11 “Teachers of the University ” means persons appointed or recognised by the University for the purposes of imparting instruction, in the University or in any Constituent College;
Officers”, “Authorities”, “Fellows”, “Demonstrators”, and “Subordinate Staff” means respectively, “Officers”, “Authorities”, “Fellows”, “Demonstrators”, and the “Ministerial, Technical and inferior staff” of the University; “Academic Council” means Academic Council of the University; “Syndicate” means Syndicate of the University; “University Council” means Council of the University; “Principal” means Head of a College or a person duly appointed for the time being; “Regulations” means Regulations made under Section 41 of the Act; “Statutes” means Statutes made under Section 38 of the Act;

“Private Candidate” means one who is eligible and has been granted permission to appear in a University examination beyond the minimum period of course.

The word “three years” wherever occurring in the Statutes to define the period of membership of an authority of the University, unless otherwise provided, shall be calculated to extend for three calendar years from the date the constitution of the University Council is notified, irrespective of the actual date on which the member may have been elected, nominated, co-opted or assigned to an authority.
Chapter-1
OFFICERS

STATUTES

1.1 OFFICERS OF THE UNIVERSITY

In addition to the officers mentioned in Section 9 of the Act, there shall be the following officers:

1.1.1 Deputy Registrar;
1.1.2 Assistant Registrar/Assistant Controller;
1.1.3 Accounts Officer/Officer Incharge Finance;
1.1.4 Assistant Director (Planning & Statistics);
1.1.5 Estates Officer;
1.1.6 Private Secretary;
1.1.7 Public Relation Officer;
1.1.8 Dean College Development Council;
1.1.9 Dean Academic Affairs;
1.1.10 Dean Research Studies;
1.1.11 Dean Students Welfare;
1.1.12 Any other officers as the Statutes may declare.

1.2 VICE-CHANCELLOR

In addition to the duties assigned to and powers vested in him under Section 13 of the Act, it shall be competent to the Vice-Chancellor:

1.2.1 to depute officers, teachers and other employees of the University on University work;
1.2.2 to permit the teachers and officers to attend the meetings and conferences within and outside the State;
1.2.3 to treat on duty for a period of 30 days, in the case of teachers and officers to enable them to attend meetings and academic conferences recognized by the University, and the committees constituted by the State Government or other recognized bodies and to conduct viva or practical examination outside the jurisdiction of the University or any other academic programme beneficial to the teachers/officers of the University as may be decided by the Vice-Chancellor;

1.2.4 to treat on duty, the teachers of the University during the period they are engaged in the conduct of examinations (theory or practical) of the University or in assessment of answer scripts at the evaluation centres set up by the University;

1.2.5 to recommend and/or forward to the University Grants Commission, Union Ministry of Education and any other funding agencies, the proposals made by the University Teaching Departments/Constituent/Affiliated colleges for grant of financial assistance under various schemes;

1.2.6 to select candidates and recommend them to the Union Ministry of Education, State Ministry of Education, University Grants Commission, the Council of Scientific and Industrial Research and other Institutions/bodies/Academies etc., for the award of scholarships/fellowships/travel grants/financial assistance, etc. subject to the conditions, if any, laid down in this behalf;

1.2.7 to call upon the Deans/Heads of the Departments/Principal of the Colleges/other officials concerned to submit such information and render such assistance as may be necessary in the interest of the University work;

1.2.8 to grant late admission of students to various courses in the University Teaching Departments and Constituent/Affiliated Colleges in accordance with the provisions of relevant Statutes;

1.2.9 to condone the delay in submission of forms, applications and all other documents to the University in exceptional cases where the delay is occasioned by the circumstances beyond the control of the applicant, provided always that he/she has not been guilty of negligence or fraud;

1.2.10 to sanction remission of late fee in the submission of Registration Returns documents etc. in genuine cases in which delay is occasioned by the circumstances beyond the control of the Candidate/College/Department, as the case may be, provided that the Candidate/College/Department has not been guilty of negligence or fraud;
1.2.11 to sanction extra-ordinary contingent expenditure in connection with the conduct of examinations as may be prescribed from time to time;

1.2.12 to sanction casual leave to the Deans, Officers and Heads of Departments of the University;

1.2.13 to sanction leave of all kinds other than casual, to the employees of the University;

1.2.14 to sanction crossing of efficiency bar in favour of the employees of the University;

1.2.15 to sanction honorarium to the subordinate staff;

1.2.16 to suspend, when he/she deems necessary, an officer or a teacher on grounds of misconduct in accordance with the procedure laid down in the Statutes/Regulations and when he/she takes such an action he/she shall report it to the Syndicate/ University Council at its next meeting;

1.2.17 to suspend from attending the classes, when he/she deems necessary, a student on grounds of mischief, indiscipline and misbehaviour;

1.2.18 to sanction special advances out of provident Fund in favour of the University employees up to the extent, the credit is available;

1.2.19 to sanction write-off of loss in any individual case as per Statutes/ Regulations;

1.2.20 to sanction all scholarships and fellowships of the University to the students under Statutes/Regulations;

1.2.21 to sanction, in consultation with the Financial Advisor, grant of such facilities and amenities to the employees as may be sanctioned by the State Government from time to time;

1.2.22 to sanction advances in individual cases against the budgetary provisions;

1.2.23 to authorize free supply of University publications on the merits of each case;

1.2.24 to sanction, in consultation with the Financial Advisor, relaxation in the conditions of length of service qualifying for grant of study leave to the employees of the University;
1.2.25 to accord administrative approval to the preparation of estimates for execution of approved works by the engineering unit as per codal procedure;

1.2.26 to accord sanction to the execution of the approved original works by the engineering unit after the estimates are technically approved by the competent authority;

1.2.27 to sanction, on the recommendation of engineering wing having technically approved the estimated expenditure to the extent of 5% over the estimates in the original technical sanction, within the budgetary provision;

1.2.28 to approve the various items of works under the grant provided for repair and maintenance of buildings and premises;

1.2.29 to sanction the temporary establishment on daily wages/ casual/ contract basis from time to time for University and Constituent Colleges;

1.2.30 to sanction creation of posts carrying scale up to the rank of Section officer and authorize budget provisions accordingly in consultation with Financial Advisor;

1.2.31 to authorize charge allowance as admissible under rule in respect of officers in consultation with Financial Advisor;

1.2.32 to modify the statutory dates of commencement of various examinations conducted by the University in exceptional cases in consultation with Deans, Heads of University Teaching Departments and Principals of Constituent/Autonomous/Affiliated Colleges, if necessary;

1.2.33 to authorize all purchases to be made for the University within the budgetary grant/ Local Fund Grant, as otherwise provided in the Statutes/Regulations;

1.2.34 to sanction admission of eligible students to degrees-in-absentia;

1.2.35 to sign (Actual/Digital) the certificates of degrees awarded by the University;

1.2.36 to appoint suitable persons on the recommendation of the Controller of Examinations, to tabulate and collate the results of various examinations and to affix code numbers on answer-books;

1.2.37 to authorize amendment in the result of a candidate when affected by an error;
1.2.38 to authorize the publication of results of examinations conducted by the University;

1.2.39 to delegate the power of signing cheques to any officer of the university.

1.2.40 to sanction re-appropriation from one major or minor Head to another in the approved budget, unless disallowed by funding agency and subject to the restrictions laid down in Accounts and Finance Regulations;

1.2.41 to delegate the power of appointing supervisory staff to any officer of the University; and

1.2.42 To decide on other issues not covered above.

1.3 Terms and Conditions for the post of Vice Chancellor

1.3.1 Tenure of appointment The Vice-Chancellor shall be appointed for tenure of five years and shall be placed in the scale of pay as admissible for State Universities from time to time. If the Vice-Chancellor wishes to resign before the end of his/her tenure, he/she shall give a notice of one month or pay one month’s salary in lieu thereof.

1.3.2 Age of superannuation Age for superannuation shall be as admissible to the post of Vice Chancellor as per State Universities.

1.3.3 Pay As admissible to the post of Vice Chancellor as per State Universities.

1.3.4 Dearness pay and other allowances As admissible to the officers of the University from time to time, except HRA if University accommodation is availed.

1.3.5 Conveyance Use of official car for all his/her official duties and professional engagements.
1.3.6 Residential accommodation
Rent free, furnished residential accommodation earmarked for the Vice Chancellor. Besides, free mobile, internet and telephone service at his/her residence shall be provided by the University.
In case the Vice-Chancellor officer does not avail the University accommodation,he/she shall be paid HRA as admissible under rules.
The Vice-Chancellor if retains accommodation in the parent department during the deputation period within Jammu city is not entitled for house rent, but the concerned department dues regarding house rent, if any, be reimbursed by University.

1.3.7 Leave
As per university rules.

1.3.8 GP/CP Fund facilities
GP/CP fund as already opted. The proportionate leave salary and pension contribution and group insurance shall be remitted to the concerned Institution/Department, by the Cluster University of Jammu from time to time.

1.3.9 Re-imbursement of Medical Expenses
Re-imbursement of medical expenses to be incurred by the Vice Chancellor shall be paid as per the rules applicable to the officers of the University.

1.3.10 TA for journeys
As per university rules.

1.3.11 Tours outside the State in Official capacity for attending academic conferences, Govt. deputation, participating meetings of the committees of the UGC or other academic bodies and delivering lectures etc.
To be treated as on duty leave which shall not exceed the limit prescribed in the University Statutes/Regulations, unless specifically approved by the Chancellor.
1.4 **REGISTRAR**

The Registrar shall have the following powers and functions in addition to those provided under Section 15 of the Act:

1.4.1 to make all disbursements on account of the University and sign all cheques, in absence of officer in charge Accounts/Finance;

1.4.2 to sanction temporary appointments in leave arrangements of the subordinate staff;

1.4.3 to award black mark to the subordinate staff for omissions and errors proved to have been committed by them;

1.4.4 to impose fines on subordinate staff;

1.4.5 to sanction casual leave to the subordinate staff of the office or delegate this power to any officer of the University;

1.4.6 to authorize purchases of all kinds for the office up to and including Rs. 1,00,000/- (Rupees one lakh) in individual cases;

1.4.7 to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit as per approved codal procedure;

1.4.8 to accord sanction to the execution of approved works as per approved codal procedure;

1.4.9 to sanction payment of advance T.A. to the University employees and members of the University bodies if and when necessary, provided that road distance is not less than 150 kilometers. This advance shall not, however, be made earlier than 5 days before the actual date of travel;

1.4.10 to sanction extra-ordinary expenditure not covered under Statutes/Regulations for refreshment to the subordinate staff;

1.4.11 to sanction re-appropriation from one major or minor head to another in the approved budget unless disallowed by funding agencies and subject to the restrictions laid down in Accounts and Finance Regulations;

1.4.12 to operate upon and maintain the account of imprest of Rs. 50,000/- (Rupees fifty thousands ) to meet emergent expenses in accordance with the provisions laid down for this purpose;

1.4.13 to declare the seniority list of the University employees;
1.4.14 to sanction advances to the University employees out of their Provident Fund deposits in accordance with the relevant Statutes/Regulations;

1.4.15 to keep the custody of Service Books and Character Rolls of the University employees;

1.4.16 to suspend when he deems necessary members of the subordinate staff on grounds of misconduct according to the procedure laid down in the Statutes/Regulations and when he takes such an action he will report it to the Vice-Chancellor;

1.4.17 to sanction write off of loss in any individual case as per Statutes/Regulations; and

1.4.18 to sign agreements on behalf of University. Provided that in respect of cases pertaining to a Faculty/Department, the concerned Dean/Head of the Department shall also be empowered to execute an agreement with outside agencies after it is verified by the legal person and Officer Incharge Finance.

1.5 CONTROLLER OF EXAMINATIONS

The Controller of Examinations shall be appointed by the University Council on the recommendation of the selection committee constituted in accordance with the provision of Section 34 of the Act on such term and constituted as the university council may prescribed from time to time.

1.5.1 to frame and issue date sheets (theory and practical) for various examinations;

1.5.2 to publish the result gazettes in respect of the examinations conducted by the University in accordance with the Statutes;

1.5.3 to make corrections in the entries of the Result Registers detected after the results have been tabulated and collated;

1.5.4 to condone in genuine cases deductions liable to be made from the remuneration of examiners on account of late submission of documents, omissions and mistakes etc. or to impose token deductions only;

1.5.5 to sanction expenditure not covered under Statutes/Regulations on refreshment to the subordinate staff of the Confidential and Examination Branches who may have to sit for work outside office hours;
1.5.6 to grant previous sanction to the expenditure incurred by the Superintendents of Examination Centers as required under the provisions of the relevant Statutes/Regulations;

1.5.7 to grant permission to private candidates for appearing in various examinations conducted by the University;

1.5.8 to sanction extra-ordinary contingent expenditure in connection with the conduct of examinations as may be prescribed from time to time;

1.5.9 To make payment/remuneration to printer of question papers, paper setters, examiners, checking assistants, code officers etc, where ever applicable in the University;

1.5.10 to authorize incurring of normal contingent expenditure in regard to the work relating to the examinations;

1.5.11 to sanction payment of advance T.A. to the examiners, Superintendents of Examination Centres and officials of the Examination Branch provided that the road distance is not less than 150 kilometres. This advance shall not, however, be made earlier than five days before the actual date of journey;

1.5.12 to sanction casual leave to the subordinate staff of the Examination wing or delegate the powers to any officer of the University;

1.5.13 to inspect the examination centres (Theory & Practical); and

1.5.14 to appoint supervisory staff for examinations to be conducted by University.

1.6 DEAN COLLEGE DEVELOPMENT COUNCIL POWERS AND DUTIES

The Dean College Development Council shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (C) of Section 34 of the Act.

Dean College Development shall have the following powers and functions:

1.6.1 to act as a Member Secretary of the College Development Council;

1.6.2 to conduct all official correspondence of the College Development Council;

1.6.3 to visit all the Constituent/Autonomous/Affiliated Colleges at least twice in a year to assess the developmental needs of the Colleges;
1.6.4 to hold regular meetings with the Principals of the Constituent/Affiliated/Autonomous Colleges with a view to apprise them of the ways in which the College Development Council can function effectively for the development of colleges;

1.6.5 to scrutinize development proposals of the colleges and recommend them to the UGC for approval;

1.6.6 to act as the Convener of all Inspection Committees appointed by the University for inspection of colleges;

1.6.7 to obtain from the colleges and furnish to the Commission utilization certificates and other documents in respect of UGC grants released/disbursed to the Colleges;

1.6.8 to help in monitoring the UGC programmes implemented by the constituent Colleges;

1.6.9 to review the inspection reports of the colleges and to suggest remedies for removing the defects and irregularities reported;

1.6.10 to prepare Annual Reports of the functions of the College Development Council during the year and submit the same to the Syndicate, University Council and the UGC;

1.6.11 to control the staff working in his office;

1.6.12 to sanction casual leave of the secretarial staff working in his office;

1.6.13 to organize workshops, seminars and conferences of Principals/College teachers for advancing the cause of collegiate education;

1.6.14 to countersign TA/DA claims of Principals/College teachers who are asked to participate in the various seminars/workshops and conferences; and

1.6.15 to perform such other duties as may be assigned to him by the College Development Council and the Vice-Chancellor from time to time.
1.7 TERMS AND CONDITIONS FOR THE POSTS OF REGISTRAR/CONTROLLER OF EXAMINATIONS/DEAN COLLEGE DEVELOPMENT COUNCIL

1.7.1 Tenure of appointment

The appointment of Registrar/Controller of Examinations/Dean Colleges Development Council shall be made for a tenure of five years which may be reviewed for a similar term, and shall be placed in the scale of pay as admissible for State Universities from time to time. If the Registrar/Controller of Examinations/Dean Colleges Development Council wishes to resign before the end of his/her tenure, he/she shall give a notice of one month or pay one month’s salary in lieu thereof.

1.7.2 Age of Superannuation

Age for Superannuation shall be as admissible to the post of Registrar/Controller of Examinations/Dean Colleges Development Council as per State Universities.

1.7.3 Pay

As admissible to the post of Registrar/Controller of Examinations/Dean Colleges Development Council in UGC Pay Scale.

1.7.4 Dearness pay and other allowances

As admissible to the officers of the University from time to time, except HRA if University accommodation is availed.

1.7.5 Conveyance

The Registrar/Controller of Examinations/Dean Colleges Development Council shall be entitled to the facility of staff car between the office and his/her residence, including all his/her official duties and professional engagements.

1.7.6 Residential accommodation

Rent free, furnished residential accommodation earmarked for the Registrar/Controller of Examinations/Dean Colleges Development Council. Besides, free mobile, internet and telephone service at his/her residence shall be provided by the University.
In case the officer does not avail the University accommodation, he/she shall be paid HRA as admissible under rules.

The Registrar/Controller of Examinations/Dean Colleges Development Council if retains accommodation in the parent department during the deputation period within Jammu city is not entitled for house rent but the concerned department dues regarding house rent, if any, be reimbursed by University.

1.7.7 Leave

As per University rules.

1.7.8 GP/CP Fund facilities

GP/CP fund as already opted. The proportionate leave salary and pension contribution and group insurance shall be remitted to the concerned Institution/Department, by the Cluster University of Jammu from time to time.

1.7.9 Re-imbursement of Medical Expenses

Re-imbursement of medical expenses to be incurred by the Registrar/Controller of Examinations/Dean Colleges Development Council shall be paid as per the rules applicable to the officers of the University.

1.7.10 TA for journeys

As per University rules.

1.7.11 Tours outside the State in Official capacity for attending academic conferences, Govt. deputation, participating meetings of the committees of the UGC or other academic bodies and delivering lectures etc.

To be treated as on duty leave which shall not exceed the limit prescribed in the University Statutes/Regulations, unless specifically approved by the Vice-Chancellor.
1.8 ACCOUNTS OFFICER/OFFICER INCHARGE FINANCE

The Accounts Officer/Officer in charge Finance, if any, shall perform the following duties:

1.8.1 the Accounts Officer/Officer in charge Finance will function under the general superintendence and control of the Registrar;

1.8.2 the Accounts Officer/Officer in charge Finance will be overall in charge of all financial, budget and accounting operations of the University;

1.8.3 the Accounts Officer/Officer in charge Finance will supervise the work of the subordinate staff working in Finance, Budget and Internal Audit Section of the University. He will dispose of all matters at his level and submit to the Registrar and the Vice-Chancellor only important policy matters for decisions;

1.8.4 the Accounts Officer/Officer in charge Finance will exercise all the financial powers including passing of bills and signing of cheques;

1.8.5 to authorize purchase of all kind for the office upto and include Rs. 25,000/- (Rupees twenty five thousand) in individual case; and

1.8.6 any other work that may be assigned to him from time to time by the Registrar/ Vice-Chancellor.

1.9 DEPUTY REGISTRAR/ASSISTANT REGISTRAR/ ASSISTANT CONTROLLER

The Deputy Registrar and Assistant Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under sub-section (1) (D) of Section 34 of the Act. The Deputy Registrar/ Assistant Registrar has to perform duties and exercise such powers as may be assigned to him/her from time to time by the Vice-Chancellor or the Registrar as incharge of sections assigned to him/her.

1.10 ASSISTANT DIRECTOR (PLANNING & STATISTICS) FUNCTIONS AND DUTIES

The Assistant Director (Planning & Statistics) shall perform the following duties:

1.10.1 to devise policy on expansion and diversification of the University activities;

1.10.2 to plan a road map for future development of the University;
1.10.3 to monitor the physical targets and utilization of funds with respect to developmental projects funded by the State and Central Governments and other Agencies/Institutions/bodies etc.;

1.10.4 to prepare relevant papers for submission of progress reports of the developmental projects to various funding agencies;

1.10.5 to prepare proposal for the development of University;

1.10.6 to prepare the strategic plan for the University;

1.10.7 to review various proposals for initiation of new programmes;

1.10.8 to liaise with various funding agencies and to keep track of the various schemes announced by the Government agencies for the funding of infrastructural projects;

1.10.9 to collect, compile and tabulate all statistical data for submission to the Central and State Government including other corporation and agencies;

1.10.10 to ensure the developmental planning in tandem with the academic and other relevant requirements of University;

1.10.11 to report to the Registrar and assist him regarding the planning and developmental issues of the University as enumerated above; and

1.10.12 any other work that may be assigned to him from time to time by the Registrar/Vice-Chancellor.

1.11 **ESTATES OFFICER**

The Estates Officer shall work under the control and supervision of Registrar. The Estates Officer shall be responsible for:

1.11.1 maintenance of the University building, roads, fencing, playgrounds, parks and lands, construction and maintenance of utility services;

1.11.2 maintenance of fire protection services;

1.11.3 maintenance of architectural and constructional services of the university;

1.11.4 all university construction;
1.11.5 preparation of the annual construction and maintenance budget of the university and a periodical report showing the progress on works under construction;

1.11.6 providing and supervising the supply of electricity, water, telephone, internet and other services;

1.11.7 be responsible for safety of electric installations;

1.11.8 perform such other duties as may be directed by the Vice Chancellor and Registrar for proper functioning of the physical facilities of the University; and

1.11.9 any other work assigned for the development of University.

1.12 PRIVATE SECRETARY TO VICE-CHANCELLOR

The Private Secretary to Vice-Chancellor shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under sub-section (1) (D) of Section 34 of the Act.

The Private Secretary has to perform such duties as may be assigned to him/her from time to time by the Vice-Chancellor.

1.13 PUBLIC RELATION OFFICER

The Public Relation Officer shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under sub-section (1) (D) of Section 34 of the Act.

The Public Relation Officer has to perform such duties as may be assigned to him/her from time to time by the Vice-Chancellor.

1.14 DEAN ACADEMIC AFFAIRS

Dean Academic Affairs shall be a designated officer of the University and shall have the following powers and functions:

1.14.1 Co-ordinate, supervise and approve on behalf of the Vice-Chancellor admission of students to various courses made by the Admission Committees in their respective Departments. He/She may ask for such information as he/she considers proper to satisfy himself/herself that the admissions are made in accordance with the prescribed policy and procedure.
1.14.2 Recommend to the Vice-Chancellor modification in admission policy and procedure as and when these may become necessary either on his/her own or on the basis of recommendations made by Heads of the Departments / Principals / Dean of faculties/Admission Committees in various Departments.

1.14.3 Arrange for adequate and proper accommodation for various University Departments/Colleges/Classes, subject to overall constraints.

1.14.4 Circulate to the teaching Departments/Colleges the academic calendar, list of holidays and periods of closure of Departments/Colleges or suspension of classes under special circumstances.

1.14.5 Ensure that the schedule of teaching for various classes is in accordance with the prescribed norms; for this purpose the Heads of the departments/Principal of Colleges shall send to him/her class-wise and teacher-wise timetable at the beginning of each semester;

1.14.6 Ensure that the discipline and routine work in all Departments/Colleges is maintained in accordance with the decisions and directions of the University;

1.14.7 Exercise control in respect of matters specified in 4 (a) and (b) over the functioning of the University teaching departments/Colleges through the Heads of the Departments/Principals.

1.14.8 Sanction casual leave and special leave to the Heads of the Departments/Principals of Colleges and special casual leave to other members of the teaching staff;

1.14.9 Sanction duty leave not exceeding 3 days at a time (6 days in case of University/Colleges work) to the teaching staff including Heads of the Departments/Principal of Colleges.

1.14.10 Communicate approval to the proposals of Heads of Departments/Principal of Colleges for Guest Speakers after these are perused and formally approved by the Vice-Chancellor.

1.14.11 Forward to the Vice-Chancellor with his/her recommendation the proposals of Heads of Departments/Principal of Colleges for appointment of visiting fellows and Visiting Professors under the UGC schemes or other similar arrangement.
1.14.12 Formulate proposals in consultation with the Dean research and other Deans and to recommend to the Vice-Chancellor ways and means for improving academic standards of the University.

1.14.13 Approve the award of University Fellowships and Scholarships (except for M.Phil/Ph.D scholars and other Research Projects) Fellowships on the recommendations of Heads of the Departments/Principal of Colleges/concerned committees.

1.14.14 Communicate approval to the proposals of Heads of the departments for deputing delegates from the University to faculty improvements programmes, after these are recommended by concerned HOD/ Principal of Colleges, Dean and formally approved by the Vice-Chancellor.

1.14.15 Dean Academic Affairs and Dean research shall together coordinate supervise and facilitate the signing of MoU’s with other Institutions.

1.14.16 Recommend to the Vice-Chancellor amendment in University statutes in consultation with Dean Research and Deans of the Faculties (if necessary), relating to undergraduate and Postgraduate teaching programmes.

1.14.17 Dean Academic Affairs shall continue to be a member of the Board of research Studies (BORS) and other Academic Bodies/Forums/Committees.

1.14.18 Dean Academic Affairs shall continue to Head the affiliation Unit for all PG Courses and shall supervise and carry out any other work to be assigned by the Vice-Chancellor.

1.14.19 In the absence of the Vice-Chancellor, the Dean Academic Affairs shall Chair the meeting of the committees on academic affairs.

1.14.20 The term of Dean Academic Affairs shall be for three years.

1.14.21 Academic Section shall be under the direct control of the Dean Academic Affairs.
1.15 **DEAN RESEARCH STUDIES**

Dean Research Studies shall be a designated officer of the University and shall have the following Powers and Functions:

1.15.1 Shall work to facilitate and promote quality research in the University and recognized research centres/laboratories.

1.15.2 Shall coordinate, supervise and recommend to the Vice-Chancellor for the approval of the admission of students to M.Phil/Ph.D or any other research programmes in various faculties.

1.15.3 Shall recommend to the Vice-Chancellor in consultation with Dean Academic Affairs and Deans of the faculties modification, amendment in the statutes governing the admission of students to M. Phil/Ph.D and other research programmes for placement before relevant statutory bodies (if necessary).

1.15.4 Shall coordinate and facilitate for timely Board of Research Studies meeting in various faculties.

1.15.5 Shall coordinate and facilitate submission of research project proposals to various funding agencies by Principal Investigators and would also be responsible for their internal monitoring. For this purpose a Project and Planning Cell would be created which would function under Dean Research and the cell would be responsible for timely disposal of all matters, including financial issues related to research projects, fellowships and scholarships.

1.15.6 Shall recommend to the Vice-Chancellor, recurring and non-recurring expenditure provided under the sanctioned research project(s).

1.15.7 Shall be responsible to sign the Utilization Certificates of research projects and timely submission of utilization certificates to concerned funding agencies.

1.15.8 Shall provide necessary guidance and encourage teachers/researchers to write research project proposals and suggest incentives/other initiatives to the Vice-Chancellor for the purpose.

1.15.9 Shall liaison with relevant International, National/Regional agencies/ Organizations/ Groups/ Individuals for financial support and promotion of quality research in the university.

1.15.10 Shall make efforts to position the University in a manner that it carries out research on problems of immediate concern to the Jammu & Kashmir State and contribute towards the sustainable development of the State.
1.15.11 Shall scrutinize and recommend the research proposals received from various University Departments/Centres/Institutes/Colleges and other related research programmes to the Vice-Chancellor for approval.

1.15.12 Shall supervise and promote the quality of Research Journals published by the University.

1.15.13 Shall recommend as Chairperson of a Committee (to be formed by the Vice-Chancellor) for allocation of plan and non-plan research grants received by the University to various departments/Colleges/research centres based on their need and contributions.

1.15.14 Shall identify key areas of research in the University in consultation with Deans and HOD’S of the University Departments/Principals and ensure their promotion to achieve national eminence in such areas.

1.15.15 Shall prepare an annual research report and identify the initiatives to be taken for promoting/maintaining quality of the research work.

1.15.16 Shall keep track of research/visiting schemes advertised by various funding agencies, both National and Foreign, and shall sensitise the University faculty and other stakeholders including research scholars/students to the need for making use of these schemes which would promote his/her individual talent and professional career.

1.15.17 In absence of the Vice-Chancellor the Dean Research shall chair the meetings of Board of Research Studies (BORS) and other Committees.

1.15.18 Shall be responsible to sign the Utilization Certificates for funds sanctioned under various sponsored projects.

1.15.19 Communicate approval to the proposals of Heads of the Departments for deputing delegates from the University to conferences, seminars and workshops after these are recommended by concerned Colleges/HODs, Deans and formally approved by the Vice-Chancellor.

1.15.20 Shall be responsible for effective utilization of grants from Central/State agencies for development of research related infrastructure.

1.15.21 Shall be responsible for timely purchase/procurement of scientific equipment in consultation with a duly constituted Purchase/Technical Committee to be nominated by the Vice-Chancellor.
1.15.22 Shall be responsible to receive/disburse financial support offered by various funding agencies or projects related to research and infrastructure development.

1.15.23 Shall supervise and carry out any other work related to the research to be assigned by the Vice-Chancellor.

1.16 **DEAN STUDENTS WELFARE**

Dean Students Welfare shall be a designated officer of the University and shall have the following Powers and Functions:

1.16.1 To plan, organise and conduct students welfare programmes including cultural and literary activities, festivals, extension and special lectures, youth clubs, societies etc;

1.16.2 To co-ordinate the work of student services and agencies in the University and motivate faculty involvement in the students welfare programmes;

1.16.3 To prepare the activities calendar in co-operation with the Heads of the teaching departments of the University and Principals of Affiliated/Constituent Colleges;

1.16.4 To provide secretarial services to the Board of Students Welfare and implement decisions taken by it or the Syndicate in regard to Students Welfare activities;

1.16.5 To maintain discipline and deal with cases of indiscipline in the University Campus and provide secretarial services to the Discipline Committees in accordance with the Discipline regulations that may be framed by the University from time to time;

1.16.6 To devise ways and means for promoting the social, moral and emotional well-being of the University students and inculcating among them regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth;

1.16.7 To plan, organise and supervise the working of hostels, halls of residence, canteens, co-operative stores, hobby centres, students homes, community halls and clubs etc;

1.16.8 To prepare reviews and reports of the activities pursued during a year; and

1.16.9 To perform such other functions as the University Council or the Syndicate or the Vice-Chancellor may direct or as may be deemed necessary for promotion of Students Welfare and maintenance of discipline among students.
CHAPTER – 2
AUTHORITIES AND COMMITTEES

2.1 UNIVERSITY COUNCIL

2.1.1 STATUTES

2.1.1.1 The members of University Council nominated by the Chancellor under section 19 of Cluster University Act 2016 shall hold office for a period of three years.

2.1.1.2 Provided that the members of the University Council other than the nominated members shall hold office, as such so long as they continue to hold their respective posts.

2.1.2 POWERS

In addition to the provisions of the Act, the University Council shall have the following powers:-

2.1.2.1 to institute such Professorships, Associate Professorships, Assistant Professorships or other teaching posts as may be proposed by the Academic Council in this regard;

2.1.2.2 to abolish or suspend any Professorships, Associate Professorships, Assistant Professorships or other teaching posts on the report of the Academic Council in this regard;

2.1.2.3 subject to the powers conferred upon the Syndicate under the Act, to manage and regulate the finances, accounts, investments, property and all administrative affairs, whatsoever of the University, and for that purpose to appoint such agents as it may deem fit; and

2.1.2.4 to withdraw any degree, diploma or certificate conferred or granted by the University upon the ground that such a person has been convicted by a court of law or an offence which in the opinion of the University Council involves moral turpitude or upon the ground that he/she has been guilty of scandalous conduct.

2.1.3 REGULATIONS

2.1.3.1 HOLDING OF MEETINGS

The meeting of the University Council shall be presided over by the Chancellor, when present. In his/her absence the Pro-Chancellor shall preside and in the absence of both the Chancellor & Pro-Chancellor, Vice Chancellor of the
University shall preside. The meetings of the University Council shall be held after notice is circulated at such times as the Vice-Chancellor may direct atleast twice a year after consulting the Chancellor and the Pro-Chancellor. But on a requisition signed by any five members of the University Council, a special meeting may be convened. At such meetings, only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of;

2.1.3.2 NOTICE OF THE MEETING
The Registrar shall, ordinarily atleast ten days before each meeting, issue to each member a notice of the time, date and the place of the meeting together with the agenda paper. In the case of special meeting the Registrar shall give previous notice of the time, date and place of the meeting as the circumstances in each case may permit. Provided that in the case of emergency meetings or whenever considered necessary in exceptional circumstances, the Vice-Chancellor may suspend or modify the operation of this Regulation.

2.1.3.3 SECRETARY
The Registrar shall be the ex-officio Secretary. In the absence of the Registrar the person performing his/her duties shall act as Secretary.

2.1.3.4 QUORUM
Seven members inclusive of the Chairperson shall form the quorum.

2.1.3.5 NOTICE OF RESOLUTION AND AMENDMENT
a) No resolution, proposal or other matter, foreign to, or wholly inconsistent with the matter appearing in the agenda paper, shall be decided by the University Council, except to the extent permitted by the Chairperson whose decision on the subject shall be final.

Notice of a motion or resolution, from a member of the University Council, to be included in the agenda of an ordinary meeting of the Council must reach the Registrar atleast ten clear days before the date of the meeting.

b) A motion standing in the name of a member who is absent from the meeting may be proposed on his behalf by any other member with the permission of the Chairperson.

c) Every motion shall be in the form of a resolution which must be seconded.
2.1.3.6 **PROCEDURE**

a) When a motion has been duly proposed and seconded, the Chairperson shall read it out at the meeting. It shall then be open to discussion, and if there is no discussion the motion shall at once be put to the vote.

b) Any member present may propose an amendment to a motion. When two or more amendments are proposed the Chairperson shall put them to the vote in the inverse order, i.e. the last amendment being put to the vote first and the first, last.

c) It shall be in the discretion of the Chairperson to decide whether an amendment is in order or not.

d) The proposer of an amendment may make a speech in support of his amendment, but he shall not be entitled to reply.

e) An amendment must be duly seconded.

f) Every question shall be decided by a majority of the votes of the members present. The Chairperson shall be competent to decide the manner in which the votes of the members shall be recorded. In the case of equality of votes the Chairperson shall have the casting vote in addition to his vote as member.

g) No member shall have a right to speak more than once in the course of the discussion of a motion or of an amendment except the proposer of the motion who shall have the right of reply at the close of the discussion of the motion.

h) No speech other than that of the Chairperson shall exceed five minutes in duration.

i) The Chairperson shall be competent to regulate the order of speeches. No member shall address the meeting after the Chairperson has called for a vote.

j) A motion for dissolution of the meeting, adjournment of the meeting, adjournment of the discussion or closure may be made at any time as a distinct question, but not in the form of an amendment nor while a member is speaking.
k) If a motion for dissolution of the meeting is carried, the meeting shall stand dissolved. If a motion for adjournment of discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal or the amendment there to, as the case may be, shall immediately be put to the vote.

l) A member proposing the adjournment of the meeting or discussion shall also mention the date and time for such adjournment. A meeting or discussion continued on the adjournment date shall be deemed to be the continuation of the adjourned meeting.

m) No discussion shall be allowed on a motion mentioned in Regulation 2.1.3.6 (j) above.

n) A member may withdraw his motion or amendment, and any motion or amendment may be withdrawn by its proposer with the consent of the Chairperson of the meeting.

o) Any member may, by way of personal explanation, with the permission of the Chairperson, explain any misconception of the fact, but in doing so he shall strictly confine to a statement of the fact.

p) Any member may, at any time in the course of a discussion, rise and call the attention of the Chairperson to a point of order.

q) If a point of order is raised by one member in the course of speech by another, the speaker shall forthwith resume his seat until the Chairperson has decided it.

r) If the Chairperson be of the opinion that the point of order has been raised vexatiously, or for the purpose of mere obstruction, or of interruption to the discussion, or to the business of the meeting, he/she shall so declare and it shall be deemed a breach of order and the speaker shall resume his seat.

s) The Chairperson shall be the sole judge of any point and his decision shall be final. He/she may, at his/her own instance or at the instance of any member, call any member to order and the member shall obey forthwith. If the member so called to order shall, in
speaking, disregard such a call, the Chairperson may suspend him from membership for the rest of the meeting and in the case of gross misbehaviour he may, with the consent of two-thirds of the members present at the meeting, suspend him for such longer time as he may consider necessary. No member may be suspended longer than the duration of the meeting without the vote of the two-thirds of the members present.

t) A member suspended for the rest of the sitting shall not take part in any discussion.

u) A member suspended with the vote of two-thirds of the members present for a longer period than the duration of a meeting may be called upon to withdraw from the meeting, and thereupon, he shall do so.

v) Proposals relating to formal votes of thanks, messages of congratulations or condolence and other matters of like nature may be moved from the Chair without notice.

2.1.3.7 BUSINESS BY CORRESPONDENCE

Any emergent item of business for the University Council may, at the discretion of the Vice-Chancellor disposed of by correspondence. Such item shall, however, be reported to the University Council at its next meeting.

2.1.3.8 MINUTES

a) The Proceedings of the meeting of the University Council shall be recorded in writing by the Secretary and submitted to the Chairperson of the meeting for approval and signatures.

b) The Registrar shall send a copy of the proceedings of the University Council to each member of the Syndicate and the University Council within 15 days after the approval of the minutes by the competent authority. The approved minutes shall be uploaded, on the University website thereafter.
2.2 SYNDICATE

2.2.1 STATUTES

2.2.1.1 The members of the Syndicate other than the ex-officio members shall hold office for a period of three years.

2.2.1.2 Provided that if a member is appointed or elected to represent a particular body or a particular post, he shall hold office of a member so long only as he represents that body or hold that post/s as the case may be.

2.2.2 POWERS

2.2.2.1 In addition to the provisions of the Act, the Syndicate shall have the following powers to appoint the following Committees to transact such business of the Syndicate as may be provided by the Statutes/ Regulations or assigned by the Syndicate:

   a) Finance Committee;
   b) Planning Board;
   c) Library committee;
   d) Building committee;
   e) Boards of Sports;
   f) Board of Student welfare;
   g) Committee for Misconduct/Unfair means cases;
   h) Committee for publication of results; and
   i) Any other Committee which the Syndicate may deem necessary.

2.2.1.2 to nominate a member from its own body on each managing committees of Constituent/Autonomous/Affiliated colleges and other institutions not maintained by the Government;

2.2.1.3 to declare, subject to the provisions of the relevant Statutes/Regulations, an institution engaged in research work as an approved Institution of the University.

2.2.3 REGULATIONS

2.2.3.1 MEETINGS

The meetings of the Syndicate shall be held at such times as the Vice-Chancellor may direct, atleast twice a year. But on a requisition signed by any six members of the Syndicate to convene a special meeting of the Syndicate, the Vice Chancellor shall convene a special meeting on a date fixed by him. At such meetings, only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.
2.2.3.2 **NOTICE OF THE MEETING**
The Registrar shall ordinarily, at least ten days before each meeting, issue to each member a notice of the time, date and the place of the meeting together with the agenda paper. In the case of special meetings, the Registrar shall give such previous notice of the time, date and place of the meetings as the circumstances in each case may permit.

Provided that in the case of emergency meetings and whenever necessary, in exceptional circumstances the Vice-Chancellor, may suspend or modify the operation of this Regulation.

2.2.3.3 **CHAIRPERSON**
The Vice-Chancellor shall be the Chairperson of the Syndicate and in his/her absence, the members present shall elect a Chairperson for the meeting.

2.2.3.4 **SECRETARY**
The Registrar shall be the ex-officio Secretary. In his absence, the person performing his duties shall act as Secretary.

2.2.3.5 **QUORUM**
Six members inclusive of the Chairperson shall form the quorum

2.2.3.6 **BUSINESS**
All Regulations relating to the conduct of business at the meetings of the Cluster University Council, mutatis mutandis, shall apply to the meetings of the Syndicate.

2.2.3.7 **BUSINESS BY CORRESPONDENCE**
Any emergent item of business for the Syndicate may, at the discretion of the Vice-Chancellor, be disposed of by correspondence. Such item shall, however, be reported to the syndicate at its next meeting.

2.2.3.8 **MINUTES**
The proceedings of the meeting of the Syndicate shall be recorded in writing by the Secretary and submitted to the Chairperson of the meeting for approval and signatures. The Registrar shall, send a copy of the proceedings to each member of the Syndicate and the University Council within 15 days after the approval of the minutes by the competent authority. The approved minutes shall be uploaded, on the University website thereafter.
2.3 ACADEMIC COUNCIL

2.3.1 STATUTES

2.3.1.1 The members of the Academic Council, other than ex-officio members, shall hold office for a period of three years.

2.3.1.2 Provided that persons co-opted as representatives of any particular body shall not hold office after they cease to be members of the body.

2.3.2 POWERS

The Academic Council may appoint a Standing Committee to:

2.3.2.1 grant equivalence to the courses and examinations of other Universities with the corresponding courses and examinations;

2.3.2.2 to prescribe qualifications for admission to various programmes, to determine the intake of students in each programme and other matters related to the admission of students and their examinations;

2.3.2.3 to consider the minutes of Board of studies, Board of Research studies and to make suitable recommendations to the Academic council;

2.3.2.4 to approve the Academic Calendar of the University; and

2.3.2.5 to consider any other Academic matter referred to it by the Vice-Chancellor as may deem fit for approval/endorsement on behalf of the Academic Council.

2.3.3 REGULATIONS

2.3.3.1 MEETINGS

The meetings of the Academic Council shall be convened as the Vice-Chancellor may direct. But on a requisition signed by any ten members of the Academic Council to convene a special meeting thereof, the Vice-Chancellor shall convene a special meeting on a date fixed by him. At such meetings, only such subjects as the signatories to the requisition have set forth in the requisition shall be first brought forward and disposed of.
2.3.3.2 **NOTICE OF THE MEETING**
The Registrar shall, ordinarily, not less than ten days previous to each meeting of the Academic Council issue to each member thereof, a notice stating the time, date and place of the meeting along with the agenda paper.

Provided that in case of emergency meetings or whenever necessary in exceptional circumstances, the Vice-Chancellor may suspend or modify the operation of this Regulation.

2.3.3.3 **CHAIRPERSON**
The Vice-Chancellor shall be the Chairperson of the Academic Council. In his absence, the Council shall elect one of the Deans of the University present as the Chairperson for the meeting.

2.3.3.4 **SECRETARY**
The Registrar shall be the ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.

2.3.3.5 **QUORUM**
At all meetings of the Academic Council ten members inclusive of the Chairperson shall form a quorum. But if a meeting is adjourned twice for want of quorum, no quorum shall be necessary for the subsequent meeting.

2.3.3.6 **PROCEDURE**
   a) All proposals brought forward for the consideration of the Academic Council, shall be decided by the majority votes of the members present at the meeting and in the case of equality of votes the Chairperson shall have the casting vote. The Chairperson may decide that any matter may be decided by a secret ballot or by the show of hands at his discretion.

   b) Notice of a motion or resolution to be included in the supplementary agenda of a meeting of the Academic Council must be in the hands of the Registrar not less than ten days before the meeting.
c) Notice of an amendment to a motion or resolution of which notice has been given must, if it is intended to be included in the supplementary agenda, be in the hands of the Registrar at least five clear days before the meeting of the Academic Council at which the motion or resolution is to be moved.

d) Notwithstanding anything contained in the above point, the Chairperson may allow a motion or an amendment of which the notice required thereby has not been given.

e) It shall be open to the Chairperson to put to the vote any amendment in parts, or two or more amendments in parts, or two or more amendments consolidated. The Chairperson may also take vote on two or more amendments in the alternative.

f) All Statutes/Regulations relating to conduct of business at meetings of the University Council not inconsistent with these Regulations shall, mutatis mutandis, apply to all meetings of the Academic Council.

2.3.3.7 MINUTES

The proceedings of the meeting of the Academic Council shall be recorded in writing by the Secretary and submitted to the Chairperson of the meeting for approval and signatures. The Registrar shall send a copy of the proceedings to each member of the Academic Council within 15 days after the approval of the minutes to competent authority. The approved minutes shall be uploaded on the University website, thereafter.

2.4 FACULTIES

2.4.1 STATUTES

2.4.1.1 In addition to the faculties mentioned under sub section (1) of section 25 of the Srinagar and Jammu Cluster Universities Act, 2016, there shall be faculties as notified from time to time.

2.4.1.2 The term of office of members of the Faculties other than ex-officio members shall be three years.

2.4.1.3 Provided that persons appointed or elected to any particular body shall not hold office after they cease to be members of the body.
2.4.2 **REGULATIONS**

Each of the Faculties provided in the Act shall include the subjects stated below and such other subjects as may be added by the University Council:

2.4.2.1 **Faculty of Arts**

- a) Arabic;
- b) Dogri;
- c) English; (Functional English & English Literature)
- d) Hindi;
- e) Music;
- f) Mathematics;
- g) Hindi/Urdu/Dogri/Punjabi Literature
- h) Persian;
- i) Punjabi;
- j) Sanskrit;
- k) Urdu

2.4.2.2 **Faculty of Sciences**

- a) Botany;
- b) Bio-Technology;
- c) Chemistry;
- d) Computer Applications;
- e) Electronics;
- f) Environmental Sciences;
- g) Family & Community Sciences;
- h) Food Science and Technology
- i) Geography
- j) Geology
- k) Mathematics
- l) Physics;
- m) Statistics;
- n) Textile & Apparel Science
- o) Zoology;
- p) All subject comprised in BCA course
2.4.2.4 **Faculty of Social Sciences**
   a) Economics;
   b) History;
   c) Political Science;
   d) Psychology;
   e) Sociology;
   f) Philosophy

2.4.2.5 **Faculty of Education**
   a) Education;
   b) All subject / courses comprised in B.Ed / M.Ed / B.Ed- M.Ed integrated programme

2.4.2.6 **Faculty of Commerce**
   All subjects / courses comprised in B. Com/ M. Com/ B. Com Hons – M. Com Hons (integrated Programme) / BBA.

2.4.2.7 **Faculty of Engineering and Technology**
   All subjects comprised in Engineering and Technology courses.

2.4.2.8 **MEETINGS**
   Meetings of each Faculty shall be convened by the Dean of the Faculty as a Chairperson at any time, at the instance of the Dean or as the Vice-Chancellor may direct. A special meeting of a Faculty shall be convened on receipt of a requisition signed by not less than five members.

2.4.2.9 **NOTICE OF THE MEETING**
   The Dean of the Faculty shall, not less than fifteen days previous to each meeting of the Faculty, issue to each member a notice stating the time, date and place of the meeting along with the agenda paper.

   Provided that in the case of emergency meetings or whenever considered necessary in exceptional circumstances the Vice-Chancellor may suspend or modify the operation of this Regulation.

2.4.2.10 **QUORUM**
   Not less than one-third of the members of a Faculty, including the Chairperson, shall constitute a quorum. But if a meeting is adjourned twice for want of quorum, no quorum shall be necessary for the subsequent meeting.
2.4.2.11 PROCEDURE

a) Any member wishing to give notice of a motion or resolution not included in the agenda may send his proposal to the Dean of the Faculty so as to reach his office not less than five clear days before the date of the meeting. The Dean of the Faculty shall include such proposals in the supplementary agenda and circulate it among the members.

b) Amendments to motions can be moved at the meeting of the Faculty with the permission of the Chairperson.

c) No business or proposal, of which previous notice has not been given, shall be brought before the Faculty at the meeting except by permission of the Chairperson of the meeting.

d) All matters shall be determined in accordance with the vote of the majority of members present, and when the votes are equal, the Chairperson shall have to casting vote.

e) The Chairperson shall regulate the order of speaking and conduct of business at meetings, at his discretion in accordance with the Statutes/Regulations prescribed for discussion of matters at meetings of the Academic Council.

2.4.2.12 MINUTES

The Registrar shall lay the copies of proceedings of all meetings of Faculties together with necessary papers, if any, before the appropriate higher authority of the University.

2.5 DEANS OF FACULTIES

2.5.1 STATUTES

2.5.1.1 The Dean of the Faculty shall hold office for a period of three years from the respective date of their nomination by the Vice Chancellor by rotation according to seniority in the manner and subject to such condition and may be prescribed in the Statutes.

Provided also that when in a particular Faculty only one member is eligible for the office of the Dean, he/she shall be nominated by the Vice-Chancellor to be the Dean of the Faculty.

2.5.1.2 If a vacancy in the office of the Dean occurs at any time, the Vice-Chancellor may nominate a next senior faculty as per the provisions of the Act.
2.5.1.3 The Dean of each Faculty shall be the executive officer of the Faculty and shall preside at its meetings. In the absence of the Dean, the members present shall elect their own Chairperson. Provided that in case the Dean is absent or on leave for a period exceeding three months, his place may be temporarily filled up by the Vice-Chancellor for the period of his absence.

2.5.1.4 The Dean of each Faculty shall have the right to be present and to speak at any meeting of any committee of the Faculty but not to vote unless he is a member of the Committee.

2.6 BOARDS OF STUDIES

2.6.1 STATUTES

2.6.1.1 The members of each Board of Studies other than the ex-officio members shall hold office for a period of three years.

Provided that any member of a Board who has failed, without permission, to attend two consecutive meetings of the Board shall cease to be a member of that Board.

2.6.1.2 There shall be a Board of Studies in each subject or group of subjects comprised in a Faculty. Senior most faculty shall be the convenor or as Vice-Chancellor may direct.

2.6.2 REGULATIONS

2.6.2.1 The Board of studies shall draw up syllabus and courses of study for the approval of the Academic Council for the various examinations with which it is concerned.

2.6.2.2 The Boards of Studies shall prepare panels of names of paper-setters and examiners in their respective subjects in accordance with the Regulations.

2.6.2.3 Discussions in the Boards of Studies on the merits of examiners and of text-books shall be treated as confidential.

2.6.2.4 MEETINGS

Meetings of a Board shall be held at any time at the instance of the Dean of the Faculty or as the Vice-Chancellor may direct. The Board shall meet at least once a year. If it is found necessary for any special reason to hold an additional meeting of a Board during the course of an academic year, special permission of the Vice-Chancellor shall be previously obtained by the Convener of the Board concerned through the Dean.
2.6.2.5 **NOTICE OF THE MEETING**

The Dean of the Faculty shall issue to each member a notice stating the time, date and place of the meeting along with the agenda paper.

2.6.2.6 **CHAIRPERSON**

The Convener shall be the Chairperson of the Board. In the absence of the convener the board shall elect at least one of the member as the Chairperson.

2.6.2.7 **SECRETARY**

The Registrar or the person performing his duties or authorized by him shall be the Secretary of the Board and shall keep a record of the proceedings of the meetings.

2.6.2.8 **QUORUM**

a) The majority of the members of a Board or in the case of joint session, of the total number of the members of the Boards meeting jointly shall form a quorum but if a meeting is adjourned for want of quorum no such quorum shall be necessary for the subsequent meeting.

b) Any two or more Boards of Studies may, with the consent of the Vice-Chancellor and at the request of the Academic Council or the Syndicate or the University Council, jointly meet and act in concurrence and render a joint report upon any matter which lies within their purview.

2.7 **BOARD OF INSPECTION**

2.7.1 **STATUTES**

2.7.1.1 The members of the Board of Inspection who are to be nominated by the Vice-Chancellor. Provided the ex-officio members of the board of Inspection shall hold office as such as long only as they continue to hold the respective post, by rotation shall hold office for a period of three years.

2.7.1.2 The Board shall appoint a panel of Inspectors consisting of ten persons for conducting periodical inspection of the constituent colleges and other educational institutions and the members of the panel shall hold office for a period of one academic year; Provided that the Vice-Chancellor shall have power to increase the number of Inspectors on the panel from time to time whenever he deems necessary to do so.
2.7.1.3 Periodical inspection of the constituent colleges and of other educational institutions shall be conducted by not less than two inspectors in accordance with the procedure laid down in the resolution.

2.7.2 REGULATIONS

2.7.2.1 MEETINGS
The Board of Inspection shall meet whenever the Vice-Chancellor directs.

2.7.2.2 CHAIRPERSON
The Dean College Development Council shall preside at the meeting.

2.7.2.3 QUORUM
a) The majority of the members of the Board shall form a quorum.

b) All questions shall be decided by a majority of votes of the members present. In the event of votes being equal, the Chairperson shall have the casting vote.

2.8 SELECTION COMMITTEES

2.8.1 STATUTES
The members of the Selection Committees nominated under Section 34 of the Act shall hold office for a period of three years.

2.8.2 REGULATIONS

2.8.2.1 HOLDING OF MEETINGS
The meetings of the Selection Committees shall be held at such times as the Vice-Chancellor may direct.

2.8.2.2 NOTICE OF THE MEETING
The Registrar shall, ordinarily at least, ten days before each meeting, issue to each member a notice of the time, date and the place of the meeting.

2.8.2.3 Chairperson
Vice-Chancellor shall be the chairperson of the selection committee
2.8.2.4 SECRETARY

The Registrar shall be ex-officio Secretary. In his absence, the person performing his duties shall act as secretary. The proceedings of the meetings of the Committee shall be recorded in writing by the Secretary and got approved and signed by the Chairperson and all the members of the Committee present at the meeting. The proceedings shall remain confidential and in the personal custody of the Secretary.

2.9 COLLEGE DEVELOPMENT COUNCIL

2.9.1 STATUTES

CONSTITUTION
There shall be College Development Council of University comprising of the following:

a) Vice-Chancellor (Chairperson);

b) Commissioner/Secretary, Higher Education Department, J&K Government;

c) Dean of Faculties;

d) Five Professors of the University to be nominated by the Vice-Chancellor by rotation;

e) Dean College Development Council, Cluster University of Srinagar;

f) Five Principals of the Constituent/ Autonomous/ Affiliated colleges to be nominated by the Vice-Chancellor by rotation;

g) Five Teachers of the Constituent/ Autonomous/ Affiliated colleges to be nominated by the Vice-Chancellor by rotation;

h) Dean College Development Council;

i) Registrar; and

j) Controller of Examinations.

2.9.2 REGULATIONS

2.9.2.1 MEETING
The meeting of the College Development Council shall be held at such times as the Vice Chancellor may direct.

2.9.2.2 CHAIRPERSON
The Vice Chancellor shall be the chairperson of the College Development Council.

2.9.2.3 NOTICE OF MEETING
The Secretary shall, ordinarily at least ten days before each meeting, issue to each member a notice of the time and venue of the meeting together with agenda paper.
2.9.2.4 **SECRETARY**
Dean of the College Development Council shall be the ex officio Secretary.

2.9.2.5 **QUORUM**
Majority of the members, inclusive of chairperson, shall form the quorum.
The proceedings of the meeting of the College development Council shall be recorded in writing by the Secretary and submitted to the Chairperson of the meeting for approval and signatures.

2.10 **COMMITTEES OF THE SYNDICATE**

2.10.1 **FINANCE COMMITTEE**

2.10.1.1 **STATUTES**
The Syndicate shall have its Finance Committee for regulating and controlling its finances. It shall consist of the following: –
   a) Vice-Chancellor;
   b) Financial Advisor or his/her nominee;
   c) Educational Advisor to the Government or the officer designated by the Government to be in-charge of Higher Education or his/her nominee;
   d) two members of the Syndicate nominated by the Syndicate;
   e) the Registrar; and
   f) Finance officer/Officer –in-charge Finance

The nominated members of the Committee shall hold office for a period of three years.

**POWERS & FUNCTIONS**
The functions and powers of this Committee shall be as under:-
   a) to examine the annual budget consolidated by the Registrar and endorsed by the Financial Advisor and to advise the Syndicate thereon;
   b) to review the financial position periodically;
   c) to devise means for the improvement of the financial position of the University:
   d) to examine every proposal of new expenditure not provided for in the budget: and
   e) to perform such other functions as the Syndicate may, from time to time, determine.
2.10.1.2 REGULATIONS
Meetings
The Committee shall meet whenever the Vice-Chancellor directs.

CHAIRPERSON
The Vice-Chancellor or in his absence the members present shall elect their own Chairperson who will preside over the meeting.

SECRETARY
Finance Officer/ Officer –in-charge Finance shall be the Member Secretary of the Committee. He shall maintain the proceedings of the Committee in writing and shall submit the same to the Chairperson for his signatures.

QUORUM
The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the members present. The Chairperson in the event of an equality of votes, shall have the casting vote.

2.10.2 PLANNING BOARD

2.10.2.1 STATUTES
There shall be a Planning Board to assist the Syndicate in formulation of perspectives in planning including academic planning, examining continuously the needs for development of the Cluster University, coordination and screening development proposals of the departments and units of the University and determining priorities in the development programmes of the University. The Board shall consist of:

a) Vice-Chancellor; (Chairperson)
b) Financial Advisor; or his/her nominee
c) Deans of Faculties;
d) Registrar; and
e) Controller of Examinations.

With powers to co-opt.
The Officer/ incharge Planning will be the Secretary to the Board.

2.10.2.2 REGULATIONS
MEETINGS
The Committee shall meet whenever the Vice-Chancellor directs.

CHAIRPERSON
The Vice-Chancellor shall preside at all meetings.
SECRETARY
The Officer/Incharge Planning shall be the Secretary of the Committee. He/she shall maintain proceedings of the Committee in writing and shall submit the same to the Chairperson for his approval.

QUORUM
The majority of the members shall form the quorum. All matters shall be decided by a majority of votes. The Chairperson in the event of the equality of votes, shall have a casting vote.

2.10.3 LIBRARY COMMITTEE

2.10.3.1 STATUTES
The Library Committee shall consist of the following: -

a) Vice-Chancellor;
b) Deans of Faculties;
c) three Heads of the University Teaching Departments nominated by rotation by the Vice-Chancellor;
d) two principals of Constituent/Affiliated/Autonomous colleges nominated by rotation by the Vice-Chancellor;
e) the Registrar;
f) two persons not being employees of the Cluster University or colleges nominated by the Syndicate; and
g) the Librarian
(Ex-officio member and Secretary).
The nominated members of the Committee shall hold office for a period of three years.

POWERS & FUNCTIONS
The functions and powers of the Library Committee shall be -

a) to sanction the break-up of the budget grant for purchase of books and journals (subject-wise), furniture and any other equipment required for the Library;
b) to frame the annual budget for the Library;
c) to enforce Library Regulations;
d) to dispose of and write off such books as in its opinion are either worthless, unserviceable or so far damaged as to be useless;
e) to write off books lost in the Library on the recommendation of the Librarian, save as otherwise provided;
f) to approve any person who is not eligible to borrow books as a regular borrower, subject to conditions prescribed in this behalf in the Regulations;
g) to decide all matters relating to the Library which are not otherwise provided for in the Statutes and Regulations, the decision being liable to revision by the Syndicate;

h) to delegate any of its powers to the Librarian;

i) to fix up the working hours of the Library; and

j) To purchase rare manuscripts on the recommendation of the committee to be appointed by the Vice Chancellor which shall include an expert and one person not connected with the University, having sound knowledge of the subject concerned.

2.10.3.2 REGULATIONS MEETINGS
The Committee shall meet at least twice in a year and at other times when convened by the Chairperson.

CHAIRPERSON
The Vice-chancellor shall be the Chairperson of the Committee.

SECRETARY
The Librarian shall be the ex-officio Secretary. He shall record in writing the minutes of all meetings and shall submit the same to the Chairperson of the Committee for signatures.

QUORUM
Seven members shall form the quorum. All matters shall be decided by a majority of votes of the members present. The Chairperson shall have his own vote, and in the case of an equality of votes, he shall have the casting vote.

2.10.4 BUILDING COMMITTEE

2.10.4.1 STATUTES
There shall be a building committee consisting of the following members to supervise the implementation of the approved schemes in respect of construction and renovation of building:

a) Vice-Chancellor;

b) Chief Engineer/or his/her nominee not below the rank of EE, R&B J&K Govt., Jammu Province;

c) Two members of the Planning Board to be nominated by the Vice-Chancellor;

d) Registrar;

e) Officer incharge Finance;

f) Two teachers of the University to be nominated by the Vice-Chancellor;

g) Representative of the user Department;
h) Head Department of Electrical or Civil engineering (if any exists) or a person from the nearby university;

i) University Engineer or University Architect or Govt. Architect; and

j) Officer Incharge Planning.

The members shall hold office for a period of three years.

The committee shall scrutinize the plan and estimates proposed for all new works before these are approved by the competent authority and supervise the constructions of the new buildings. The committee will also examine proposals for major additions and alterations in the existing buildings before these are executed with the approval of the competent authority.

2.10.4.2 REGULATIONS MEETINGS

The committee shall meet whenever Vice-Chancellor directs.

CHAIRPERSON

The Vice-Chancellor shall be the chairperson of the committee.

SECRETARY

The Officer incharge Planning shall be the member secretary of the committee. He shall maintain the proceeding of the meeting and shall submit the same to the Chairperson for his signature.

QUORUM

The majority of the members shall form the quorum. All matters shall be decided by a majority or votes of the members present. The Chairperson in the event of equality of votes shall have to cast vote.

2.10.5 BOARD OF SPORTS

2.10.5.1 STATUTES

The board of sports shall consist of the following:

a) Vice-Chancellor;

b) Educational advisor to the government or officer designated by the government to be in charge of Higher Education;

c) Four Heads of the University Departments and Four Principals of colleges nominated by the Vice-Chancellor;
d) Four persons, at least one of whom shall be a women, not connected with the university and colleges, interested in sport, nominated by syndicate;

e) The Registrar;

f) The Controller of Examinations;

g) The Director, Physical Education/ Sport ; and

h) The Director, Physical Education/Sport (ex-officio Secretary).

Members of the board other than the Ex-officio members shall hold office for a period of three years.

AIMS AND OBJECTIVES

a) to promote true spirit of sportsmanship and camaraderie among students;

b) to advise the syndicate in formulation of policies regarding the sports activities and to organize, control, manage and supervise, either themselves or through various committees and sub-committees, inter-collegiate sports activities/Tournaments, programs and sport festivals; and

c) to authorize the conduct of tournaments and other sport activities in various events as prescribed under the statutes/regulations.

2.10.5.2 REGULATIONS

MEETINGS

The board shall meet once every six months or whenever necessary or on such dates as the Vice-Chancellor may direct.

CHAIRPERSON

The Vice-Chancellor or, in his/her absence, the nominee of the Vice-Chancellor shall chair the meeting.

SECRETARY

The Director, Physical Education/ Sports of University shall acts as ex-officio Secretary in the board of sports.

QUORUM

Eight members shall form the quorum for a meeting of the board, but quorum shall not be necessary for a meeting which had been adjourned for want of a quorum.
2.10.5.3 **POWERS AND FUNCTIONS**

The board of sports shall perform the following functions and Duties-

a) to plan, organize and regulate hiking, trekking and other expedition, camps and sport festivals;
b) to organize, conduct and control tournaments in various sports events and competitions for students at inter college level;
c) to undertake and implement the scheme of National Sports organization;
d) to promote inter-university fellowship by organizing or taking part in inter-university tournaments;
e) to select university teams and to appoint instructors of various games and clubs and officials to accompany the university teams for inter-university competitions;
f) to propose regulations for the organizations, conduct and control of the university sports activities/ tournaments;
g) to interpret and enforce regulations and give decisions and rulings on any point not covered by these regulations;
h) to frame bye-laws to meet any emergency that may arise in the bona-fide discharge of its duties; provided that such action is duly reported to the syndicate for approval;
i) to appoint committee(s) as and when necessary, and fix their terms of reference;
j) to condone delay in the submission of entry by college for the tournaments and any other competitions conducted by university;
k) to prepare reviews and reports of the activities pursued during the year;
l) to recommend to the syndicate the budget estimates for sports activities annually;
m) to raise and spend funds for sports activities/ tournaments in accordance with the budget estimates sanctioned by the university council; and
n) to perform such other functions as the syndicate may direct or as may be deemed necessary to promote sports activities and tournaments.

2.10.5.4 **FUNCTIONS OF THE DIRECTORATE OF PHYSICAL EDUCATION**

a) to assist the colleges in working out schemes of sports activities/Tournaments and Physical education;
b) to organize, conduct and control the university sports, tournaments and athletics and to organize various university sports, clubs and inter-university level coaching camps;
c) to organize hikes, trekking, mountaineering campus etc. including sports, festivals water sports and related sports activities;
d) to be incharge of the gymnasium, swimming pool, play fields, stadium and physical education equipments;
e) to advise students regarding the physical development/sports;
f) to prepare the activities calendar in cooperation with the Heads of the teaching departments of the university and Principals of the Constituent/Affiliated colleges;
g) to provide secretarial services to the Board of sports/Physical Education;
h) to pursue and implement decisions taken by the Syndicate or Board of Sports with regard to programs relating to sports and sports activities;
i) to conduct tournaments in various games for the university and the constituent/affiliated colleges;
j) to organize inter-departmental sports and tournaments for the university teachings departments/colleges, and
k) such other functions as the syndicate or Vice-Chancellor may direct.

2.10.6 BOARD OF STUDENTS WELFARE

2.10.6.1 STATUTES

The board of students welfare shall be composed of:-
a) Vice-Chancellor;
b) Educational advisor to the government or officer designated by the government to be incharge of Higher Education;
c) Four Heads of the University Departments and Four Principals of colleges nominated by the Vice-Chancellor;
d) Four persons, at least one of whom shall be a women, not connected with the University and Colleges, interested in students welfare activity, nominated by syndicate;
e) The Registrar;
f) The controller of Examination;
g) Dean student welfare; and
h) The Dean students welfare (Ex-officio secretary).

Members of the board other than the Ex-officio members shall hold office for a period of three years.
AIMS AND OBJECTIVES

a) to promote true spirit of leadership, sportsmanship and camaraderie, cultural harmony & discipline among students;

b) to advise the syndicate in formation of policies regarding the students welfare activities and to organize, control, manage and supervise either themselves or through various committees and sub-committees, inter-collegiate and inter-departmental art, cultural and literary competition/programs and activities; and

c) to authorize the conduct of competition and other students welfare activities in various events as prescribed under the statutes/regulations.

2.10.6.2 REGULATIONS
MEETINGS

The board shall meet once every six months or whenever necessary or on such dates as the Vice-Chancellor may direct.

CHAIRPERSON
The Vice Chancellor shall be chairperson of the board.

SECRETARY
The Dean Students Welfare shall act as ex-officio Secretary in the board of students welfare.

QUORUM
Eight members shall form the quorum for a meeting of the board, but quorum shall not be necessary for the meetings which have been adjourned for want of quorum.

2.10.6.3 POWERS AND FUNCTIONS

The board of students welfare shall perform the following functions and duties:

a) to plan, organize and regulate students welfare programs and activities including arts, cultural and literary programs, festivals, extension lecturers, workshops, youth clubs and societies etc.;

b) to organize, conduct and control various arts, cultural and literary competitions for students at inter-college level;
c) to undertake and implement various schemes of UGC and AIU related to students' welfare;
d) to promote inter-university fellowship(s) by organizing or taking part in inter-university contests/competitions;
e) to select university teams and to appoint accompanist, choreographer etc. for various cultural items and clubs and officials to accompany the university teams for inter-university competitions;
f) to propose Regulations, conduct and control of the university cultural activities and student welfare programs;
g) to interpret and enforce the Regulations and give decisions and rulings on any point not covered by these Regulations;
h) to frame bye-laws to meet any emergency that may arise in the bona-fide discharge of its duties, provided that such action is duly reported to the syndicate for approval;
i) to appoint committees as and when necessary, and fix their terms of reference;
j) to condone delay in the submission of entry by colleges for the competitions conducted by the university;
k) to prepare reviews and reports of the activities pursued during the year;
l) to recommend to the syndicate the budget estimates for student welfare activities annually;
m) to raise and spend funds for student welfare activities/competitions in accordance with the budget estimates sanctioned by the university council; and
m) to perform such other functions as the syndicate may direct or as may be deemed necessary to promote students welfare activities/programs.

Department of student welfare will provide secretarial assistant to the board.

2.10.6.4 FUNCTIONS OF THE DEPARTMENT OF STUDENTS WELFARE

a) to plan, organize, conduct and control students welfare programs and competitions including arts, cultural and literary activities, festivals, extension and special lecturers, workshops, camps, Youth clubs, societies etc.;

b) to coordinate the work of student services, agencies in the University and motivate faculty involvement in student welfare programmes;
c) to prepare the activities calendar in co-operation with the Heads of the teaching departments of the university and Heads of the constituent/affiliated colleges;

d) to provide secretarial services to the board of the students welfare and implement decisions taken by it or the syndicate in regard to students welfare activities;

e) to maintain discipline and deal with cases of indiscipline in the university campus and provide secretarial services to the Discipline Committees in accordance with the Discipline Regulations that may be framed by the university from time to time;

f) to devise ways and means for promoting the well being of the university students - social, moral, emotional and inculcating among them regards for great ideals like loyalty to the country, devotion to duty and pursuit of truth;

g) to organize and supervise the working of canteen, co-operative stores, kiosk, hobby centers, student welfare homes, community halls, clubs etc.

h) to prepare reviews and reports of the activities pursued during a year;

i) to perform such other functions as the university council or the syndicate or the vice – Chancellor may direct or as may be deemed necessary for promotion of students welfare and maintenance of discipline among students;

j) to conduct cultural activities/ competitions for university staff.

2.10.7 COMMITTEE FOR MISCONDUCT/ UNFAIR MEANS CASES

2.10.7.1 STATUTES
The Syndicate shall have a committee for scrutiny of unfair means cases in examinations and take decisions on them in accordance with the relevant statutes. The “Competent Authority” shall comprise the following:-

a) Vice-Chancellor;

b) Registrar;

c) Two principals of Constituent Colleges to be nominated by the Vice-Chancellor;

d) Three persons nominated by the Syndicate;

e) Two Deans to be nominated by the Vice-Chancellor; and

f) The Controller of Examinations.
The members constituting the “Competent Authority” other than the ex-officio members shall hold office for a period of three years.

2.10.7.2 REGULATATIONS

MEETINGS
The “Competent Authority” shall meet whenever the Vice Chancellor may direct.

CHAIRPERSON
The Vice-Chancellor shall preside at all the meetings of the “Competent Authority”.

SECRETARY
The controller of Examination shall be the member secretary of the “Competent Authority”. The proceeding of the meeting of the committee shall be recorded in writing by the Secretary and got approved and signed by the Chairman; and got confirmed at the next meeting.

QUORUM
The majority of the members shall form the quorum. All matters shall be decided by the majority of votes of the members present. In the event of votes being equal, the chairman shall have the casting vote.

2.10.8 COMMITTEE FOR PUBLICATION OF RESULTS

2.10.8.1 STATUTES

There shall be a committee of the syndicate for the Publications of the Results of the Examination conducted by the University. It shall consist of the following:-

a) The Vice Chancellor;
b) Three members of the Syndicate nominated by the syndicate;
c) The Dean of the Faculty Concerned;
d) The Registrar; and
e) The Controller of Examinations.

The Vice-Chancellor is authorised to co-opt Heads of the Post-graduate Departments/ Principals of Colleges as members when considered necessary.
The nominated members shall hold office for a period of three years.
2.10.8.2 REGULATIONS

MEETINGS
The committee shall meet whenever the Vice-Chancellor directs.

CHAIRPERSON
The Vice-Chancellor shall preside at the meeting of the committee.

SECRETARY
The Controller of Examinations shall be the Secretary of the Committee. He shall maintain the proceedings of the meeting of the committee in writing and shall submit the same to the Chairman for his signatures.

QUORUM
The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the members present. In the event of votes being equal, the Chairman shall have the casting vote.

2.11 OTHER STATUTARY COMMITTEES

2.11.1 DEPARTMENTAL AFFAIRS COMMITTEE
Each Department of the University School shall be having Departmental affair committee consisting of the following:

2.11.1.1 Head of the Department ; (Not below the rank of Associate Professor)
2.11.1.2 At least three members of teaching staff by rotation basis.

2.11.2 ESTABLISHMENT COMMITTEE
Establishment committee of Registry shall consist of:

2.11.2.1 Registrar; Chairperson
2.11.2.2 Controller of Examination;
2.11.2.3 Officer in charge Finance;
2.11.2.4 Two officers by rotation to be nominated by Vice-Chancellor;

2.11.2.5 Head of the Department concerned for selection to be made for the Department; and

2.11.2.6 Officer in charge Administration. – Member Secretary

2.11.3 COMMITTEE FOR MAKING EMERGENT PURCHASES FOR THE OFFICE

Committee for making emergent purchases for the office consists of;

2.11.3.1 Officer Incharge Finance; Convenor

2.11.3.2 Assistant Director Planning; and

2.11.3.3 Officer Incharge Services.

The committee has the power to co-opt more members if required.
CHAPTER – 3

UNIVERSITY TEACHERS/OFFICERS & OTHERS

STATUTES

3.1 CLASSES OF TEACHERS

Teachers of the University shall be namely:

3.1.1 Appointed teachers;

3.1.2 Recognized teachers; and

3.1.3 Part-Time Teachers.

3.2 APPOINTED TEACHERS

Appointed teachers of the University shall be either -

3.2.1 Persons appointed by the University Council/Syndicate as Professors, Associate Professors, Assistant Professors or otherwise as teachers of the University; or

3.2.2 Persons appointed by the University Council/ Syndicate as Honorary Professors, Associate Professors or Assistant Professors or otherwise as teachers of the University.

3.3 QUALIFICATIONS OF TEACHERS

The qualifications of salaried teachers appointed by the University shall be same as will be prescribed by the UGC / University from time to time.

3.4 PROCEDURES/NORMS FOR APPOINTMENTS TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR AND ASSISTANT PROFESSOR

3.4.1 Appointments to the posts of Professor, Associate Professor and Assistant Professor and other Academic Staff shall be made on All India Basis on the recommendations of the Selection Committee constituted vide Section 34 (1A) of the act. The University will issue All-India advertisement for recruitment to such posts in leading national dailies giving, atleast, 21 days time.

3.4.2 The prescribed application forms may be downloaded from the University website and submitted to the University along with application fee prescribed by the University Council from time to time. The application forms will also be available at the Administrative Office of the University.
3.4.3 Applicant already in the employment shall be required to route his/her application through proper channel. He/She shall, however, submit an advance copy of his/her application to the University. The application form duly forwarded by his/her employer must reach the University at least ten days prior to the date of interview, failing which he/she shall not be called for the interview.

3.4.4 Applicant shall be required to enclose with his/her application form self attested copies of all the relevant documents in support of his/her educational qualifications, date of birth, work experience, research and publications. Such documents shall be required to be produced in original at the time of interview.

3.4.5 Minimum qualifications for appointment and other service conditions including scales of pay shall be as prescribed by the UGC Regulations on “Minimum Qualifications for the Appointment of Teachers and other Academic Staff in the Universities and Colleges and measures for the Maintenance of Standards in Higher Education, 2010” (hereinafter referred to as UGC Regulations, 2010) as amended from time to time. Every order or clarification issued by the UGC and/or Government of India in this regard shall be deemed to be part of these Statutes. Such amended Statues/regulations will come operative after their approval by the Vice-Chancellor in anticipation of the approval of the Competent Authority or approval by University Council.

3.4.6 The prescribed qualifications and experience will be minimum and the mere fact of possessing the same will not entitle a candidate to be called for interview. The number of candidates to be called for interview shall be based on the recommendations of a Screening Committee constituted by the Vice-Chancellor for the purpose. The Screening Committee shall make recommendations to restrict the number of candidates to be called for interview on the basis of approved criteria i.e. Ten candidates for first vacancy, Five candidates for every additional vacancy in order of their rank in the list prepared by screening committee on the basis of points scored by the candidate.

3.4.7 The University shall follow the J&K Government Rules governing reservations in appointments of teachers and other academic staff. The candidates for Reserved Categories shall have to produce the relevant certificates issued by a competent authority.

3.4.8 Counting of Past Service/ Previous Service, without any break as Assistant Professor or equivalent, in a University, College, National Laboratory, or other Scientific organizations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR etc. and as a UGC Research Scientist, should be counted for placement of Assistant Professor in Senior Scale provided that:
3.4.8.1 The post was in an equivalent grade /scale of pay as post of an Assistant Professor;

3.4.8.2 The qualifications for the post were not lower than the qualification prescribed by the UGC for the post of Assistant Professor;

3.4.8.3 The candidates who apply for direct recruitment should apply through proper channels;

3.4.8.4 The concerned candidate possessed the minimum qualifications prescribed by the UGC for appointment as Assistant Professor;

3.4.8.5 The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/ Central Government/ Institution’s Statutes/ Regulations;

3.4.8.6 The appointment was not adhoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted provided-
   i) The adhoc service was of more than one year duration;
   ii) The incumbent was appointed on the recommendation of duly constituted Selection Committee; and the incumbent was selected to the permanent post in continuation to the adhoc service, without any break.

3.4.9 In case of selection to fill up two or more posts in a cadre on the same date, the recommendations of the Selection Committee shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.

3.4.10 No recommendations with a condition as to occurrence of future events shall be made by the Selection Committee.

3.4.11 The recommendations of the Selection Committee shall be submitted to the competent bodies for approval (University Council for Professor and University Syndicate for Associate Professor and Assistant Professor). However, the Chancellor of the University stands authorised to recommend in anticipation of approval of the University Council and Vice-Chancellor stands authorised to approve the recommendations in anticipation of the approval of Syndicate for issuance of appointment letter(s). The action taken in this regard has to be reported to the competent bodies for confirmation.

3.4.12 The panel of names as recommended for appointments as teachers in the University by a select committee will hold good for a period of one year to be counted from the date the panel of names recommended for the appointment by a select committee if approved by Syndicate in case of Assistant Professor and Associate Professor by the university council in case
of Professor and will be valid for the post(s) which was /were advertised and for which candidates were interviewed by the selection committee.

3.4.13 When the Selection Committee deems it fit to recommend a higher start of pay or advance increment(s) to be offered to a selected candidate, such higher pay or grant of advance increment(s) shall be as per the UGC Regulation, amended from time to time.

3.4.14 The statutory Provisions, if any, for relaxation of age, minimum qualification, experience etc. in case of candidates belonging to Schedule Caste, Schedule Tribe, Other Backward Classes or Persons with Disabilities shall be followed by the University.

3.4.15 No TA/DA local conveyance charges shall be paid by the University to the candidates called for interview.

3.4.16 The Selection Committee's recommendations, when approved by the competitive bodies shall remain valid, for the posts advertised, for a period of one year from the date of such approval.

3.4.17 The post of the teachers which are not filled within the two years from the date of their advertisement shall be re-advertised.

3.4.18 Canvassing in any form on behalf of any candidate shall render him/her liable for disqualification.

3.4.19 In cases of any dispute, suit or legal proceedings with the University, courts within whose local jurisdiction, Headquarter of the University is located, shall have the jurisdiction.

3.4.20 The form of written contract to be entered into by every teacher and other members of the academic staff with the University is prescribed in Schedule I hereto. The contract shall be executed on non-judicial stamp paper of sufficient value and submitted to the University in original with two copies thereof at the time of joining the duty.
SCHEDULE-I

WRITTEN CONTRACT OF APPOINTMENT

Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is prescribed as under--:

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER

SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED this the__________ day of Two Thousand and ________________ between ______________________ S/O/D/O/W/O ________________

________________________ years, residing at ________________________ of the first part (hereinafter called “the party of the first part”) and the Cluster University of Jammu of the second part.

WHEREAS the Cluster University of Jammu (hereinafter referred to as “the University”) have engaged the party of the first part as ________________________ (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained.

Now these presents witness and the parties hereto respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he/she may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty______________ (Date) subject to the terms and conditions herein contained.

2. The party of the first part shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all time obey the rules of the University Conduct Rules prescribed for the time being and as amended from time to time, or the Statutes/ Regulations of the University to which he/she may be attached and shall, whenever required, to perform such duties as may be assigned to him/her from time to time.

3. The party of the first part shall be of the Teacher’s rank and his/her status shall be that of ________________ (Designation) in ________________ (Department/Centre) as on the date of appointment.

4. The party of the first part shall, from the date of coming into force of these presents, be granted Rs.____________________ (Basic Pay) and the grade pay of Rs.____________________ in the pay Band of Rs.____________________. He/she shall also be eligible for the usual allowances admissible under the rules of the University / State Govt.
5. The party of the first part shall, during the period of this agreement, earn leave according to the rules applicable to him/her.

6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable as per the University rules.

7. This agreement may be terminated at any time within the said period of the age of superannuation/ by either party, by giving one months notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary of the period which may fall short of one month.

8. The party of the first part shall be eligible to the benefit of the University Pension Scheme as prescribed by the competent authority of the university.

9. In regard to any matter in respect of which no provision has been made in this agreement, Statutes or Regulation or Rule made by the University in regard to the employees borne in the category of the Teacher / Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final.

IN WITNESS WEHEREOF ______________________(name) the party of the first part and the Registrar acting for and on behalf of and by the order and direction of the University Council, have hereunto set their hands on the __________ day of __________ Two Thousand and __________.

SIGNED BY THE PARTY OF
THE FIRST PART
IN THE PRESENCE OF
WITNESSES
1)________________________
2)________________________

SIGNED BY THE PARTY OF
SECOND PART
IN THE PRESENCE OF
WITNESSES
1)________________________
2)________________________
3.5 CONDITIONS OF SERVICES FOR TEACHERS

3.5.1 There shall be the following classes of teachers appointed by the University, namely:-

3.5.1.1 Professors;

3.5.1.2 Associate Professors; and

3.5.1.3 Assistant Professors.

3.5.2 The duties of teachers shall be to teach and to engage in and guide research and to take such part and perform such duties including extra-curricular duties in the University, as may be required by and in accordance with the Act, Statues and Regulations of the University for the time being in force and to act under the direction of the authorities of the University and under the immediate orders of the Vice-Chancellor.

3.5.3 The teachers shall be entitled to such salary in such scales of pay as may be specified by the appointing authority.

Provided that whenever there is a change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded by the separate order and the terms and conditions embodied in the statutes shall apply mutatis mutandis to the new post read with the terms and condition attach to that post.

Provided further that every teacher shall draw increment in his/her scale of pay unless it is with held or postponed by a resolution of University Council or Syndicate on a reference by the Vice Chancellor and after the teacher has been given sufficient opportunity to make his / her written representation.

3.5.4 the teacher shall be entitled to the following

3.5.4.1 Leave as may be prescribed by the Regulations.

3.5.4.2 Pension scheme in vogue in the University at the time of appointment.

3.6 NORMS/REGULATIONS FOR PROMOTION THROUGH CAREER ADVANCEMENT OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS AND PROFESSORS

The promotion of Assistant Professors, Associate Professors and Professors in the University through Career Advancement shall be governed by the UGC Regulations on Minimum Qualification for appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 as amended from time to time.
3.7  **CODE OF CONDUCT FOR THE UNIVERSITY TEACHERS**

A teacher shall –

3.7.1 perform his/her academic duties such as lectures, demonstrations, conduct of examinations, evaluation works, Research works, assessment, guidance and counselling conscientiously and with devotion;

3.7.2 be impartial in the assessment of students;

3.7.3 refrain from exploiting official facilities and staff for personal ends and misuse of privileges;

3.7.4 refrain from inciting students against other students, colleagues or administration on grounds of caste, creed, religion, race, sex, region or language;

3.7.5 refrain from raising questions of caste, creed, religion, race, sex, region or language in his relationship with his colleagues and using the above considerations for improvement of his prospects;

3.7.6 carry out the decision of the appropriate administrative authorities/bodies and academic bodies of the University pertaining to his normal duties. (This will not inhibit his right to express his difference with their policies or decisions; provided that the expression of opinion is made at a proper time, place and in a dignified manner);

3.7.7 not divulge any confidential information relating to the affairs of the University to any person not authorized in respect thereof; and

3.7.8 The teacher shall devote his/her whole time to the service of the University and shall not, without the special sanction of the Vice-Chancellor previously obtained, accept any engagement which include private tuition or office except those relating to the examinations of the Universities and Public Service Commission and Literary contributions, or engage in any trade or business which is likely to interfere with the due performance of his/her duties or to impair his/her usefulness as an employee of the University.

Except as otherwise provided for by an order of the appointing authority, no teacher shall be eligible for confirmation until he has been on probation for such period not exceeding two years as the appointing authority may determine. During the period of probation, the appointment of a teacher shall be terminable on one month’s notice by either side.
3.8 PROBATION AND CONFIRMATION OF TEACHERS

3.8.1 Teachers shall be initially appointed on probation period of 24 months in case of Assistant Professor and 12 months for Associate Professor and Professor, but in no case probation period shall exceed 48 months for Assistant Professor and 24 months for Associate Professor and Professor. The probation period shall be assessed by a committee constituted for the purpose.

3.8.2 On the request of the candidate as per university rules the registrar shall place before the University Council or Syndicate the case of teacher on probation.

3.8.3 The University Council / Syndicate may either confirm the teacher or decide not to confirm him/her or extend the probation for a further period not exceeding 12 months. In case the University Council / Syndicate decide not to confirm the teacher before the end of the extended period, he/she shall be informed in writing to that effect, before expiration of that period.

3.8.4 The university will issue an order of confirmation to the teacher after the approval of confirmation from University Council/Syndicate.

3.8.5 The recognised teachers and teachers promoted under statutes 3.6 (CAS) shall deemed to be confirmed with effect from the date he/she join the position.

3.9 RE-EMPLOYMENT/EXTENSION OF TEACHERS

Subject to other conditions provided in these Statues/Regulations, a teacher shall continue in the service of the University until he/she attains the age of superannuation as prescribed by the University.

Provided that, on the recommendation of the Vice-Chancellor, the University Council/Syndicate may re-employ a University teacher beyond the age of superannuation on contract basis for a period not exceeding three years extendable further by a period of two years if the exigencies of teaching and research need his/her continuance in the respective department.

Provided further that the re-employed teacher will not hold the position of Head of Department/ Dean of Faculty/Director of Centre or any other administrative position. The University may relax the application of this provision in very exceptional circumstances such as total non-availability of competent and qualified hands.

Provided also that the re-employed teacher shall receive the same emoluments which he/ she was drawing at the time of his/her retirement including the amount of pension (Pension + P.E.G.) to be fixed.

Notwithstanding anything contained above, the teachers who superannuate while the session is in progress may be allowed by the Vice-Chancellor, at his discretion, to
continue in service beyond the age of superannuation, on re-employment basis, up to the end of the academic session provided the total period of re-employment does not exceed five months.

**Note:** The date of birth as mentioned in High School Certificate shall be the basis for determining the age under this Statute.

### 3.10 TERMINATION/SUSPENSION OF TEACHER

3.10.1 Notwithstanding any provision contained in the leave regulation a teacher shall not be entitled to leave of any kind during the period of notice of termination of service.

3.10.2 The University may, in the case of abolition of a Department or abolition of a post, due to reduction in cadre or any other reason to be decided by the University Council/Syndicate terminate the services of a teacher after having been confirmed by giving a one calendar months’ notice in writing.

3.10.3 a) The University Council/Syndicate of the University shall be entitled summarily to determine the disengagement of a teacher on grounds of misconduct, insubordination, inefficiency or unsatisfactory performance of duty in accordance with the provisions hereinafter set forth.

b) The Vice-Chancellor may, when he deems it necessary, suspend a teacher on grounds of misconduct, insubordination, inefficiency or unsatisfactory performance of duty. When he suspends the teacher, he shall report it to the University Council/Syndicate at its next meeting.

c) The University Council/Syndicate shall investigate all matters reported to it by the Vice-Chancellor about the misconduct, insubordination, inefficiency or unsatisfactory performance of duty of the teacher whether he has been suspended or not. The University Council/Syndicate may appoint a Committee for the purpose. The teacher shall be notified, in writing, of the charges against him and shall be given not less than three weeks time to submit his explanation in writing.

d) The University Council/Syndicate or the Committee thereof may hear the teacher and take such evidence as it may consider necessary. The University Council/Syndicate may determine the appointment of the teacher where it deems that the misconduct, insubordination, inefficiency or unsatisfactory performance of duty of the teacher deserves to be dealt with in that manner, after it has considered the explanation and evidence, if any, and/or the report of the Committee if one has been appointed.

3.10.4 The final verdict shall not be passed by the University Council/Syndicate under Statute 3.10.3 except by a resolution stating the reasons for the termination. Before a resolution under this Statute is passed, the University Council/ Syndicate shall give notice to the teacher of the proposal to
determine the engagement and not less than three weeks time to make such representation as the teacher may like to make. Every resolution terminating the service under this Statute shall be passed only after consideration of the representation, if any, of the teacher. The teacher whose services are terminated under this Statute shall be given not less than one month’s notice from the date on which he is notified of the resolution of the termination of service or not less than one month’s salary in lieu of such notice.

3.10.5  It shall be lawful for the University Council/Syndicate of the University prior to the expiration of the service of the teacher, if satisfied on the report of a Medical Board of at least two doctors of the status of Civil Surgeons appointed by it for the purpose that the teacher is medically unfit and is likely for a considerable period to continue unfit by reasons of illness or disease for the discharge of his/her duties in the University to determine the service and thereupon his/her services shall be terminated and in that event, the University shall pay to him/her a sum equivalent to one month salary in addition to any sum due to him/her by way of arrears of salary and Provident Fund.

3.10.6  On the termination of his appointment for whatever cause, the teacher shall deliver to the University all books, apparatus, records and such other articles etc. belonging to the University as may be in his/her possession.

3.11  ABIDING OF RULES BY TEACHERS
In all matters not mentioned herein, the teacher shall abide by the Statutes and Regulations made from time to time by the University or any special conditions specified in the order of appointment including those determining his/her grade, increments, leave, conditions of service superannuation and Provident Fund/General Provident Fund.
Provided that no change in the Statutes and Regulations in this regard shall be made to adversely affect the teacher.

3.12  WORKLOAD OF TEACHERS
No whole-time teacher appointed by the University shall be required to do teaching work, whether lecturing or tutorial or laboratory work for more than work load as prescribed by the UGC. Provided that the foregoing provisions may, in exceptional cases for the reasons to be recorded in writing be modified by the Vice-Chancellor to the extent he deems fit in each case.

3.13  HEADS OF THE UNIVERSITY TEACHING DEPARTMENTS
The Vice-Chancellor shall nominate a teacher of a Department to act as Head of the Department for such period as he may determine. The Head of a Department shall be responsible for proper functioning of the Department and maintenance of discipline. He/She shall also assign duties to the teachers and co-ordinate studies and research in the Department. He shall also perform such other duties and exercise powers as may be assigned to him by the Vice-Chancellor.
3.14 GUEST/PART-TIME TEACHERS

3.14.1 The University may appoint a guest/part-time teacher to teach a particular subject or a part thereof whenever considered necessary.

3.14.2 The proportion of guest/part-time teachers ordinarily shall not exceed at a time, one fourth of the strength of the whole-time teaching staff.

3.14.3 Unless otherwise authorized by the Syndicate guest/ part-time teacher shall be appointed for a academic session only.

3.14.4 Guest/part-time teacher shall be required to work as per university norms.

3.14.5 The monthly salary of a guest/part-time teacher shall be as prescribed by the university from time to time.

3.15 RECOGNISED TEACHERS

3.15.1 The teachers working in the Higher Education Department shall be recognised in a phased manner as teachers of University Schools and Constituent Colleges as per the actual requirement of the University.

3.15.2 The recognized teachers of the University shall be members of the staff who have been recognized by the selection committee constituted for recognizing teachers for the university amongst the teachers of the Higher Education Department under sub section (B) of the section 34 of the act.

3.15.3 The qualifications of recognized Teachers of the University shall be prescribed by the University Council.

3.15.4 All applications for the recognition of teachers for the University Schools and Constituent colleges shall be forwarded by the Principals of the respective colleges, giving detailed academic qualifications, teaching and research experience, specialization and other particulars in respect of each teacher recommended.

3.15.5 No person shall be recognized by the University as a Principal / Teacher of the University except on the recommendation of the Selection Committee constituted for the purpose.

3.15.6 The meeting of the Selection Committee shall be convened by the Vice-Chancellor as and when necessary.

3.15.7 The Syndicate may, on a reference from the Vice-Chancellor, withdraw recognition from a Principal / Teacher. Provided that the teacher or the college concerned may, within a period of thirty days from the date of order of withdrawal, appeal against the order to the University Council whose decision shall be final.
3.16 **PROFESSOR EMERITUS**

The University Council may, on the recommendation of the Syndicate, confer the title of “Professor Emeritus” on any distinguished teacher of the University at, or after his/her relinquishment of the post, in recognition of his/her scholarship and outstanding service to the University.

Provided that no such title shall be conferred unless the connection of the teacher with the University shall have extended over a period of not less than twenty years. A “Professor Emeritus” shall for all purposes of courtesy and ceremonial occasions be of such status as may be determined by the University Council, but he/she shall not as such be entitled to membership of any University authority or body.

3.17 **VISITING PROFESSOR or ASSISTANT PROFESSORS**

3.17.1 Distinguished persons, having special competence in one or other of the fields of study covered by the University, may with the approval of the University Council/Syndicate, be invited by the Vice-Chancellor to function as Visiting Professors or Assistant Professors, as the case may be, in the University. These Visiting Professors or Assistant Professors can be drawn either from within India or abroad.

3.17.2 Such Visiting Professors or Assistant Professors will, according to arrangements entered in each individual case, deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in teaching and research work of the University. In no case, however, shall a Visiting Professor or Assistant Professor give less than three lectures or take less than three seminars a year.

3.17.3 Persons invited as Visiting Professors or Assistant Professors may be paid such salary, honorarium, travelling expenses, hospitality, etc. as may be decided by the University Council/ Syndicate.

3.18 **HONORARY PROFESSORS**

3.18.1 Any person who is a distinguished scholar and has been or was a University Professor or Director or Head of a Section in a National/State Laboratory or a person who has attained National/ International recognition for his contribution in the field of academics/research and whose association with the University would help furtherance of the academic life and activities of the University may be considered for appointment as Honorary Professor in the University for such period as may be determined by the University Council.

3.18.2 The Head of the Department concerned, in consultation with his colleagues in the Department and the Dean of the Faculty concerned, may propose to the Vice-Chancellor the appointment as Honorary Professor, of a person and the Vice-Chancellor may, after satisfying himself, recommend the appointment to the University Council through the Academic Council and the Syndicate. The University Council shall be the competent authority to make appointment of an Honorary Professor.
3.18.3 An Honorary Professor will be expected to associate himself with academic activities of the Department to which he is attached.

3.18.4 The Honorary Professorship will carry with it no financial commitment for the University except to the extent of meeting travelling expenses and hospitality as may be determined by the Vice-Chancellor.

3.19 **ADJUNCT FACULTY**

3.19.1 To encourage inter-disciplinary collaboration in research and teaching, the University Council may appoint Adjunct Faculty Members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities/reputed Research Institutions/Organizations from India and Abroad.

3.19.2 Such faculty possessing post-graduate or doctoral qualifications and having academic and research credentials; will be eligible for appointment as Adjunct Faculty in a University Department and may also include professionals and specialists from Public Sector Undertakings and Business Corporations.

3.19.3 The Adjunct Faculty Member will be appointed on a tenure appointment for maximum period of one academic year.

3.19.4 They will be offered a token honorarium as decided by University/UGC from time to time.

3.19.5 The University will provide them suitable office-space to facilitate their working and interaction with students and peers.

3.19.6 There will not be more than five such members at any given time in the University.

3.19.7 **APPOINTMENT**

The Vice Chancellor on the recommendation of the committee constituted as per UGC rules shall make his/her recommendation to the University Council for appointment as Adjunct Faculty Member.

3.20 **LEAVE REGULATIONS**

3.20.1 **LEAVE ADMISSIBLE TO PERMANENT TEACHERS:**

The following kind of leave would be admissible to permanent teachers:

3.20.1.1 Leave treated as duty viz.; Casual Leave; Special Casual Leave; and Duty leave

3.20.1.2 Leave earned by duty viz.; Earned Leave; Half pay leave; and Commuted leave
3.20.1.3 Leave not earned by duty viz.; Extraordinary leave; and Leave not due

3.20.1.4 Leave not debited to leave account:
   a) Leave for academic pursuits, viz.; Study leave; and sabbatical leave/Academic leave.
   b) Leave on grounds of health viz.; Maternity leave

3.20.2 QUARANTINE LEAVE
The University Council/ Syndicate may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

3.20.3 CASUAL LEAVE
3.20.3.1 Total casual leave granted to a teacher shall not exceed 15 days in an academic year.

3.20.3.2 Casual leave shall not be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays failing within the period of casual leave shall not be counted as casual leave.

3.20.4 SPECIAL CASUAL LEAVE:
Special casual leave not exceeding ten days in an academic year may be granted to a teacher:

3.20.4.1 To conduct examination of a University, Public Service Commission, Board of School Education or other similar bodies/institutions; and

3.20.4.2 To inspect academic institutions attached to a statutory Board etc.

Note:
1. In computing the 10 days leave admissible the days of actual journey, if any, to and from the place(s) where such conference activity takes place, will be excluded.
2. In addition special casual leave to the extent mentioned below may also be granted:
   a) to undergo sterilization operation (vasectomy or salping ectomy) under the Family welfare Programme. Leave in this case will be restricted to 6 working days; and
   b) To a female teacher who under goes non-peripheral sterilization, Leave in this case will be restricted to fourteen days.
3. Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holiday or vacation.
3.20.5  **EARNED LEAVE:**

3.20.5.1  Earned leave admissible to a teacher shall be:
   a) 1/30th of actual service including vacation-plus; and
   b) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

**NOTE:**
For purposes of computation of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

3.20.5.2  Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days, may, however, be sanctioned in the case of higher study, or training, or on grounds of sickness supported by a medical certificate, or when the entire leave, or a portion there of is spent outside India.

**Note:** 1. When a teacher combines vacation with earned leave the total period shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

**Note:** 2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

**Note:** 3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Government.

3.20.6  **HALF PAY LEAVE**

Half pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, from registered medical practitioner or private affairs or for academic purposes.

**Note:** A completed year of service means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary leave.

3.20.7  **COMMUTED LEAVE**

Commuted leave not exceeding half the amount of half pay leave due, may be granted on the basis of Medical certificate from a recognized medical practitioner to a permanent teacher subject to the following conditions:

3.20.7.1  Commuted leave during the entire service shall be limited to maximum of 240 days;
3.20.7.2 When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due; and

3.20.7.3 The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under the Rule unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

3.20.8 EXTRAORDINARY LEAVE

3.20.8.1 A Permanent teacher may be granted extra ordinary leave when:-
   a) No other leave by rule is admissible or
   b) No other leave is admissible but the teacher concerned applies in writing for the grant of extra-ordinary leave.

3.20.8.2 Extra ordinary leave shall always be without pay and allowances and it shall not be counted as service for increment or pay except in the following cases:
   a) Leave taken on the basis of Medical certificate;
   b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher such as inability to join or rejoin duty due to Civil commotion or a natural calamity provided the teacher has no other kind of leave to his credit;
   c) Leave taken for pursuing higher studies; and
   d) Leave granted to accept an invitation to a teaching post of fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.

3.20.8.3 Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

3.20.8.4 The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
3.20.9 LEAVE NOT DUE
3.20.9.1 Leave not due may, at the discretion of the Vice-Chancellor be granted to permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him/her subsequently.

3.20.9.2 ‘Leave not due’ shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

3.20.9.3 A teacher to whom ‘Leave not due’ is granted shall not be permitted to tender his resignation from services along as the debit balance in his leave account is not wiped off by active service, or here funds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the University Council. Provided further that the University Council may, in any other exceptional cases, waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

3.20.10 STUDY LEAVE
3.20.10.1 Study leave may be granted after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of University organisation and methods of education. The paid period of study leave should be 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any Department. Provided that the University Council/Syndicate may, in the special circumstances of a case, waive the condition of three years service being continuous.

**Explanation:** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:-

a) the person is a teacher on the date of the appointment; and

b) there is no break in service.
3.20.10.2 Study leave shall be granted by the University Council/Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the University Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interests of the University.

3.20.10.3 Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

3.20.10.4 Study leave may be granted not more than twice during one’s career. However, the maximum of study leave admissible during the entire service should not exceed five years.

3.20.10.5 No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the University Council/ Syndicate that granted him study leave. When the course of study falls short of study leave obtained, the teacher shall not resume duty on the conclusion of the course of study unless the previous approval of the competent University Council/ Syndicate to treat the period of short fall as ordinary leave has been obtained.

3.20.10.6 Subject to the provisions of sub-clause 3.20.10.7 and 3.20.10.8 below, study leave may be granted on full pay up to two years at the discretion of the University.

3.20.10.7 The amount of scholarship, fellowship or other financial assistance that a teacher granted Study Leave has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the Study Leave may be granted. The foreign scholarship/ fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
3.20.10.8 Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave; half pay leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the direction of the teacher. A teacher, who is selected to higher position during study leave, will be placed in that position and get the higher scale only after joining the post.

3.20.10.9 A teacher granted study leave shall on his return and rejoining the service of the University be eligible to the benefit of the annual increment(s) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

3.20.10.10 Study leave shall count as service for pension/contributory provident fund provided the teacher joins the University on the expiry of his study leave and has regularly paid his subscription to the contributory provident fund during the period of leave.

3.20.10.11 Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.

3.20.10.12 A teacher availing of study leave shall undertake that he shall serve the University for a continuous period of at least double the period of study leave granted three years, to be calculated from the date of his return from study leave.

3.20.10.13 After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in favour of the University binding himself for the due fulfilment of the conditions laid down in sub-clause 3.20.10.11 and 3.20.10.12 and gives security of immovable property to the satisfaction of the University or Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause 3.20.10.12 above.
3.20.10.14 The teacher shall submit to the Registrar six monthly report of progress in his studies from his Supervisor or the Board of the Institution. This report shall reach the Registrar within one month of the expiry of every six monthly period of the Study Leave. If the report does not reach the Registrar within the time specified, the payment of leave salary may be deferred till the receipt of such report.

3.20.11 **DUTY LEAVE**

3.20.11.1 Duty Leave may be granted for:-
   a) attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
   b) delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor;
   c) working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University;
   d) participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body; and
   e) for performing any other duty for the University.

3.20.11.2 The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

3.20.11.3 The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses. He/she may be sanctioned duty leave on reduced pay and allowances.

3.20.11.4 Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

3.20.12 **SABBATICAL LEAVE/ACADEMIC LEAVE**

3.20.12.1 Permanent, whole-time teacher of the University who has completed Seven years of service as Lecturer Selection Grade/Reader or Professor may be granted Sabbatical leave to undertake study or research or other academic pursuit solely for the object of pursuing for the object of increasing their proficiency and usefulness to the University and higher education system.
3.20.12.2 The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

3.20.12.3 A teacher who has availed himself/herself of study leave; would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher’s return from previous study leave or any other kind of training programme.

3.20.12.4 Sabbatical leave may be availed of, only twice, of one year each only during the entire period of service of a Professor in the University. Provided, he has rendered approved service of not less than six years before each spell of Sabbatical leave.

3.20.12.5 A teacher on Sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/She may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advance studies, provided that in such cases the University Council/ Syndicate leave on reduced pay and allowances.

3.20.12.6 During the period of Sabbatical leave, the teacher shall be allowed to draw the increments on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

Note:

a) The programme to be followed during the Sabbatical leave shall be submitted for approval (by the University) along with the application for grant of leave.

b) On return from leave the teacher shall report to the University the nature of study, research or writing work undertaken during the period of leave.
MATERNITY LEAVE
Adoption of Rule 41 of J&K CSR regarding grant of maternity leave in respect of University Teachers:

3.20.13.1 A female Government servant with less than two surviving children may be granted maternity leave by the authority competent to grant leave for a period which may extend up to 180 days from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3.20.13.2 Maternity leave not exceeding six weeks may also be granted to female Government servant (irrespective of number of surviving children) in case of miscarriage including abortion on production of medical certificate as laid down in State Rule 19.

3.20.13.3 Leave in further continuation or leave granted may also be granted in case of illness of newly born baby, subject to production of medical certificate to the effect, that the condition of the ailing baby warrants mother’s personal attention and that her presence by the baby’s side is absolutely necessary.

3.20.13.4 Maternity leave shall not be debited against leave account.

PATERNITY LEAVE

Paternity leave of 15 days may be granted to a male teacher during the confinement of their wives, provided the limit is up to two children.

ADOPTION LEAVE

Adoption leave may be provided to university teachers as per the UGC.

CHILD CARE LEAVE

3.20.16.1 A women employee may be granted child care leave by an authority competent to grant leave for a maximum period of 730 days during their entire service for taking care of her two eldest children’s whether for rearing or for looking after any of their needs, such as education, sickness and the like.

3.20.16.2 For the purpose of above sub rule 3.20.16.1, child means
a) a child below the age of 18 years; or
b) a child below the age of 22 years with a minimum disability of 40 percent.
3. 20.16.3 During the period of child leave a women employee shall be paid leave salary equal to pay drawn immediately before proceeding on leave.

3. 20.16.4 Child care leave may be combined with leave of any other kind.

3. 20.16.5 Notwithstanding the requirement of production of medical certificate leave of any kind due and admissible (including commuted leave not exceeding 60 days and leave not due) upto a maximum of one year, if applied for, be granted in continuation with child care leave granted under sub rule 3.20.16.1.

3. 20.16.6 Child care leave shall not be debited against the leave account.

3. 20.16.7 Grant of child care leave under these rules shall be subject to the following conditions:
   a) Child care leave cannot be claimed as a matter of right. Under no circumstances can any employee proceed on child care leave without prior approval of the leave sanctioning authority.
   b) It shall not be granted for more than three spells in a calendar year.
   c) It shall not ordinarily be granted during the probation period. However, in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, the leave may be sanctioned provided that the period for which such leave is sanctioned is minimal;
   d) The leave is to be treated as earned leave and sanctioned as such; and
   e) Sunday and holidays can be prefixed or suffixed to child care leave. Consequently, Gazetted holidays or any other holiday(s) notified by the government /University followed during the period of leave would also count for child care leave as in case of earned leave.

3.21 APPOINTMENT OF ADMINISTRATIVE OFFICERS

3.21.1 REGISTRAR / CONTROLLER OF EXAMINATIONS / DEAN COLLEGES DEVELOPMENT

3.21.1.1 The posts shall be filled up through open advertisement and selection shall be made for tenure of 5 years which may be renewed for similar terms.
3.21.1.2 The minimum educational qualification shall be as per UGC from time to time.

3.21.2 **DEPUTY REGISTRAR / ASSISTANT REGISTRARS / ASSISTANT CONTROLLER AND EQUIVALENT POSTS**

The posts shall be filled as per UGC norms.

3.21.3 **PUBLIC RELATION OFFICER**

3.21.3.1 The post shall be through open advertisement.

3.21.3.2 **Eligibility for the post:**

Master Degree in any discipline with at least 55% marks and 3 year experience relevant to the post.

3.22 **RECRUITMENT OF NON TEACHING STAFF/ ADMINISTRATIVE SECRETARIAL STAFF**

Details of positions created by the Government for Cluster University of Jammu along with Grade Pay of each post is given as under:

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<tr>
<th>Name of the Posts</th>
<th>Pay Band</th>
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<tbody>
<tr>
<td>Section Officer</td>
<td>Rs. 9300-34800+4600</td>
</tr>
<tr>
<td>Head Assistant</td>
<td>Rs. 9300-34800+4200</td>
</tr>
<tr>
<td>Personal Assistant</td>
<td>Rs. 9300-34800+4200</td>
</tr>
<tr>
<td>Hostel Warden</td>
<td>Rs. 9300-34800+4200</td>
</tr>
<tr>
<td>Senior Assistant</td>
<td>Rs. 5200-20200+2400</td>
</tr>
<tr>
<td>Library Assistant</td>
<td>Rs. 5200-20200+1900</td>
</tr>
<tr>
<td>Laboratory Assistant</td>
<td>Rs. 5200-20200+1900</td>
</tr>
<tr>
<td>Junior Assistant</td>
<td>Rs. 5200-20200+1900</td>
</tr>
<tr>
<td>Orderly/ Chowkidar</td>
<td>Rs. 4440-7440+1300</td>
</tr>
<tr>
<td>Library Attendant</td>
<td>Rs. 4440-7440+1300</td>
</tr>
<tr>
<td>Laboratory Attendant</td>
<td>Rs. 4440-7440+1300</td>
</tr>
<tr>
<td>Library Bearer</td>
<td>Rs. 4440-7440+1300</td>
</tr>
</tbody>
</table>
Laboratory Bearer  Rs. 4440-7440+1300

The posts shall be filled up through open advertisement and selection by selection committees to be constituted by Vice- Chancellor

3.22.1 QUALIFICATIONS FOR NON TEACHING STAFF/ ADMINISTRATIVE SECRETARIAL STAFF

<table>
<thead>
<tr>
<th>Positions</th>
<th>Qualification &amp; Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Officer</td>
<td>1. Graduate with any stream from a recognized University.</td>
</tr>
<tr>
<td></td>
<td>2. At least three years experience as Assistant in the grade pay of Rs. 4200 or Eight Years Experience as Senior Assistant or equivalent post in the Grade Pay of Rs. 2400/- of any Central/ State/ Govt./ University/ Public Sector undertaking.</td>
</tr>
<tr>
<td>Head Assistant</td>
<td>1. Graduate with any stream from a recognized University.</td>
</tr>
<tr>
<td></td>
<td>2. At least three Years Experience as Senior Assistant or equivalent in the grade of Rs. 5200-20200+G.P. 2400 Central/ State Govt./ University/ Public Sector Undertaking and other Central or State Autonomous bodies.</td>
</tr>
<tr>
<td>Personal Assistant</td>
<td>1. Graduate with any stream from a recognized University.</td>
</tr>
<tr>
<td></td>
<td>2. Proficiency in Stenography in English with minimum speed of 80 w.p.m</td>
</tr>
<tr>
<td></td>
<td>3. Proficiency in Typing in English with minimum speed of 35 w.p.m.</td>
</tr>
<tr>
<td></td>
<td>5. One year’s Experience as Stenographer in State/ Central/ Govt. University Autonomous organization.</td>
</tr>
<tr>
<td>Hostel Warden</td>
<td>Graduate with any stream from a recognized University. Preferably of 3 years working experience in public relations / Diploma in Hotel Management from a recognized University.</td>
</tr>
<tr>
<td>Position</td>
<td>Qualification</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Senior Assistant               | 1. Graduate with any stream from a recognized University.  
                                  2. At least three Years Experience as Junior Assistant or equivalent in the grade of Rs. 5200-20200+G.P. 1900 of any Central/State Govt./University/Public Sector Undertaking and other Central or State Autonomous bodies.  
| Laboratory Assistant/Library Assistant | 1. Bachelor’s Degree in Science with at least 50% marks from a recognized University/Institution. |
| Junior Assistant               | 1. Bachelor’s Degree from any recognized University/Institution.  
                                  2. On the basis of written test/type test with type speed of 35 w.p.m and interview, proficiency in computer usage will be an additional qualification.  
                                  3. 33% of the vacancies of the Junior Assistants-cum-Typists shall be reserved for Matriculate Class-IV employees who hold substantive appointment and have put in at least five years service in the Govt. College/University. Such employees shall be required to qualify type test at a minimum speed of 25 w.p.m before being considered for promotion as Junior Assistant-cum-typist. |
| Orderly/Chowkidar              | Passed 8th class examination or its equivalent examination from a recognized Board of School Education. |
| Library Attendant              | Passed 10th class examination or its equivalent examination from a recognized Board of School Education. |
| Laboratory Attendant           | Passed 10th class examination or its equivalent examination from a recognized Board of School Education. |
| Library Bearer/Laboratory Bearer | Passed 10th class examination or its equivalent examination from a recognized Board of School Education. |

**Note:** The upper age limit for Recruitment as prescribed by the State Government shall be applicable.
3.23 Minimum qualifications for direct recruitment to the posts of Librarian, Deputy Librarian and University Assistant Librarian

The posts shall be filled up through open advertisement and the minimum educational qualification shall be as per U.G.C. from time to time.

3.24 Minimum qualifications for the posts of Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Assistant Directors of Physical Education and Sports

The posts shall be filled up through open advertisement and the minimum educational qualification shall be as per U.G.C. from time to time.
CHAPTER – 4

CONSTITUENT COLLEGES

STATUTES GOVERNING THE CONSTITUENT COLLEGES

4.1 INTERPRETATIONS

In this Chapter / Statute:
‘Act’ means the Srinagar and Jammu Cluster Universities Act 2016;
‘Alumni / Alumnus’ means the former student of the college;
‘College’ means the Constituent colleges of the Cluster University of Jammu;
‘Convener’ means Convener of the statutory committee;
‘Council’ means the University Council of the Cluster University of Jammu;
‘Dean’ means the Dean of the Faculty of Sciences/ Social Science / Arts/ Commerce/Education/Engineering & Technology;
‘Governing Body’ means Governing Body of the concerned Constituent College;
‘Principal’ means the Principal of the concerned Constituent College;
‘Registrar’ means the Registrar of Cluster University of Jammu;
‘Secretary’ means the Secretary of Staff Council;
‘Syndicate’ means the University Syndicate of Cluster University of Jammu;
‘Teacher’ means the Assistant Professor / Associate Professor / Professor of the Constituent College;
‘University’ means the Cluster University of Jammu; and
‘Vice Chancellor’ means the Vice Chancellor of Cluster University of Jammu.

4.2 CONSTITUENT COLLEGES

As per the provisions of the Act, under section 47 following shall be the Constituent Colleges of the University:-

1. Govt. Gandhi Memorial Science College, Jammu.
4. Govt. College for Women, Gandhi Nagar, Jammu.

4.3 GOVERNING BODY OF COLLEGE

Each college shall be administered through a Governing Body to be constituted by the University as per defined composition.

4.3.1 COMPOSITION OF GOVERNING BODY

The Governing Body shall comprise the following members:-

4.3.1.1 Vice Chancellor – Chairman;

4.3.1.2 Registrar (ex-officio);
4.3.1.3 Dean College Development (ex-officio);
4.3.1.4 Principal (ex-officio) – Member – Secretary;
4.3.1.5 Members
   a) Two Deans to be nominated by the Vice-Chancellor.
   b) Staff Secretary of Staff Council of the College - (ex-officio).
   c) An eminent Alumnus / Alumna.
   d) One Principal of feeding 10+2 School.
   e) An academician and / or researcher of repute.
   f) A former renowned administrator having rich experience of Educational Administration.

Members as listed above c), d), e) & f) shall be nominated by the University Syndicate.

4.3.1.6 Two teachers from the college comprising one each from Assistant Professors and Associate Professors of the college to be nominated by the Vice-Chancellor; and

4.3.1.7 Two teachers from constituent colleges of the Cluster University of Srinagar to be nominated by its Vice Chancellor.

4.3.2 A quorum of 7 members besides Vice-Chancellor and Principal shall be required to be present in a meeting of the Governing Body to take any decision.

4.3.3 TERM OF THE GOVERNING BODY
All the members of the Governing Body, other than ex-officio, shall hold office for a term of 3 years.

4.3.4 FUNCTIONS
The Governing Body shall have the following functions:-

4.3.4.1 to finalize the Institutional action plan for academics and research, finalization of academic calendar, outreach programmes, plan academic ambience enrichment through organization of seminars, symposia and debates, co-curricular activities, infrastructural development and up-gradation, scope for introduction of new courses and assess the viability of the existing ones, explore the need for forging MOU’s with industry and other Institutions of higher learning for academic exchange programmes;

4.3.4.2 to review previous action plan and targets achieved thereof;
4.3.4.3 to prescribe the rules for admission of students to UG / PG courses run by the College;

4.3.4.4 to recommend the admission fee and the hostel fee to be paid by students;

4.3.4.5 to organize teaching and research in the college and to evaluate the teaching requirements for creation or up-gradation;

4.3.4.6 to recommend measures for innovation in teaching – learning process through the use of multimedia teaching and advanced pedagogies;

4.3.4.7 to prioritize the areas for initiation of research by the scholars under the supervision of the teachers;

4.3.4.8 to determine the eligibility of students for allotment of hostel accommodation and to fix the number of boarders in the hostel depending upon the facility available;

4.3.4.9 to formulate an estimate of income and expenditure of the college for submission to the University Syndicate and Council and to incur expenditure within the limits as approved in the budget;

4.3.4.10 to appoint the Principal and the teaching staff on the recommendations of the selection committee appointed for the purpose;

4.3.4.11 to determine the duties and responsibilities of the Principal and administrative staff of the college;

4.3.4.12 to assess the accreditation status of the college and recommend the measures for accreditation / re-accreditation of the college by different national agencies; and

4.3.4.13 to finalize plan for alumni-meet and parents - teacher meet, college convocation, annual day function etc.

4.3.5 MEETING SCHEDULE

The Governing Body shall meet twice in a year, with first meeting to be held in the month of May and the second meeting in the month of December. Besides, the Vice Chancellor may ask to call for a special meeting of Governing Body if and when such a need arises.
4.3.6 ADVISORY COMMITTEE

The Governing Body may appoint an Advisory Committee to advice on some special matters of academic interest to society in general and stake holders in particular.

4.4 APPOINTMENT OF THE PRINCIPAL/TEACHING STAFF

The selection committee for the appointment of Principal/Teachers (Assistant Professor, Associate Professor & Professor), Librarian and Physical Training Instructor shall be as per UGC guidelines, 2010 and as amended from time to time by UGC/University.

4.4.1 Principal shall be appointed by the Governing Body on the recommendations of the Selection Committee which shall comprise as:

4.4.1.1 The Vice Chancellor shall be the chairperson of the selection committee - Chairperson of the Governing Body;

4.4.1.2 Two members of the Governing body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration;

4.4.1.3 One nominee of the Vice-Chancellor who shall be higher education expert;

4.4.1.4 Three experts consisting of the Principal of a college, Professor and an accomplished educationist not below the rank of Professor (to be nominated by the Governing body of the college) out of a panel of six experts approved by the Chancellor of the university; and

4.4.1.5 An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of these candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, and if any of the above members of the selection committee do not belong that category.

Note 1: A quorum of at least 5-members that includes Chairperson and at least 2 experts should be there in a meeting for effecting the selection of the Principal.

Note 2: The term of the appointment of the college Principal shall be FIVE years with eligibility for reappointment for one more term only after similar selection committee process.

Note 3: The appointment of Principal shall be as per UGC guidelines, 2010 and as amended from time to time by UGC/University.
4.4.2 Teaching staff shall be appointed by the Governing Body on the recommendations of the Selection Committee which shall comprise as:

4.4.2.1 The Vice Chancellor shall be the chairperson of the selection committee - Chairperson of the Governing Body;

4.4.2.2 Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Chancellor of the University;

4.4.2.3 Dean of concerned faculty, where ever applicable;

4.4.2.4 Principal of the concerned college;

4.4.2.5 Head of the Department /Senior faculty member not below the rank of Professor of the concerned subject from the Constituent College / University; and

4.4.2.6 An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of these candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong that category.

**Note 1:** A quorum of at least 5 members that includes Chairperson and at least 2 experts should be there in a meeting for effecting the selection of the teachers

**Note 2:** The appointment of Teachers (Assistant Professor, Associate Professor & Professor), shall be as per UGC guidelines, 2010 and as amended from time to time by UGC/University.

4.5 **APPOINTMENT OF LIBRARIAN**

The Governing Body shall appoint the Librarian on the recommendations of the Selection Committee after proper advertisement whenever these posts fall vacant.

4.5.1 The Selection Committee for the post of Librarian shall comprise as:

4.5.1.1 The Vice Chancellor shall be the chairperson of the selection committee - Chairperson of the Governing Body;

4.5.1.2 Three experts in the concerned subject nominated by the vice chancellor out of the panel of names approved by the Chancellor of the University;

4.5.1.3 Dean of concerned faculty, where ever applicable;

4.5.1.4 Principal of the concerned college;
4.5.1.5 Head of the Department /Senior faculty member not below the rank of Professor of the concerned subject from the Constituent College / University; and

4.5.1.6 An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of these candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong that category.

**Note 1:** A quorum of 5 members including Chairperson and at least 2 experts shall be required to be present in the committee to form quorum for the selection of the Librarian.

**Note 2:** The appointment of Librarian shall be as per UGC guidelines, 2010 and as amended from time to time by UGC/University.

4.6 **APPOINTMENT OF PHYSICAL TRAINING INSTRUCTOR**

The Governing Body shall appoint the Physical Training Instructor on the recommendations of the Selection Committee after proper advertisement whenever these posts fall vacant.

4.6.1 **The selection committee for the post of Physical Training Instructor shall comprise as:**

4.6.1.1 The Vice Chancellor shall be the chairperson of the selection committee - Chairperson of the Governing Body;

4.6.1.2 Three experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Chancellor of the University;

4.6.1.3 Dean of concerned faculty, where ever applicable;

4.6.1.4 Principal of the concerned college;

4.6.1.5 Head of the Department /Senior faculty member not below the rank of Professor of the concerned subject from the constituent college / University; and

4.6.1.6 An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories , if any of these candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong that category.
4.7 STAFF COUNCIL

4.7.1 Composition of Staff Council

Each Constituent College of University shall have a Staff Council to facilitate the Governing Body in administering the affairs of the College. The Staff Council shall comprise of Teachers, Librarian and Physical Training Instructor of the College. The Staff Council shall have:

a) Principal as ex-officio Chairman; and

b) Secretary, to be elected by the Staff Council, shall have a term of 1 year in office and may be re-elected for second term of 1 year but shall not hold office for more than 2 terms.

In the event of non-availability of the Secretary to perform his role due to unavoidable reason which may include long leave/FIP/superannuation etc, a special session of the Council shall be held to elect the new Secretary for the remaining term.

4.7.2 STAFF COUNCIL FUNCTIONS

The functional domain of the Staff Council shall include:

4.7.2.1 To facilitate the process of admission for UG & PG and Research Programmes by the Constituent College as per the direction of the University.

4.7.2.2 Formulation of Time-Table for teaching.

4.7.2.3 Allocation of assignments to teachers related to extra-curricular activities that are non-remunerative in nature.

4.7.2.4 Sustenance and enhancement of quality in all the areas of academics, teaching, research, faculty improvement and infrastructure up gradation.

4.7.2.5 Organising extra-curricular activities including, sports, games, cultural, NSS, NCC.
4.7.2.6 Laying down guidelines for purchase of library books and laboratory equipments in consultation with faculty of departments concerned

4.7.2.7 Organising tours and picnics

4.7.2.8 Maintaining the discipline on campus

4.7.2.9 Conduct of exams and compilation of the award rolls.

4.7.3 The Staff Council shall function through different Statutory Committees to be constituted by the Chairman of the Staff Council (Principal of the college) in consultation with the Secretary. Election of the Secretary shall be held in the first week of May to be followed by the constitution of statutory committees in the second week of May each year.

4.8 STATUTORY COMMITTEES OF COLLEGE

The following committees shall be constituted in each college:

4.8.1 Admission Committee

Shall be required to admit students as per the rules in vogue and strictly in accordance with the merit list drawn up by University and allot the roll number to students. The committee shall also address other issues related to admissions.

4.8.2 Time-Table Committee

Allotment of section to admitted students and formulation of time-table for teaching.

4.8.3 Examination Committee

Shall be required to conduct continous internal assessment tests in theory of different subjects and maintain the assessment record of students and arrange for the conduct of end semester examinations.

4.8.4 College IQAC

Facilitate the Accreditation / Re- accreditation of the college through National accreditation agencies. Seek the implementation of college action plan, review periodically the targets achieved, arrange FIP for teachers, parent - teacher meet, alumni meet, documentation of all the activities both academic and co–curricular, maintain and keep updating the faculty profile, etc. Keep track with alumni, their achievements and placements with time.
4.8.5 Purchase Committee (General) Shall be responsible for facilitating the process for purchase of furniture, stationary and other items of general requirement, forwarded to the committee by the college, strictly according to codal formalities and drawn up the rates contract/ rates approved by the University.

4.8.6 Science Purchase Committee Shall be required to facilitate the purchase of science laboratory material required for performing practicals by following all the codal formalities and draw up the rate contract.

4.8.7 IT Purchase Committee The committee shall facilitate the purchase of the IT related items like computers, projectors, pen-drives, hard discs, IT equipments for the development of smart class-rooms, etc following all the codal formalities and draw up the rate contract for the same.

4.8.8 College Development Committee This committee shall have the domain to facilitate all the physical works in the college, including the maintenance, renovation and repairs of the existing buildings, up gradation of the existing labs, development /repair of the approach roads on the campus, development of parking place for vehicles of faculty and students, etc. To explore funding for the infrastructure and submit proposals to various agencies of the Govt./ UGC/ any other scientific body etc.

4.8.9 Academic Affairs Committee Ensure the implementation of Regulations related to academics under CBCS at different levels of UG and PG courses, bring about the enrichment in academic milieu of the college through organization of Seminars, Symposia and Conferences of State Level, National and International Level. Submit proposals to different funding agencies/bodies etc; seek sponsorships for such academic events. Also conduct Debates, Group Discussions. Explore possibilities for forging MoU’s with other institutions of higher learning for academic exchanges, sharing cultural experiences with industry to enhance employability.
<table>
<thead>
<tr>
<th>No.</th>
<th>Committee</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.8.10</td>
<td>Research Committee</td>
<td>To promote and encourage research in colleges, explore funding for research by faculty, facilitate creation of infrastructure for research and consultancy in college. Encourage and promote research by the faculty.</td>
</tr>
<tr>
<td>4.8.11</td>
<td>Discipline Committee</td>
<td>The committee shall be required to maintain the overall discipline on the campus and to inquire into the acts of indiscipline, if any, by the students and recommend necessary action to be taken by the Principal.</td>
</tr>
<tr>
<td>4.8.12</td>
<td>Library Committee</td>
<td>Facilitate the purchase of books, periodicals, Newspapers for library from time to time. The committee shall also be responsible for facilitating the Library automation, general development and maintenance of the reading room.</td>
</tr>
<tr>
<td>4.8.13</td>
<td>Sports Committee</td>
<td>Facilitate. Encourage the participation of students in sports activities and competitions purchase of sports related items and mementoes for presentation to students for best performances in different academic and extra-curricular activities, selection of students for participation in different sports events etc. To explore funding for the infrastructure and submit proposals to various agencies of the Govt./UGC/any other body etc.</td>
</tr>
<tr>
<td>4.8.14</td>
<td>Hostel Committee</td>
<td>Short listing of the students for allotment of hostel accommodation if the number of applicants exceeds the available accommodation on the basis of the rules laid down by Governing Body, ensure maintenance of discipline by the hostel boarders, recommend renovation and repairs of the rooms and hostel mess from time to time, ensure the facilities of quality mess (food), recreational, water, electricity, etc and maintenance of cleanliness in the hostel, mess and vicinity and proper hygiene and quality food for the students.</td>
</tr>
</tbody>
</table>
4.8.15 Cultural Committee

Shall be required to identify and nurture talent in the students for participation in cultural programmes including singing, dancing, painting, musical concerts, theatre etc. The committee shall be responsible for arranging the presentation of cultural programmes in the college by the students on the occasions of Annual Day functions, academic events, etc.

4.8.16 Tour and Picnic Committee

This committee shall be responsible for arranging the study tours, subject specific tours and picnics of students. The committee shall be required to invite applications from students for study tours well in advance, arrange for their transport, boarding and lodging etc.

4.8.17 Financial-Aid/ Scholarship Committee

The committee shall be required to invite applications from students for financial aid on the basis of merit – cum – means while adopting the rules laid down by Governing Body for the purpose. Besides, the distribution of other scholarships for different category of students shall also be facilitated by this committee.

4.8.18 Local Fund Committee

Shall be required to supervise maintenance and operation/utilisation of the college local fund and consolidated local fund.

4.8.19 Printing and Magazine Committee

Shall be required to facilitate the publication of college Newsletter, Magazine, Periodicals, etc besides the printing of college attendance registers, answer books for internal assessment, and other materials related to college administration and academics.

4.8.20 Any other committee as and when need arises.

4.9 STATUTORY COMMITTEE COMPOSITION

Each Committee shall have:

4.9.1 A Convener from teaching staff belonging to Professor/Associate Professor/Assistant Professor Grade to be nominated by Principal;

4.9.2 Five members with at least 2 each from Assistant Professor and Associate Professor Grades to be nominated by Principal; and
4.9.3 Two members from teaching staff to be nominated by Vice Chancellor. Besides above:

a) The purchase committees shall also have in-charge accounts of the college as one of the members.

b) The purchase committees shall also have Physical Training Instructor as Member Secretary and in-charge accounts of the college as member.

c) The purchase committee shall also have Librarian as Member Secretary and in-charge accounts of the college as Member.

d) Local fund committee shall also have in-charge accounts of the college as one of the members.

“Where the number of faculty staff is a limitation, total number of members in a committee may be kept at 4 - 5 including 1 member nominated by Vice Chancellor and in such cases a teacher may be named Convener or a Member irrespective of his Pay scale and to any number of committees”

4.10 RULES GOVERNING THE STATUTORY COMMITTEES

4.10.1 The term of a convener and members shall be for one year which may be extended by one more year depending upon the contribution and their availability. No teacher shall be convener or member of more than two committees at a time and no member shall hold office in a committee for more than two terms.

4.10.2 In the event of the non-availability of any member or convener, due to long leave/FIP etc., the Staff Council shall nominate an appropriate substitute as new member to the committee in place of the incumbent.

4.10.3 The convener shall be required to convene meetings and record minutes of the meeting. The resolutions passed in a meeting of a statutory committee shall be submitted to Principal (Chairperson of Staff Council) for approval and implementation. The Principal may ask for any modification of the decisions by giving potent reasons in writing and logic taken by a committee, if found necessary, but in no case shall the decisions of the committee be reversed by the Principal. The major decisions taken by the committees shall be presented before the Staff Council for ratification before implementation.

4.10.4 In the event of any emergency that warrants immediate action/decision pertaining to academic pursuits or related to students, Principal may take the necessary action as deemed proper under circumstances which may later on be got ratified in the next Staff Council meeting.

4.10.5 The Staff Council shall meet once in 2 months during the ongoing academic session in the first week of alternating month. The schedule of Staff Council meetings should be reflected in the Institutional calendar.
4.10.6 The Principal as ex-officio Chairperson shall have the right to participate in any meeting of any committee. He/she shall also have the right to drop or include any faculty member, excluding Vice Chancellor nominee, to any statutory committee in consultation with Vice Chancellor or his/her nominee on the Governing Body.

4.10.7 At the end of the session, all convenors shall submit their achievements and contribution in the development of the college in the staff council, on the basis of which tenure of the convenor/member shall be recommended for another one year.

4.11 RECOMMENDATIONS DOMAIN

The Staff Council shall make recommendations in respect of the following matters:

4.11.1 Expansion of existing Faculty/ Departments.

4.11.2 Formulation of Admission Policy within the frame work of the University Policy for the purpose.

4.11.3 Formulation of guidelines for maintaining the discipline by the students on campus and in the hostels.

4.11.4 Formulation of policies for recommendation of names of teachers for participation in training programmes and pursuing Ph. D under the provisions of FIP.

The Administrative staff of the college will not be within the purview of the staff Council.

4.12 REGULATIONS GOVERNING LOCAL FUNDS OF THE CONSTITUENT COLLEGES

These rules shall be called the “Local Fund Regulations of the Constituent Colleges”.

4.12.1 EFFECT
These shall come into force from the date of notification of these regulations.

4.12.2 DEFINITION
Local Fund shall mean a fund which is maintained and administered by the Constituent Colleges of the Cluster University of Jammu, created by fees realized from the students of the College/any other resource.
Sub Heads

4.12.2.1 Student Aid Fee
4.12.2.2 Games/Sports Fee
4.12.2.3 Building Maintenance Fee
4.12.2.4 Reading Room Fee
4.12.2.5 Furniture Fee
4.12.2.6 Stationery Fee
4.12.2.7 Magazine / Identity Card Fee
4.12.2.8 Motor Vehicle Fee
4.12.2.9 Students’ Services / Seminar / Cultural Activities Fee
4.12.2.10 Excursion Fee
4.12.2.11 Medical Aid Fee
4.12.2.12 Relief Fee
4.12.2.13 Red Cross Fee
4.12.2.14 Edu Sat Fee
4.12.2.15 Student Insurance fee
4.12.2.16 NSS Fee
4.12.2.17 Laboratory Fee
4.12.2.18 Vocational / Applied subjects fee
4.12.2.19 Professional / Honours course fee
4.12.2.20 Subject Tour fee
4.12.2.21 Examination fee
4.12.2.22 Miscellaneous Fee
4.12.2.23 Any other fee that may be prescribed by the competent authority from time to time
4.12.3 **CONSOLIDATED LOCAL FUND:**

Consolidated Local Fund shall mean the combined Local Fund to which savings under different sub-heads of local fund as on 31st day of May of each year shall be credited. This shall include:

4.12.3.1 Lapsed amount of library and Science Security deposits.

4.12.3.2 Interest earned on fixed and savings bank account of local Fund accounts.

4.12.3.3 Any other collection which is not creditable to a particular Local Fund.

4.12.3.4 Unutilized amount of any fund from the above

4.12.4 *On the day of notification of these rules the balance available in all local funds as on last May 31st shall constitute the consolidated Local fund of the College.*

4.12.5 **YEAR**

For the purpose of these regulations a year shall mean a period of twelve months from June 1st to May 31st

4.12.6 **OBJECTIVES**

The aim of the Local Funds shall be to promote social, cultural and academic activities of the College, welfare of the students and general development of the College

4.12.7 **LOCAL FUND RECEIPTS**

Subject to students fee dues, notified by the University on account of the following sub-heads, following local fund fees shall be collected by the Constituent College from the students at the time of admission or during the period of study:

4.12.7.1 Student Aid Fee

4.12.7.2 Games/Sports Fee

4.12.7.3 Building Maintenance Fee
4.12.7.4 Reading Room Fee
4.12.7.5 Furniture Fee
4.12.7.6 Stationery Fee
4.12.7.7 Magazine / Identity Card Fee
4.12.7.8 Motor Vehicle Fee
4.12.7.9 Students’ Services / Seminar / Cultural Activities Fee
4.12.7.10 Excursion Fee
4.12.7.11 Medical Aid Fee
4.12.7.12 Relief Fee
4.12.7.13 Red Cross Fee
4.12.7.14 Edu Sat Fee
4.12.7.15 Student Insurance fee
4.12.7.16 NSS Fee
4.12.7.17 Laboratory Fee
4.12.7.18 Vocational / Applied subjects fee
4.12.7.19 Professional / Honours course fee
4.12.7.20 Subject Tour fee
4.12.7.21 Examination fee
4.12.7.22 Miscellaneous Fee
4.12.7.23 Any other fee that may be prescribed by the competent authority from time to time.
4.12.8 SECURITY DEPOSITS

The College shall realize the security deposit from the students as may be required under rules.

4.12.8.1 Security deposits realized from the students at the time of admission shall be entered in a separate register as may be prescribed for the purpose by University. The amount realized shall be placed in a fixed deposit for a suitable period for which it has not to be claimed by the students.

4.12.8.2 Security deposit of the students, not claimed by them within two years from the date from which he/she ceases to be on the rolls of the College, shall lapse and shall be credited to the Consolidated Local Fund of the College.

4.12.9 All receipts including cash, cheques, bank drafts, postal orders etc., in respect of the Local Funds of the College shall be deposited in the bank immediately.

4.12.10 Without prejudice to the provision of Regulation ‘4.11.7’ above the money in the Local Fund of a particular year shall be utilised for the purpose for which it has been collected and shall include the following:

4.12.10.1 Students Aid Fee

To provide financial assistance to the needy students for payment of College/Hostel fee and purchase of books/uniform and financial assistance.

4.12.10.2 Games / Sports Fee

a) For promotion of games, sports, cultural and social activities of the College.

b) Maintenance of common room and to provide other recreational amenities to the students.

c) Payment of salaries to local fund employees associated with sports activities.

d) Any other expenditure connected with the sports.

4.12.10.3 Building Maintenance Fee

a) To carry out the repair and renovation of the college buildings, internal roads and general up keep of the buildings.

b) To repair / replace the electrical fixtures like lighting, fans, air conditioners etc.
4.12.10.4 **Reading Room Fee**

To subscribe for newspapers, magazines and other media of information including printing and publishing of wallpaper/magazine/journals in such a manner as Principal of the College, in consultation with the Statutory Committee would deem proper.

4.12.10.5 **Furniture Fee**

To purchase and repair the furniture of the college for use by the students and the staff.

4.12.10.6 **Stationary Fee**

To purchase and provide stationery for the conduct of internal tests, examinations and for general use in office and other departments of the college.

4.12.10.7 **Magazine / Identity card Fee**

To provide identity cards to the students and printing of College Magazine, News letter, any other publication etc.

4.12.10.8 **Motor Vehicle Fee**

For the purchase/maintenance of motor vehicles of the college.

4.12.10.9 **Students Services /Seminar/Cultural Activities Fee**

To organise social/cultural functions in the Colleges and to hold debates, seminars, conferences, symposia, other literary activities in the college.

4.12.10.10 **Excursion Fee**

To organise excursions/picnics for students.

4.12.10.11 **Medical Aid Fee**

To maintain the dispensary of the College and to keep the required medicines and others first aid items required to meet any medical emergency in the college.

To provide first aid during sporting events in the college.

4.12.10.12 **Relief Fee**

To organise relief camps following any natural calamity in order to reach out to the needy with some succour and relief.
4.12.10.13 **Red Cross Fee**

For purpose and required by District/ State Red Cross Society.

4.12.10.14 **Miscellaneous Fee**

Any expenditure which is necessary for the welfare of the College and is in pursuance of academic pursuits, that cannot be incurred out any of the local fund sub heads, can be met out of this fund. However it shall require concurrence of the Local Fund Committee.

4.12.10.15 **Edu Sat Fee**

For installation, up gradation and maintenance of the Satellite Interactive Terminals (SIT) of the College and Hub, besides, any other expenditure related to Edu Sat.

4.12.10.16 **Student Insurance Fee**

To provide insurance cover to enrolled students of the college through general insurance company against death / disability due to accident.

4.12.10.17 **NSS Fee**

To organise workshops, social service camps etc., by college NSS unit.

4.12.10.18 **Laboratory Fee**

a) *To purchase*, repair and maintain the science equipment, chemicals and other consumable items required for the conduct of practicals of science subjects.

b) To repair and renovate science laboratories, creation of partition, fix and repair of electrical fixtures etc.

c) HODs in consultation with the teaching staff of the Departments shall prepare list of the new equipments required and repairing of the existing for utilization of the funds under this sub head.

d) Funds under this sub head shall be allocated subject / course wise according number of students and fee collected from them.

4.12.10.19 **Vocational / Applied subjects Fee**

For development of infrastructure required for running of the vocational courses and applied subjects. Appointment of contractual staff for vocational subjects.
4.12.10.20 **Professional / Honours course Fee**
For development of infrastructure required for running of the Professional and Honours courses fund. Appointment of contractual staff for the Professional / Honours courses.

4.12.10.21 **Subject Tour Fee**
For the conduct of subject tours wherever prescribed in the curriculum by the university from the funds available under this sub head.

4.12.10.22 **Examination Fee**
College share of the examination fee shall be utilized for the conduct of internal examinations of the college and anything related to the conduct and evaluation of the examinations held by the College.

4.12.10.23 **CONSOLIDATED LOCAL FUND**
Expenditure out of consolidated local fund shall be incurred for the following:

a) Payment of salary/remuneration etc. to incumbents engaged on whole time or part time basis for arranging students welfare/academic activities.

b) Maintenance of Library.

c) Purchase of new books.

d) Replacement of lost books or damaged books.

e) Purchase/replacement for Laboratory and other equipment or repairs of damaged equipment, provided the funds under laboratory funds are not available or short of the requirement of any particular department of the college.

f) Construction of permanent structures, repair of buildings, expansion of campus and purchase of furniture.

g) Such other items of expenditure connected with the affairs of the College which cannot be accommodated within the budget.

h) Welfare of students.

i) Payment of audit expenses for audit of Local Fund.

j) Any other expenditure with the approval of the Vice-Chancellor.

4.12.11 **LIMIT OF EXPENDITURE OUT OF LOCAL FUND**

4.12.11.1 The money collected from the students during a particular year under the individual local fund shall be presumed as annual budget of fund account and expenditure out of these funds shall be restricted to this extent in that particular year for the purpose it has been collected.
4.12.11.2 Principal of the College shall, however, be competent to authorise re-appropriation from one sub head of local fund to another, subject to a maximum of Rs 5000/- (Five thousand only).

4.12.11.3 As far as possible at the beginning of the academic session, the Principal of the College in consultation with the Local Fund Committee shall prepare annual plan for expenditure out of Consolidated Local Fund and arrange to keep funds in liquid state accordingly.

4.12.11.4 Local Fund money, which is not anticipated to be utilized immediately, may be arranged to be placed in fixed deposit for such period as may be decided by the Principal of the College in consultation with the Local Fund Committee.

4.12.12 EXPENDITURE

4.12.12.1 The expenditure out of the local funds shall be sanctioned by the Principal of the College with the concurrence of the Local Fund Committee.

4.12.12.2 Any expenditure out of the Consolidated Local Fund exceeding Rs.25,000/- (Twenty five thousand only) at one time shall require approval of the Vice-Chancellor.

4.12.12.3 All expenditure out of the Local funds, shall be regulated in accordance with the financial rules, as applicable to the expenditure incurred out of the general funds of the Colleges.

4.12.13 MAINTENANCE OF ACCOUNTS
The Principal of the College shall be responsible to:


4.12.13.2 To deposit money received from the students from time to time in the Local Fund account.

4.12.13.3 Draw and disburse amounts from the Local Fund as recommended by the Committee.

4.12.13.4 Prepare an annual statement of income and expenditure in respect of each Local Fund.

4.12.13.5 Separate accounts shall be maintained in the college ledgers for each Local Fund collected during the year and also in respect of Consolidated Local Fund.
4.12.14 **AUDIT**

The accounts of Local Fund shall be checked annually by the Internal Audit Unit of the Cluster University or Auditor appointed for the purpose by the University. Annual statements of Income and Expenditure in respect of Local Fund as prepared by the College and duly audited shall be furnished to the Registrar within six months from the date of closing of account.

4.12.15 **RELAXATION OF RULES**

Any expenditure in the interest of the College over and above the provisions of these Regulations will require prior sanction of the Vice-Chancellor.
CHAPTER - 5

STATUES GOVERNING AFFILIATION OF COLLEGES AND OTHER INSTITUTIONS

5.1 DEFINITIONS:

5.1.1 “Affiliation” together with its grammatical variations, includes, in relation to a college, association of such college with, and admission of such college to the privileges of, a University;

5.1.2 “College” means an institution maintained or admitted to its privileges by the University;

5.1.3 “Colleges” shall be of two types, namely:-

5.1.3.1 Constituent; and

5.1.3.2 Affiliated/Autonomous;

5.1.4 “Course” means one of the units which comprise a programme of study;

5.1.5 “Grant-in-aid college” means a ‘college’ receiving grants from the Government for payment of salary to its employees;

5.1.6 “Programme” / “Programme of study” means a higher education programme pursued for a degree after 10+2 years of school education which expression includes Bachelor’s/Master’s degree or Any Diploma course offered by the University;

5.1.7 “Statutory/Regulatory body” means a body so constituted by a Central/State Government Act for setting and maintaining standards in the relevant areas of higher education;

5.1.8 “Student” means a person admitted to and pursuing a specified programme of study;

5.1.9 “Government” means State or Central, whichever is applicable.

5.2 ELIGIBILITY CRITERIA FOR TEMPORARY AFFILIATION

The proposed college or Institution seeking affiliation, at the time of inspection by the University, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned in the case of technical/professional courses only.
5.2.1 Undisputed ownership and possession of land free from any or all encumbrances measuring not less than 1.5 acres if it is located in mega cities, 2 acres if it is located in metropolitan cities and 5 acres if it is located in other cities.

Provided that this sub-clause shall not apply to colleges already affiliated to the University. However, such colleges/institutions shall be required to fulfill the criteria as mentioned in statute 5.2.1 if the institution intends to add more programme(s) of study to the existing one;

Provided further that the lesser land requirement in mega cities shall not compromise extra-curricular/ extra-mural curricular activities of the college/institution;

Provided also that the requirement of 5 acres in hilly areas could be contiguous or upto three places which are not separated by more than 2 kilometers.

5.2.2 Administrative, academic and other building with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory/Regulatory body concerned, taking care that all buildings constructed in the College are disabled friendly.

5.2.3 Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library and laboratories with a minimum of 15 sq. ft. per student in lecture/seminar rooms/library and 20 sq.ft. per student in each of the laboratories.

Provided that this sub-clause shall not apply to colleges already affiliated to the University. Such already affiliated colleges shall maintain the existing minimum norms i.e. 9 sq. ft. per student. However, already affiliated colleges/institutions intending to add more programme(s) of study to the existing one shall satisfy the requirement of minimum of 15 sq. ft. per student in lecture/seminar rooms/library and 20sq.ft. per student in each of the laboratories for the programme(s) intended to be added to the existing programme(s).

5.2.3.1 There should be at least 1000 books, or 100 books in different titles on each subject in the library, whichever is more, of the proposed programme to include both text books and reference books besides two journals per subject alongwith a book bank facilities for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC/Government from time to time.
Provided that an affiliated College/Institution imparting instructions in LL.B. (3 years) and/or B.A., LL.B. must necessarily subscribe to the following Law journals for its Library:

a) All India Reporter  
b) Supreme Court  
c) State High Court Reports  
d) Local Journals  
e) Indian Bar Review  

Any other journal/reports as may be prescribed by the University/Statutory/Regulatory body from time to time.

5.2.3.2 Separate laboratory equipped with sufficient and suitable material and apparatus/equipments shall be provided for each of the higher education programmes as prescribed by the University/Statutory/Regulatory body concerned.

5.2.4 A multi-purpose complex/an auditorium and facilities for sports, canteen, health care, separate common rooms, offices for NCC and/or NSS, examination halls, and separate hostels for boys and girls, etc., as per the local requirements as decided by the University/Government from time to time.

5.2.5 Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostel rooms, and for other facilities, as prescribed by the University/Government from time to time.

5.2.6 Number of teaching and non-teaching staff as per University norms; separately for each programme.

5.2.7 Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms prescribed by the University/Government/Statutory/Regulatory body.

5.2.8 Adequate measures for safety, security, pollution control, etc.

5.2.9 A College, if not run by the State Government, shall also be required to satisfy the following conditions:

5.2.9.1 That it is managed by a duly constituted and registered Society or Trust in accordance with the provisions of the Jammu & Kashmir Private Colleges (Regulation and Control) Act, 2002 and/or any other law made in this behalf by the Government/UGC/University/Regulatory/Statutory bodies.

5.2.9.2 That adequate financial provision is available for running the college for at least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining Endowment Fund permanently in the name of the
College by way of irrevocable Government Securities as prescribed by University from time to time per programme, if the college proposes to conduct programme only in Arts, Science and Commerce as prescribed by the relevant Statutory/Regulatory body, if it proposes to offer professional programmes or FDRs for like amounts jointly held by the College and the University for a minimum lock in period of three years. The endowment fund shall not be alienated so long as the college/institution continues to exist. However, the interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructure facilities.

5.2.9.3 The existing colleges will be governed by the Statues pertaining to endowment fund already in vogue as contained in appendix I. However, they will be required to raise endowment fund in tune to the norms stated above within a period of ten years contributing annually proportionately so as to achieve the target fixed above in statute 5.2.9.2

5.2.9.4 It shall furnish an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning. Provided further that the Registered Society/Trust in justified exceptional cases may be allowed to start the college for the first year of the programmes in a readily available building with the condition that all other academic and administrative requirements are satisfied under the Regulations and the college shall complete the building in accordance with these Statues and other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted extension/renewal of temporary affiliation until the college moves to the permanent buildings. Under no circumstances, extension of time for this movement to the permanent building shall be granted by the University beyond five years.

5.3 CONTENTS OF THE BOND FOR THE REGISTERED SOCIETY/TRUST/ PROPOSING THE COLLEGE

5.3.1 to impart instruction/s only in the subjects and for the course(s)/programme(s) in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such course(s)/programme(s) shall follow the syllabi approved by the appropriate academic bodies of the University;

5.3.2 to comply with all the provisions of the Act, the Statues/ Regulations of the University framed in this regard;
5.3.3 to follow the rules, regulations and guidelines of the Statutory/Regulatory bodies issued from time to time besides the laws prevailing in the State of Jammu & Kashmir governing the field;

5.3.4 to the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Regulation of the University/ Government/UGC, and shall ensure imparting of adequate instruction to the students in the course(s)/programme(s) of studies to be undertaken by the College and that the Student-Teacher Ratio in the college shall be as per the UGC/National Regulatory bodies/University norms;

5.3.5 to the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay-scales alongwith the applicable allowances as per the pay-scales prescribed by the UGC/Government/University, as the case may be, from time to time;

5.3.6 to the effect that appointment of members of the teaching and the non-teaching staff shall be made only on consideration of merit based on qualification and experience prescribed for them and not by demanding or accepting any donation or other consideration;

5.3.7 to the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfilment of the condition for affiliation to the University within a fortnight of changes coming into effect;

5.3.8 to the effect that all fees to be charged from the students shall be as per the fee structure approved by the University/Government based on the norms of the UGC/Government/Regulatory/statutory bodies from time to time;

5.3.9 to the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University on the norms of the UGC/ State Government/Regulatory bodies;

5.3.10 to the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University or in violation of any of the Regulations/guidelines or procedure laid down by of the University;

5.3.11 to the effect that the college shall not without previous permission of the University suspend offering an already approved course/programme of study;
5.3.12 to the effect that academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups including minorities, wherever applicable, shall be properly taken care of by the College;

5.3.13 to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Rules/Regulations/Orders/Notifications of the UGC/University/Government shall be maintained and made available as and when required for inspection by the University/Government/UGC;

5.3.14 to the effect that the college shall furnish all such returns and other information as the UGC/University/Government/Statutory/Regulatory bodies may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC/University/Government/Statutory/Regulatory bodies may direct to maintain the same from time to time;

5.3.15 to the effect that the college shall pay and deposit such fee and charges in the manner as may be prescribed by the University from time to time;

5.3.16 to the effect that no employee shall be terminated without following the due procedure including observance of principles of natural justice and prior permission of the University.

5.4 CONDITIONS FOR COLLEGE OR INSTITUTION TO APPLY FOR ADMISSION TO THE PRIVILEGES OF THE UNIVERSITY

A college or institution applying for admission to the privileges of the University in any faculty shall also be required to satisfy the following conditions:

5.4.1 that it guarantees a satisfactory standard of educational efficiency for the purpose for which affiliation is sought, and that it is established on permanent basis;

5.4.2 that it is situated within the territorial jurisdiction of the University;

5.4.3 that it is not imparting education for private gain or profit;

5.4.4 that its financial resources are such as to make provision for its continued maintenance;

5.4.5 that it satisfies a demand for higher education in a particular locality;

5.4.6 that the play ground(s) and other sports infrastructure is suitable and sufficient;

5.4.7 that the furniture and equipments are adequate;
5.4.8 that facilities for the residence of students are satisfactory;
5.4.9 that due provision is available for the health and recreation of students;
5.4.10 that provision has been made for a suitable library;
5.4.11 that for each science subject, Laboratory or museum is properly equipped with necessary scientific instruments and chemicals, etc.;
5.4.12 that the institution is in undisputed ownership and possession of a suitable building for meeting all its requirements;
5.4.13 that the institution is prepared to place at the disposal of the University, its accommodation, furniture, etc., for the conduct of various examinations and other activities free of cost.

5.5 MANAGING COMMITTEE FOR NON-GOVERNMENT COLLEGE / INSTITUTION
A College/institution not maintained by the Government shall have a Managing Committee consisting of the Chairperson and eight members.

5.5.1 The Chairperson of the Managing Committee shall be the Sole Trustee in the case of Trust/any person nominated or elected in the case of a Registered Society. The eight members referred to above shall be –

5.5.1.1 Two prominent citizens representing different sections of society, one of whom shall have legal background, to be nominated by the Chairperson;
5.5.1.2 One member of the Syndicate, to be nominated by the Vice-Chancellor;
5.5.1.3 One teacher of the College, by rotation, to be nominated by the Chairperson, on the basis of seniority;
5.5.1.4 One person experienced in Educational Administration, to be nominated by the Vice-Chancellor;
5.5.1.5 Dean Colleges Development Council or his/her nominee;
5.5.1.6 Nominee of the State Education Department; and
5.5.1.7 Principal of the College - Member-Secretary
The tenure of the members at serial No. 5.5.1.1 to 5.5.1.4 and 5.5.1.6 shall be three years (viz. 36 months) from the date of notification of constitution of the Managing Committee. However, except S.No.5.5.1.3, they shall be eligible for re-nomination upto two consecutive terms only.
The Principal of the college shall be the ex-officio member Secretary. In the absence of the Principal, the person performing the duties of the Principal shall act Member-Secretary. Majority of the members shall form the quorum for the meeting(s).

Provided further that if any vacancy arises/causes in the composition of the Managing Committee by any reason whatsoever, the same shall be filled by the same authority which has originally nominated that person.

5.5.2 The Managing Committee shall necessarily meet twice in an academic session/year. The proceedings of the meetings shall be recorded in writing by the Member Secretary and signed by all those present in the meeting where after a copy of the same shall be sent to each of the member of the Managing Committee within 15 days from the date of the meeting. A register for recording the minutes of the meeting shall be maintained permanently by each affiliated/Affiliate college which shall remain open for inspection by the competent authority.

5.6 ADVISORY COMMITTEE FOR GOVERNMENT COLLEGE /INSTITUTION
A Government College/Institution shall have an Advisory Committee consisting of the following members:-

5.6.1 Administrative Secretary of Higher Education Dept., J&K Government or his/her nominee;

5.6.2 Dean College Development Council, Cluster University of Jammu or his/her nominee;

5.6.3 Principal of the concerned College;

5.6.4 One Principal of Constituent College nominated by Vice Chancellor;

5.6.5 An academician of repute to be nominated by the Principal of the concerned college;

5.6.6 Two prominent citizens representing different sections of society, one of whom shall have legal background to be nominated by the Principal; and

5.6.7 One senior-most teacher of the concerned College shall be nominated by the Principal of the concerned college as Member Secretary.

The members at serial No. 5.6.1 to 5.6.3 and 5.6.5 shall be ex-officio members of the Advisory Committee whereas tenure of rest of the members shall be three years from the date of constitution of the Advisory Committee. Majority of the members shall form the quorum for the meeting(s).
Provided further that if any vacancy arises/causes in respect of members mentioned at 5.6.6 and 5.6.7 in the composition of the Advisory Committee by any reason whatsoever, the same shall be filled by the Principal of the concerned college and intimation to this effect shall be sent to the Dean, College Development Council, of University.

5.6.8 The Advisory Committee shall necessarily meet twice in an academic session/year. The proceedings of the meetings shall be recorded in writing by the Member Secretary and signed by all those present in the meeting where after a copy of the same shall be sent to each of the members of the Managing Committee within 15 days from the date of the meeting. A register for recording the minutes of the meeting shall be maintained permanently by each affiliated/Affiliate college, which shall remain open for inspection by the competent authority.

5.7 APPLICATION OF NORMS OF ALL INDIA STATUTORY BODIES TO AFFILIATED COLLEGES

The norms prescribed from time to time by the All India Statutory Bodies responsible for coordinated and integrated development of education in their respective disciplines in the country shall be applicable to the affiliated/Affiliate colleges. However, in case there is no All India Statutory Body responsible for the coordinated and integrated development of a particular discipline, the Vice-Chancellor shall appoint a Committee which, amongst others, shall include at least two subject experts, to formulate the norms. The Vice-Chancellor, in consultation with the concerned Commissioner/Secretary to Govt., shall be empowered to approve with or without modification the norms formulated by the Committee.

5.8 TEACHING STAFF

5.8.1 There shall be a teacher to act as Head of Department for each subject for which recognition is sought. There shall not be a common Head for two or more subjects, such as History and Political Science, Sanskrit and Hindi, Persian and Urdu, Botany and Zoology, etc.

5.8.2 Every teacher shall be available in the institution on a working day during the period prescribed and shall in addition to participation in teaching, undertake exam/test evaluation, invigilation work and participate in extracurricular and institutional support activities as required. He shall also provide general assistance to students by removing their academic difficulties. Besides, he will attend to any other remunerative/non-remunerative work that may be assigned to him either by the Principal or the University.

5.8.3 The weekly work-load of a teacher shall be as per UGC/University norms.

5.8.4 The length of a period may be 45 minutes, but in no case more than one hour or as prescribed by the UGC/University from time to time.
5.9 **NUMBER OF STUDENTS IN A CLASS**

5.9.1 The maximum number of students in a section shall not, except with the previous permission of the Vice-Chancellor, exceed 60, subject to the availability of adequate accommodation.

5.9.2 If a new section in any of the classes is started by the college, full information regarding additional staff required (together with their qualifications and salaries) time-table for the new section and the accommodation available should immediately be sent to the Dean Colleges Development. It is also necessary to see that with the increase in staff a proportionate increase in the number of senior teachers is made. If the arrangements in the new section are found to be unsatisfactory, it shall be disallowed.

5.9.3 In the case of a non-Government Affiliated/ Affiliate College, a new section can be started only with the prior approval of the Vice-Chancellor.

5.10 **ADMISSION OF STUDENTS**

5.10.1 Each Affiliate/Affiliated College shall observe the Statutes and Regulations prescribed by the University from time to time for admission of students to such a College or Institution. Admission of students to any Course run by the Colleges shall be made by the Admission Committee in accordance with the Statues, Regulations, norms and procedure prescribed, from time to time, by the University. Admission Committee shall comprise the following:–

5.10.1.1 Dean of the Faculty concerned or his nominee who will in no case be below the rank of Associate Professor in any subject of the concerned faculty;

5.10.1.2 Principal of the College concerned. He will also act as Convenor of the Committee;

5.10.1.3 One teacher nominee of the Vice-Chancellor; and

5.10.1.4 One senior teacher of the college concerned, to be nominated by the Principal.

5.10.2 Two members shall form the quorum for meetings.

5.10.3 In case of tie between two applicants for admission, the candidates having higher marks at 10+2 level shall be considered. If again there is a tie, marks secured by a candidate at Matriculation level shall be considered. Still in case of equal merit, the candidate older in age will be considered.
5.10.4 All admissions shall be provisional unless and until regularized by the University.

5.10.5 If at any stage it transpires that a candidate has managed his/her admission to any programme of study by fraudulent/illegal means and/or by production of forged or fake documents, such an admission shall be cancelled without following the principles of natural justice.

5.11 PERIODICAL STAFF STATEMENTS

5.11.1 Each Affiliate/ Affiliated College or Recognized Institution shall send to the Dean Colleges Development, by 1st August every year, a statement showing the full particulars of the members of the teaching staff available in the various courses of study in respect of which it has been admitted to the privileges of the University.

5.11.2 Any subsequent change in the staff structure of the College/ Institution shall be communicated to the Dean, College Development Council, within a month, along with details of substitute arrangement(s).

5.12 MAINTENANCE OF RECORD

5.12.1 Each affiliated/Affiliate college shall maintain the following Records:

5.12.1.1 Admission and withdrawals :

a) Date of admission of every student, date of birth, parentage, name of Course to which admitted, attendance at college, the results of examinations passed by him, other particulars concerning his academic career and the date of withdrawal.

b) Attendance Statement of students in lectures, practicals and/or practice of teaching.

c) Fees and other charges.

d) Time-table of work in various classes.

e) Internal assessment.

5.12.1.2 Endowment Fund.

5.12.1.3 Stock and issue.

5.12.1.4 Accessioning, cataloguing, Issue and Return of books, etc.

5.12.2 This record shall be submitted whenever required by the University/UGC/Government or any other statutory/regulatory body.
5.13 PROCEDURE FOR GRANTING TEMPORARY AFFILIATION

5.13-A No application for the grant of affiliation which does not have the concurrence/permission of the State Government for opening a new College (Government or Non-Government) shall be entertained. In the case of college introducing Bachelor’s Degree/Master’s Degree programme in Medical, Dental, Technical, Management, Agricultural, Nursing, Pharmacy, Education, permission of All India Statutory Body responsible for the coordinated and integrated development of education in the concerned discipline and of such authority as it may prescribe, will also be necessary.

However, in case the schedule prescribed by the All India statutory Body for processing the proposals for starting the new institutions or new Courses/Programme in some discipline(s) is at such variance that the Application Form duly completed and accompanied by all the requisite documents (including the approval of the All India Statutory Body) cannot be submitted either within the statutory dates prescribed by the University or even thereafter by condoning the delay to a reasonable extent, the proposed institution may make an application to the Vice-Chancellor for provisional entertainment of the application form (otherwise complete in all respects) pending approval/recognition of the proposed Institution by the All India Statutory Body. The said application shall also be accompanied by an affidavit of the Chairman of the Trust/Society/Managing Committee of the Institution to the effect that in case the request for provisional entertainment of the Application Form (otherwise complete in all respects) pending approval/recognition of the proposed institution by the All India Statutory Body is acceded to and the Application Form is processed in accordance with the Statues, the decision of the University on the Application Form for affiliation whether favourable or unfavourable shall be binding on the Managing Committee of the institution. On consideration, the Vice-Chancellor may grant the request for provisional entertainment of the Application Form pending approval/recognition of the proposed Institution by the All India Statutory Body provided the State Government has issued No Objection Certificate/Permission letter or has recommended to the All India Statutory Body the establishment of such Institution. However, in case of Law College, the University may consider the case regarding grant of affiliation of a new college without permission from the Bar Council of India. The University will not allow teaching in the Law College without approval by the Bar Council of India.

5.13-B In case submission of application to the All India Statutory Body for seeking approval to start new institution/new course(s) or programme(s) necessitates, among others, the written consent of the affiliating University, the Vice-Chancellor may authorize issue of a certificate to the effect that the University shall have no objection in considering the request for grant of affiliation to the proposed institution subject to the fulfillment of all statutory requirements including the permission of the State Government as well as the approval of the All India Statutory Body.
5.13-C The application to start a new college and get it affiliated to the University can be submitted by the Central/State Government Institutions and Registered Society/Trust. In the case of a Government College/Institution, the application shall be made by the concerned administrative Secretary to the Government of Jammu and Kashmir and in the case of non-Government Colleges / Institutions by the Chairman or any other authority appointed for the purpose by the Managing Committee of the Institution.

5.13-D If the applicant is a Society/Trust, it shall have been registered under the Registration of Societies Act, the Trusts Act or any other Act of the Central/State Government on or before the date of submission of the application.

5.13.1 The Government/Society/Trust which proposes to start the college within the territorial jurisdiction of the University and wishes to get it affiliated to the University, shall submit an application for grant of affiliation to new college/institution which should reach the Dean, College Development Council, by October 1st of the year preceding the one in which it is proposed to hold admissions and start the class work, in the prescribed proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar, Cluster University of Jammu.

5.13.2 The application shall be submitted with certified copies of the following documents:

5.13.2.1 Registration of the Society/Trust along with details of Constitution and Memorandum of Association;

5.13.2.2 Letter from the competent authority designated by the Government for classification of land and its location as Metropolitan or other area;

5.13.2.3 Land Use Certificate from the competent authority designated by the Government;

5.13.2.4 Registered Land/Government leased land documents in the name of the applicant;

5.13.2.5 Appropriate order from the Government permitting the Society/Trust to start the College with details of the course(s)/programme(s) intended to be offered;

5.13.2.6 Building Plan of the proposed College prepared by a registered Architect and approved by the competent authority designated by the Government;

5.13.2.7 Registered documents of the registered Society/Trust earmarking land and buildings for the proposed college; and
5.13.2.8 Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Endowment Fund.

5.13.2.9 Detailed Project Report giving:-
   a) Background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
   b) Development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students’ intake and introduction of postgraduate programmes/ research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities;
   c) Architectural master plan indicating the land use pattern including those for the future;
   d) Policy with regard to faculty recruitment, retention and development;
   e) Structure of academic and administrative governance;
   f) Sources of financing of capital and operating expenditure besides funds to be generated through students’ fee ; and
   g) Resource projections and their realization schedule.

5.13.3 In addition to the documents mentioned in statute 5.13.2 the application shall also be accompanied by the following:
   (i) A statement containing full information regarding the constitution of the Managing Committee and names of its members, in the case of College / Institution not maintained by the Government. In case of application for LL.B. Course/(s) it must be accompanied by an answered questionnaire as prescribed by the Bar Council of India.
   (ii) A statement regarding teachers employed or proposed to be employed; their qualifications, the subject(s) proposed to be taught by each of them, their salaries, scales of pay and other conditions of service.
   (iii) A statement of -
      (a) number of students attending the institution or proposed to be admitted to the institution;
      (b) arrangements already made or proposed to be made for the residence of such students, as may not reside with their parents / guardians, in the College Hostel or lodgings approved by the College and the arrangements made or proposed to be made for their supervision;
(c) amenities for physical welfare of students including arrangements for games, physical training, play grounds and medical assistance;
(d) facilities made available or proposed to be made available for girl students, in case the institution provides or proposes to provide co-education;
(e) number and nature of books available in the Library and annual budget provision made or proposed to be made for enrichment of the library;
(f) equipment available or proposed to be made available for teaching science subjects in which affiliation is sought and annual budget provision made for its maintenance and new additions;
(g) financial resources of the institution, including a statement of the estimated annual income and expenditure; and
(h) rates of fees, if any, proposed to be levied and the number of students exempted or proposed to be exempted wholly or in part from such fees.

5.13.4 An application form for affiliation or recognition may be withdrawn at any time before affiliation/recognition is granted.

5.13.5 Affiliation/recognition shall, in no case, be granted with retrospective effect.

5.13.6 Application/Inspection fee
An Institution /College applying for affiliation to the University shall remit application fee/inspection fee, as prescribed by the University from time to time.

5.13.7 Application fee shall not be refunded even if the Application Form is withdrawn or rejected.

5.13.8 Inspection fee may be refunded only in case the Application Form is withdrawn or is rejected before the inspection has been carried out.

5.13.9 The Application Form (including the one to be entertained provisionally) received on or before the due date shall be placed before the Syndicate and if the Application Form is found in order, the Syndicate shall refer it to the Board of Inspection. The Syndicate may also refer the Application Form provisionally entertained, pending receipt of approval of the All India Statutory Body, if otherwise found in order, to the Board of inspection. The Board of Inspection shall appoint a Committee for inspecting the institution. In case of the Application Form provisionally entertained, the inspection shall be conducted only after the All India Statutory/Regulatory Body has granted approval/ recognition to the Institution and letter of approval/ recognition has been received by the University. The report of the Committee shall be placed before the Syndicate with the recommendation of the Board of Inspection for final orders.
The College shall be subjected to an inspection by the University through a committee of experts [which shall be called Inspection Committee], nominated by the Vice-Chancellor, consisting of:

5.13.10.1 Dean, College Development / an equivalent academician of the University;

5.13.10.2 One Expert for each of the subject areas proposed;

5.13.10.3 One officer of the University not below the rank of Assistant Registrar; and

5.13.10.4 An Engineer from the PWD/CPWD or University not below the rank of Assistant Executive Engineer.

Any other member, if desired/nominated by the Vice-Chancellor.
Dean, College Development, shall be the Ex-officio Chairperson of the Committee. In his/her absence, the Dean of concerned Faculty or the Subject Expert shall act a Chairperson.

The Inspection Committee while conducting inspection of a new college/institution seeking affiliation shall satisfy itself whether all the conditions laid down for this purpose in the foregoing Statues/Regulations are satisfied. The Inspection report shall cover the following information:

5.13.11.1 Foundation and history of the institution. Name of the courses, subjects and the number of years it has been teaching the same.

5.13.11.2 The existing and the proposed constitution of the Managing Committee in the case of a College/Institution not maintained by the Government; whether or not the Head of the institution is represented thereon.

5.13.11.3 Information regarding sufficient demand for the existence/opening of the institution in the locality.

5.13.11.4 Teaching Staff already engaged and proposed to be engaged; their service conditions and pay scales.

5.13.11.5 In the case of Non-Government colleges/institutions, the Contributory Provident Fund and leave rules in force and the recommendations in connection thereto.

5.13.11.6 In the case of an Institution, not maintained by the Government, Endowment and Reserve Funds and their investment, dependence on State Government grants, if any. In case affiliation/recognition is recommended, a statement of expenditure and income (including sources) should be given.
5.13.11.7 Site, building(s), etc.
   a) Area available.
   b) Number and dimensions of halls, class-rooms, library, laboratories. Hostels, with number and size of rooms. Common-rooms, etc.
   c) Play-fields and grounds, gymnasium, etc.
   d) Furniture and fittings in the lecture theatres, laboratories and library.
   e) Scientific equipment.
   f) Number of books in the Library.
   g) Botanical garden.
   h) Museum.
   i) Herbarium.
   Any other infrastructural requirement, as deemed necessary for the course.

5.13.12 The report of the Inspection Committee shall be submitted by the Chairperson to the University duly filled in and signed by all the members. The University shall process the report through its Board of Inspection to Syndicate and decide to grant, or not to grant, temporary affiliation to the college, recording the reasons in writing for its decision within one month.

On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme/course in the college.

5.13.13 The Syndicate of the University shall be the ultimate authority to decide granting, or not granting, affiliation and action taken shall be reported to the University Council.

5.13.14 Temporary affiliation of the programme of study and the college itself shall be granted by the University initially for a period of one year which shall be extended/renewed by the University in the prescribed manner, subject to satisfactory performance of the College, on year to year basis through inspection process as prescribed in these Statues/Regulations.

5.13.15 If the University decides not to grant affiliation to the College for reasons, recorded in writing, of its failure to meet the conditions/requirements for getting affiliation, the college may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application. Fresh application not accompanied by requisite application and inspection fee, shall not be entertained.
5.13.16  EXTENSION/RENEWAL OF TEMPORARY AFFILIATION

5.13.16.1 Application for extension/renewal of temporary affiliation along with prescribed application and/or inspection fee must reach the Dean, College Development Council, along with requisite inspection fee by 31st December of the preceding year for which extension/renewal of affiliation is sought.

5.13.13.2 If temporary affiliation within the prescribed time and inspection of the college has not been conducted for any reason whatsoever before the start of academic session, the Vice-Chancellor shall be competent to authorize provisional extension/renewal of temporary affiliation in case the performance of the college was/is satisfactory during the preceding year.

5.13.16.3 If a college has applied for extension/renewal of its Extension/renewal of temporary affiliation shall be for an academic session.

5.14  ELIGIBILITY CRITERIA FOR PERMANENT AFFILIATION

5.14.1 The College shall have completed at least five years of satisfactory performance and fulfilled all the conditions of affiliation after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University/UGC/ Government/Statutory/Regulatory body concerned from time to time.

5.14.2 The College shall have completed construction of building and all infrastructural facilities as stipulated in the Statutes/Regulation.

5.14.3 All the teaching and non-teaching staff are appointed on permanent (appointed on regular basis, in case of a Government College) on the UGC/Government scales of pay.

5.14.4 The College shall have a duly constituted Managing Committee/Advisory Committee as per the norms.

5.14.5 The College has obtained/acquired accreditation by NAAC or any other statutory accreditation body/agency established for the purpose by the State/Central Government with letter grade ‘B’ or equivalent grade.

5.14.6 The College has developed endowment fund to maintain the college for at least three years.
5.15 PROCEDURE FOR GRANTING PERMANENT AFFILIATION:

5.15.1 A college which wishes to get permanent affiliation shall apply to the University any time after satisfactorily completing five years of temporary affiliation in the proforma along with requisite fee prescribed by the University in the form of Demand Draft/RTGS drawn in favour of the Registrar, Cluster University of Jammu.

5.15.2 The procedure for according permanent affiliation shall be the same as prescribed for granting temporary affiliation in these Statutes.

5.15.3 If the University decides not to grant permanent affiliation to the College for reasons, to be recorded in writing, of its failure to meet the conditions/requirements for getting such affiliation, the college may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application. Fresh application not accompanied by requisite application and inspection fee, shall not be entertained.

5.16 ELIGIBILITY TO APPLY FOR ADDITION OF NEW PROGRAMMES OF STUDY:

5.16.1 Any proposal for adding new programme(s) shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.

5.16.2 Proposal for raising the existing under-graduate college to post-graduate studies/level shall be considered by the University if the college satisfies the following requirement:

5.16.2.1 College should be NAAC Accredited with a minimum of “B” Grade.

5.16.2.2 College should be permanently affiliated with the Cluster University.

5.16.2.3 College should have permanent NOC from the Higher Education Department, Government of J&K.

5.16.2.4 To begin with the College should have a permanent faculty consisting of the following:
(a) Professor - one
(b) Associate Professor - one
(c) Assistant Professor - two

5.16.2.5 The College should have separate physical infrastructure, class rooms, library and computer lab for the P.G. Course/s.
5.16.3 Each application for addition of a new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in favour of the Registrar, Cluster University of Jammu.

5.16.4 The procedure for according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Statues for temporary affiliation.

5.17 PERMISSION/AFFILIATION FOR NEW SUBJECT(S)

5.17.1 No affiliated college or institution shall conduct classes for any subject unless it has obtained specific affiliation/permission from the University for such subject(s).

5.17.1.1 Each institution applying for permission/affiliation in new subject(s) shall remit non-refundable prescribed application fee at the time of issue of Application Form. Thereafter, the institution shall remit prescribed inspection fee per subject per course (when asked to do so) before the inspection of the College is conducted. The Application Form, duly filled, alongwith the requisite documents shall be sent to the Dean, College Development Council, so as to reach him by October 1st of the year preceding the one in which the subject(s) is/ are proposed to be introduced.

Provided that, the Vice-Chancellor may, in special circumstances, authorize entertainment of an Application Form submitted after October 1st but in no case form be entertained after 31st March.

Provided further that, no college/institution shall start teaching new subject(s) without prior permission of the University.

5.17.1.2 Each such Application Form shall be placed by the Dean, College Development Council, before the Board of Inspection. The Board shall refer it to the Inspection Committee for conducting the inspection of the College. The report of the Inspection Committee with the recommendations of the Board of Inspection shall be placed before the Syndicate for final orders.
5.17.1.3 The Inspection Committee shall pay special attention to the following points while inspecting the College/Institution applying for introducing new subject(s):

(i) Demand for the subject:
   - in relation to other subjects already taught; and
   - in relation to the existing provision for teaching that subject in local institutions/colleges.

(ii) Financial resources of the institution in relation to the proposed development.

(iii) Existing staff available and additional staff that will be required.

(iv) Adequacy of class-rooms, laboratory accommodation and equipment in Science subjects.

(v) Existing resources of the library, additional books, etc. required, and the grants, non-recurring and recurring, that will be required for the purpose.

5.18 AFFILIATION/PERMISSION FOR HONOURS CLASSES:

5.18.1 Application for permission to start Honours class(es) side by side with pass course B.A./B.Sc./B.Com. or any other under-graduate course in an affiliated College should be made so as to reach the Dean, College Development Council, by October 1st of the year preceding the one in which the class is proposed to be started along with non-refundable prescribed application fee payable at the time of issue of Application Form.

5.18.2 The Institution/College shall remit prescribed inspection fee per subject, when asked to do so, before the inspection of the institution/college is conducted.

5.18.3 Inspection fee may be refunded only in case the Application Form is withdrawn or rejected before an inspection has been conducted.

5.18.4 Each such Application Form shall be placed by the Dean, College Development Council, before the Board of Inspection and the Board shall refer it to the Committee appointed for conducting the inspection of the College. The report of the Committee along with the recommendation(s) of the Board of Inspection shall be placed before the Syndicate for final orders.

5.18.5 For teaching Honours classes in any subject not less than six periods a week shall be devoted for instruction during Ist Year and IIInd Year of the B.A./B.Sc./B.Com. or any other under-graduate course.
5.18.6 Honours teaching should be entrusted to teachers who have passed Master’s Degree examination with atleast 55% marks and have more than five years’ teaching experience in a college.

5.18.7 In the case of local college, where teaching in a particular subject is intended to be imparted on co-operative basis, the consent of all participating colleges should be available.

5.18.8 There should be at least three teachers in the subject for which permission for Honours classes is sought.

5.19 RECOGNITION OF RESEARCH INSTITUTIONS:

5.19.1 Subject to the provisions of the Statues for the award of Research Degrees, the Syndicate shall have power to declare an institution, engaged in research work, as an approved institution of the University.

5.19.2 An institution applying for approval under this Statute shall submit an application to the Dean, College Development Council, containing full information in respect of the following:-
   (i) Status of the institution.
   (ii) Constitution and personnel of the Managing Body.
   (iii) Subjects and branches in which research is undertaken in the Institution.
   (iv) Accommodation, equipment and the number of scholars for whom provision for research exists or is proposed to be made.
   (v) Strength of the staff, their qualifications, salaries and the research or other academic work done by them.
   (vi) Fees levied or proposed to be levied and the financial provision made for capital expenditure on buildings and equipment and for continued maintenance and efficient working of the institution.

5.19.2.1 Each Research Institute seeking recognition as a Centre of Research for the Ph.D. Degree shall remit non-refundable inspection fee as prescribed from time to time alongwith the application for the purpose. Subsequently, application for recognition in additional subject(s)/area(s) shall be accompanied by non-refundable inspection fee as prescribed from time to time per subject/area.

5.19.2.2 Before considering the application for recognition, the Syndicate may call for any further information which it may deem necessary for the purpose.

5.19.2.3 In case the Syndicate decides to consider the application, it may refer it to the Committee for conducting the inspection of the institution. After considering the report made as a result of such inspection and making such further inquiry as may appear to it to be necessary, the Syndicate may grant or refuse recognition.
5.19.2.4 When the permission is granted, the Syndicate shall define the status of the institution and specify the subject(s)/area(s) for which the institution is approved/permitted for conducting research work leading to Ph.D.

5.19.2.5 (i) The rights conferred on an institution may be withdrawn or suspended for any period if it has failed to observe any of the conditions of approval or has conducted itself in a manner prejudicial to the interests of education or in contravention of such provisions of the Act, the Statutes/Regulations as are applicable to it as an approved institution.

(ii) A motion for such withdrawal or suspension shall be initiated only by the Syndicate. The member of the Syndicate who intends to move such a motion shall give sufficient notice about his move and shall state in writing the grounds on which it is made.

(iii) Before taking the said motion into consideration, the Syndicate shall send a copy of the notice and written statement mentioned in clause (ii) to the Head of the institution concerned together with an intimation that any representation in writing submitted within a period of two months from the date of intimation, on behalf of the institution, shall be considered by the Syndicate.

Provided that the period so specified may be extended, if necessary, by the Syndicate.

(iv) On receipt of the representation or on expiry of the period referred to in clause (iii), the Syndicate after considering the notice of the motion, statement and representation, and after such inspection, if any, by any competent person or persons appointed by the Syndicate in this behalf and such further enquiry, if any, as may appear to be necessary, shall decide whether the approval should be withdrawn, suspended or continued.

Provided that, the approval shall not be withdrawn or suspended unless a resolution of the Syndicate to that effect is supported by a majority of at least two-third members present at the meeting. Such majority should, however, be not less than one-half of the total membership of the Syndicate.

5.20 PERIODICAL INSPECTION

5.20.1 The Board of Inspection may, at its discretion, arrange periodical inspection of each affiliated/Affiliate college once within a period of three years after grant of privileges of affiliation or after the inspection last held. For this purpose the Board of Inspection shall appoint Inspectors. No inspection fee shall be charged from the college/institution for periodical inspection.
5.20.2 In case a periodical inspection proposed by the Board of Inspection, the Vice-Chancellor shall fix the date for inspection of a college/institution well in advance, so that intimation is sent to the institution at least two weeks prior the date fixed for inspection.

5.20.3 The duty of the Inspectors is to satisfy themselves fully that the students of the college/institution live, work and receive instructions under congenial conditions and in accordance with the academic standard prescribed by the University.

5.20.4 It shall be the duty of the Inspectors to satisfy themselves that the institutions continue to comply with the conditions on which the privilege of affiliation was originally granted. There should be no attempt to interfere with the teaching work of teachers, in their own special subject, but the Inspectors should suggest in the report any improvements in the working of the institution that, in their opinion, would promote its efficiency.

5.20.5 Before proceeding to the institution, the Inspectors should obtain from the Dean, College Development Council, copies of the previous inspection reports of the college/institution together with any remarks made or action taken upon them by the authorities.

5.20.6 Inspectors shall as soon as possible, upon arrival at an institution make a cursory inspection of the buildings, grounds and of the classes (seeing them at work, if possible), the library, laboratories, etc. so that they may form a general impression of conditions, if required videography of the same is done. They shall then spend some time in studying the records of the institution and familiarizing themselves with the details of its condition and life. In this part of the inspection they may call for any information that they may require, from Head of the institution, members of the Teaching Staff, or the office.

5.20.7 As soon as Inspectors feel that they have sufficiently familiarized themselves with the conditions of the institution as revealed in reports, returns, etc. they shall proceed to a closer inspection with particular reference to the points detailed in these Statues.

5.20.8 An important part of the inspection would be informal discussions with the Head of the institution and in some cases with individual members of the staff and other stakeholders including parents of the students or ex-students of the college. At such discussions, a good deal can be disposed of which need not necessarily find way into the report, or need only be briefly touched upon therein. In the case of college/institution, not maintained by the Government, it may be desirable to meet members of the Managing Committee of the institution with a view to impressing upon them the more urgent requirements of the institution.
Inspectors should preface their report with a brief statement of the procedure and of the time consumed by the inspection. They should then report in detail the steps taken by the institution to comply with the recommendations made in previous reports. The report should be signed by all the Inspectors.

**PERIODICAL INSPECTION REPORT**

The report of the Inspectors conducting periodical inspection of a College/Institution shall cover the following points:

**i) Introduction**

Date, time and method of inspection. Previous inspection reports and the extent to which recommendations contained therein have been complied with.

**ii) Staff**

a) Whether the staff, as mentioned in the preceding annual staff statement returns, is in conformity with the conditions of affiliation laid down by the University. In case of application for grant of affiliation to a new Law College, the Inspection Committee shall conduct inspection on the basis of a proforma prescribed by the Bar Council of India and in other professional courses as per the proforma/instrument prescribed/developed by the concerned Statutory/Regulatory body in the field.

b) Are any members of the staff teaching subjects for which they are not adequately qualified?

c) Whether the existing staff strength is sufficient to cope with the work-load in the institution?

d) Whether the staff is properly paid?

e) Has the institution, if it is not maintained by the Government, entered into agreements with the staff, in accordance with the provisions of the Statues?

f) Have any members of the staff outside interests or responsibilities which interfere or are likely to interfere with the proper discharge of their duties?

(g) What do the members of the staff do, in addition to teaching, in connection with hostels, games, N.C.C., N.S.S., sports, youth welfare, etc.?
(h) What is the practice of the institution with regard to the staff meetings?

iii) Whether the library and clerical staff is adequate, sufficiently paid and properly qualified?

iv) Finance: Under this head special attention should be paid to the following:

a) Whether, in the case of college/institution not maintained by the Government, the income can be expected to meet the annual increment of the staff and the extent to which this is dependent upon increase in fee income.

b) The provision made for maintenance of the Science departments and the library.

c) Endowments and emergency or reserve funds, in the case of colleges/institutions not maintained by the Government, how are these invested?

d) Scholarships and prizes.

e) Audit of accounts.

v) Site, building(s), etc.

a) Adequacy and size of class-rooms and laboratories in relation to the number of students likely to be accommodated vis-a-vis prescribed norms in this respect.

b) Convenience of the staff viz. common / individual rooms, sanitary arrangements, etc.

c) Equipment.

d) Class-rooms.

e) Library-system of cataloguing and issue. Hours when in use. Expenditure on books of various subjects, departmental libraries. Number of volumes in stock.

f) Science Arrangements of fitting of –Models, Maps, Charts and Apparatus, etc. for practical work and class demonstrations.

vi) Students:

a) Total number of students in the institution;

b) Whether the number of students in a class or section (Lectures and Practicals) is within the limits prescribed by the Statutes?

c) Does any tutorial system exist in the institution. If so, in which subject(s)? Does it need any expansion or improvement and use of ICT in teaching?
d) What is the system of examination and promotions?
e) What facilities are provided for research work and what research work has been done in the institution during the last five years?
f) Facilities and arrangements for social activities, subject societies, athletics, sports, NCC, N.S.S., medical check-up, etc.

vii) Residence of students:

(A) Hostels:

a) Accommodation, size, ventilation and lighting of rooms.
b) Medical attendance of a qualified Doctor/Medical Assistant, dispensary, sanitation, etc.
c) Mess arrangements.
d) Contact between warden(s) and boarders.
e) Regulations and discipline.
f) Social and athletic activities.
g) Common rooms, provision and control of periodicals, books, etc.

(B) Recognised lodging:

Inspectors shall visit and report upon recognised lodging, if any, where students of the institution reside.

a) Day students
b) What attempt is being made by the College to supervise the conditions of life of the day students?
c) Arrangements for athletics, etc. Is there a day Students’ Common Room? Where do they spend their leisure period?

viii) General:

a) Tone and discipline
b) Opportunities for encouraging esprit de corps, daily or weekly assembly, general lectures, common dinner, clubs, etc. for students and staff.

ix) Office Administration:

a) Registers, attendances, students’ records and reports, stock books, etc.
b) Method of calculating attendance of students.
c) System adopted for issue of progress reports to parents/guardians.
d) Record of career and conduct for use in issuing certificates.

x) Miscellaneous

xi) Summary of the recommendations made by the Inspectors.

5.20.10.2 The relevant portions of the report of the Inspectors together with their recommendations shall, in the first instance, be sent by the Dean, College Development Council, to the Head of the College / Institution concerned, and also to the concerned Administrative Secretary in the case of Government institution and to the Chairman of the Managing Committee, in the case of Non-Government Colleges, for such comments as they may desire, on the statement of facts contained in the report. The report together with the said comments shall be placed before the Board of Inspection. The recommendations of the Board shall be submitted to the Syndicate. The decision of the Syndicate shall be sent for information to the Head of the Institution and the Managing Committee of the institution concerned in the case of Non-Government Colleges.

5.20.10.3 The conditions, if any, laid down by the Syndicate on the recommendations of the Board of Inspection, in regard to staff, equipment and furniture, additions and alterations to the building and construction of new building(s) shall be fulfilled within the following time limit prescribed for each from the date of communication of such conditions to the College:

- Staff ... within six months
- Equipment, furniture and Library ... within one year
- Additions and alterations ... within two years

New buildings ... within three years and in extreme cases five years with the approval of Board of Inspection.

- Reserve ... within one year
- Improvement of service conditions of staff ... within two years

Minor deficiencies, if any ... within six months

Major deficiencies, if any ... within two years

Provided that the Syndicate may, in exceptional cases, extend the above time limit in which case the Syndicate, shall specify the time limit by which other conditions, if any, imposed for grant of affiliation, as the case may be, are to be fulfilled by the institution.
5.20.11 REMUNERATION OF INSPECTORS

5.20.11.1 Each Inspector appointed to conduct the inspection of a College or any other educational institution shall be paid remuneration at the prescribed rate. Besides, conveyance charges to the extent of the amount declared by the Inspector as having been actually spent by him/her for the purpose on a particular day shall be paid, unless the University arranges for his/her transport.

5.20.11.2 T.A. and D.A. as permissible under rules shall be paid to the Inspectors.

5.20.12 SURPRISE VISIT/INSPECTION

The Dean, College Development Council, may conduct or direct surprise inspection of an Affiliated/ Affiliate college, on the basis of a complaint or otherwise to see that the college is being run in accordance with the Statutes/norms of the University/UGC/Statutory/Regulatory body and that the academic calendar is properly adhered to. During the surprise inspection, the Dean or the Inspection team deputed by the Dean, may check any record, equipments/apparatus, attendance of students, staff, availability of infrastructural facilities. In case surprise inspection is conducted by the Dean, College Development Council, himself/herself, he/she may take such action as is warranted keeping in view the gravity of the shortfall/deficiency/violation, including imposition of any penalty on the College and in case the inspection is conducted by an inspection team deputed by the Dean, the Inspection Team shall submit its report to the Dean, which would be processed by the Dean in the manner prescribed above. However, before imposing any penalty, the matter with full facts shall be reported to the Vice-Chancellor for approval of penalty on the defaulting college.

Provided that no fee shall be charged from the college(s) for surprise visit(s)/inspection(s).

5.21 CANCELLATION OF AFFILIATION

In case the College/Institution, to which affiliation had been granted, does not provide instructions in the course, for three consecutive academic years, the affiliation in such course(s) shall stand cancelled.

5.22 WITHDRAWAL OF AFFILIATION

5.22.1 The privileges conferred on a college by affiliation may be withdrawn in part or in full, suspended or modified, if the college, on due enquiry, is found to have failed to comply with any of the provision of the Srinagar and Jammu Cluster Universities Act, 2016 the Statues/Regulations or any
other direction or instruction of the UGC/University/Statutory/ Regulatory body concerned or the Government, or failed to observe any of the conditions of affiliation or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.

5.22.2 If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust or individual or a group of individuals without the prior approval of the University, the affiliation granted to the college shall lapse automatically as such ceases, shifting or transfer, as the case may be, and it shall be treated as a new college for the purposes of future affiliation. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

5.22.3 Without prejudice to the Statues, the University Grant Commission on its own or on the basis of any complaint or any other information or report from any other source, can cause an enquiry by the University in respect of a college, and after giving the college a reasonable opportunity of being heard, may pass an order under Section (12A)(4) of the University Grants Commission Act prohibiting such college from presenting any student then undergoing such specified course/programme of study therein to the University for the award of the qualification concerned and the affiliation of the college shall stand termination as per Section (12A)(5) of the UGC Act.

5.22.4 If the University decides to withdraw the affiliation of the College, or the affiliation stands terminated by the order of the University temporarily or permanently, such decision shall not affect the interest of the students of the college who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time.

5.22.5 The rights conferred on an institution/college may also be withdrawn or suspended for any period if it has failed to observe any of the conditions of affiliation/approval or has conducted itself in a manner prejudicial to the interest of education or in contravention of such provision of the Act, the Statues/Regulations as are applicable to it as an approved institution.

5.22.6 INFRASTRUCTURAL DEFICIENCIES

5.22.6.1 Classes being held in building other than the one where affiliation was granted.

5.22.6.2 Building or Part thereof used for running other courses not related or allied to the course for which permission has been sought or for any other purpose without prior permission of the University.
5.22.6.3 The building/s is/are declared unsafe by the concerned authority on account of poor maintenance or other factors.

5.22.6.4 Building used for commercial purposes after college hours.

5.22.6.5 Building campus used for political/anti-social/authorized purposes.

5.22.7 **DEFICIENCIES ON ACCOUNT OF TEACHING STAFF**

5.22.7.1 College being run without Principal continuously for more than 3 months.

5.22.7.2 Lesser number of faculty engaged by the Management as per student/teacher ratio requirement.

5.22.7.3 Failure to make arrangement for teaching of all optional papers.

5.22.8 **FINANCIAL IRREGULARITIES**

5.22.8.1 Financial misappropriation/embezzlement by the members of the trust/society.

5.22.8.2 Unauthorized financial benefits to the members of the trust/society.

5.22.8.3 Unauthorized charges from students other than prescribed by the University viz., uniform, books, stationery, mess, hostel charges, fines, examination charges, printing, picnics, developmental charges, etc.

5.22.9 **HARASSMENT OF STUDENTS**

5.22.9.1 Imposing fines.

5.22.9.2 Inadequate messing facilities in hostels.

5.22.9.3 Lack of security in hostels.

5.22.9.4 Complaints of ragging/sexual harassment.
5.22.10 **UNAUTHORIZED ADMISSION IN COLLEGES**

5.22.10.1 admission made by the colleges of their own without any authorization by the University.

5.22.10.2 Students admitted in Management seat quota more than the authorized seats.

5.22.11 Any other circumstances by way of which the continuation of the College/Institute severely effects the reputation of the University.

5.22.12 **PROCEDURE FOR DISAFFILIATION**

For any complaint/s of the major/minor violation by the college/institute, a committee would be constituted to inquire into the allegations and make recommendations following the principles of natural justice. The recommendation should be placed before the Syndicate for consideration and orders thereupon. However, in case of grave violations, the University may, in public interest, disaffiliate the college/institute without issuing any show cause notice.

Notwithstanding the above, in case of disaffiliation of a college/institution, the students admitted would be shifted to other college/institution to complete the remaining part of the course/programme. In case the shift of students is not possible, the University Syndicate shall decide the fate of such students on case-to-case basis.

5.22.13 **RE-AFFILIATION**

College/Institution whose privileges have been withdrawn, can apply for re-affiliation which will be granted after a gap of minimum of two academic sessions.

Provided that the procedure for re-affiliation shall be the same as provided for temporary affiliation in these Statutes.

5.23 **GENERAL CONDITIONS OF SERVICE OF THE ADMINISTRATIVE STAFF, TEACHING STAFF, LIBRARIANS & PHYSICAL INSTRUCTORS OF COLLEGES & INSTITUTIONS**

5.23.1 Save as otherwise provided in the Statues, the services of the Principals and all other members of the Teaching Staff of the colleges and institutions maintained by the Government shall be governed by the State Civil Service Regulations in respect of their appointment, fixation of pay, allowances, leave, pension, suspension, dismissal, etc.
5.23.2 SELECTION COMMITTEE FOR APPOINTMENT OF

5.23.2.1 ASSISTANT PROFESSOR/ PHYSICAL INSTRUCTOR/ LIBRARIAN

i) Chairperson of the Governing body/Managing Committee of the college to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean of the concerned Faculty shall act as Chairperson of the Selection Committee;

ii) Dean of the Faculty concerned;

iii) Head of the Department or Senior Professor from the University (of the concerned subject);

iv) Two nominee of the Vice-Chancellor of the University of whom one should be a subject expert;

v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice-Chancellor; and

vi) Principal of the concerned College.

5.23.2.2 ASSOCIATE PROFESSOR

i) Chairperson of the Governing body/Managing Committee of the college to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean of the concerned Faculty shall act as Chairperson of the Selection Committee;

ii) Dean of the Faculty concerned

iii) Head of the Department of the concerned subject from the University;

iv) Two nominee of the Vice-Chancellor of the University of whom one should be a subject expert;

v) Two external subject-experts not connected with the Cluster University of Jammu to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice-Chancellor; and

vi) Principal of the concerned College – Secretary.
5.23.2.3 **PROFESSOR**

i) Chairperson of the Governing body/Managing Committee of the college to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean of the concerned Faculty shall act as Chairperson of the Selection Committee;

ii) Dean of the Faculty concerned;

iii) Head of the Department of the concerned subject from the University;

iv) Two nominee of the Vice-Chancellor of the University of whom one should be a subject expert;

v) Two external subject-experts not connected with the Cluster University of Jammu to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice-Chancellor, and

vi) Principal of the concerned College - Secretary.

5.23.2.4 **PRINCIPAL**

i) Chairperson of the Governing body/Managing Committee of the college to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean Academic Affairs shall act as Chairperson of the Selection Committee;

ii) Dean Academic Affairs, Cluster University of Jammu

iii) One Professor preferably having not less than 15 years of service as a teacher in the University;

iv) Two nominee of the Vice-Chancellor of the University of whom one should be expert in administration;

v) Dean, College Development Council, or his/her nominee; and

vi) Principal of the Nodal College.

At least four members, including two experts, should constitute the quorum.

**Note:**

Payment of TA & DA and seating charges to all concerned, as admissible under University norms, shall be made by the college concerned.

Notwithstanding anything contained in this Statute, if the Chairman of the Managing Committee/Governing body of the Institution is of the opinion that it is in the interest of the institution necessary to do so, he may, with the approval of the Vice-Chancellor, appoint any in-service/retiring, or retired eminent teacher in the Institution on contract basis on such terms and conditions as may be mutually agreed upon for a period of one year or till the time the permanent arrangement is made, whichever is earlier. Such arrangement shall not extend beyond the specified period in any case.
5.23.3 QUALIFICATIONS OF TEACHERS
The qualifications of the teaching staff shall be same as prescribed by the University/State Government/UGC from time to time.

5.23.4 SERVICE AGREEMENT

5.23.4.1 The Management in the case of Non-Government Colleges, shall enter into a written contract of permanent/contractual service (on the proforma(s) given at Appendix II & III) with each employee in accordance with these Statues which shall embody the following points:–

Salary and pay scales

(a) The pay scale shall be the same as prescribed by the Government/University/UGC, from time to time, for Govt. Colleges.

(b) The age of superannuation of teachers in the non-government affiliated colleges shall be as prescribed by the University/UGC from time to time. Provided that the Management may engage superannuated employees on contractual basis upto the age of sixty seven years only. However, the number of such superannuated teachers shall, in no case, exceed 30% of total Teaching Staff strength of the College.

(c) The period of initial probation shall normally be of two years, extendable in very special cases upto a maximum of five years.

(d) Whole-time services of the members of the Teaching Staff shall be at the disposal of the College and they shall not engage, directly or indirectly, in any trade or business or write short sketches or cheap books for the examinations of this University or take up any occupation which is likely to interfere with the ‘duties associated with their appointment, without the sanction of the Managing Committee.

(e) The services of an employee can be terminated only on one or more of the following grounds:–

i. Willful neglect of duty;
ii. Mis-conduct including disobedience of orders of the Principal;
iii. Breach of any of the terms of contract;
iv. Physical or mental unfitness; and.
v. Abolition of the post.
(f) Except when termination of services has taken place under Statute 5.23.4.1 (e) (i), (ii) or (iii), the services of a teacher confirmed, after the expiry of probation period, shall be terminated either by serving him three months notice or in lieu of such notice, by paying him thrice the monthly salary then being earned by him. In the case of those still on probation, one month’s notice shall be served or in lieu of such notice, one month’s salary will be paid. The period of notice referred to above shall not include the summer or winter vacation or any part thereof.

(g) i) The Contributory/General Provident Fund Regulations (including the rates of subscription to the fund by the employees and contribution of the college/institution) prescribed by the University from time to time for its employees shall also be applicable to the teachers and other employees of the colleges/institutions.

   ii) Leave in the case of teachers and other employees of such colleges/institutions shall be regulated by the Service Regulations of the State Government.

(h) A tribunal, comprising one member nominated by the Managing Committee of the institution, one member nominated by the teacher and a person, (not connected with the institution) nominated by the Syndicate, shall settle disputes arising in connection with termination of services under sub-clause(v) above. The tribunal shall have power to enquire into facts and to interpret the terms of agreement in order to resolve the dispute. The decision of the tribunal shall be final.

(i) In all other disputes, the decision of the Managing Committee with prior approval of the Vice-Chancellor shall be final.

5.23.4.2 In case an institution fails to have the required agreement executed within three months of the date of appointment on probation, it will be liable for such action as the Syndicate may deem fit.

5.24 TEMPORARY APPOINTMENT
Temporary appointment of a teacher may be made by the Principal for a period not exceeding three months.
5.25 DISMISSAL OF A TEACHER

5.25.1 Every decision by the Management of an Affiliated/ Affiliate College, other than a College maintained by the Government, to dismiss or remove from service a teacher shall be subject to the following provisions:

5.25.1.1 No order of dismissal or removal of a teacher from service shall be passed unless proper charges have been framed against the erring teacher and communicated to him/her with a statement of the grounds on which it is proposed to take action, and he/she has been given adequate opportunity of:

i. submitting a written statement in his/her defence;
ii. being heard in person if he/she so chooses; and
iii. calling and examining such witnesses in his/her defence as he/she may wish.

Provided that the Managing Committee while conducting the enquiry may for sufficient reasons to be recorded in writing, refuse to call any witness.

5.25.1.2 The Managing Committee may at any time not exceeding two months from the date of the receipt of the teacher’s explanation in respect of the charge or charges communicated to him/her, at a meeting convened under Statutes, pass a resolution dismissing or removing from service a teacher on one or more of the following grounds:

i. wilful neglect of duty;
ii. mis-conduct, including disobedience to the orders of the Principal in the case of the teachers; and
iii. breach of any of the terms of contract.

5.25.1.3 The teacher may at any time within one month after the passing of such a resolution which shall contain the grounds of dismissal or removal, as the case may be, and which shall be Communicated to him/her forthwith, apply to have the decision of the Managing Committee reviewed by it at a subsequent meeting and the Committee shall on receipt of such an application be summoned to a second meeting within one month of the receipt of such an application. At such a meeting the teacher may submit an additional statement of his/her case and shall, if he/she so desires, be allowed to appear before the Committee in person to state his/her case and answer any question that may be put to him/her by any member present at the meeting. If the teacher does not apply to have the resolution of the Committee reviewed and if the resolution is confirmed by the Committee at the subsequent meeting by a two-third majority of the members present, further notice of dismissal or removal from service need not be given to the teacher but he/she shall be given a copy of the resolution passed at such a meeting.
5.25.1.4 The Managing Committee may, instead of dismissing or removing a teacher from service, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period or by stopping increments of his/her salary for a specified period and/or may deprive the teacher of his/her pay during the period of his/her suspension, if any. The teacher, in such a case also, shall be entitled to apply to have the resolution of the Committee reviewed as provided above, and if he/she is not satisfied with the decision of the Committee he/she may appeal to the Vice-Chancellor for reconsideration of his/her case and the decision of the Vice-Chancellor shall be final. The resolution of the Committee punishing the teacher shall operate when and to the extent approved by the Vice-Chancellor.

5.25.1.5 i. The Managing Committee will be entitled to suspend a teacher pending enquiry into the charge or charges against him/her. In case of suspension, the Managing Committee shall supply the teacher with a copy of charge sheet within a week of the date of suspension.
   ii. During the period of suspension, the teacher shall be allowed subsistence allowance to the extent provided in the State Govt. Service Regulations/Rules.
   iii. If the teacher is exonerated from the charge or charges brought against him/her, he/she shall be reinstated in his/her post and shall be paid his/her full salary for the period, if any, during which he/she remained under suspension.

5.25.1.6 The Managing Committee may, in accordance with the terms of agreement, also remove from service a teacher on any of the following grounds provided the Management gives to such teacher at least three months’ notice or in lieu of such a notice, makes payment of three months’ salary then being earned by the teacher.
   i. Physical or mental unfitness.
   ii. Abolition of the post.

5.25.1.7 In the case of members of staff of colleges who are appointed temporarily or on probation, services of a member of the staff can be terminated, only by giving to the other party at least one calendar month’s notice in writing or by paying to the other party a sum, equal to the salary of one month’s notice referred to here before which shall not include the summer or winter vacation or any part thereof and the member of the staff concerned shall be entitled to receive his/her salary for the period of summer or winter vacation, as the case may be, provided he/she has put in continuous service in the College.
for not less than eight months before the summer or winter vacation, as the case may be. The teacher may similarly resign from service by submitting one calendar month’s notice in writing to the Committee or by paying a sum equal to his/her salary for one month. The period of one month’s notice shall not include summer or winter vacation or any part thereof.

5.25.1.8 In the case of a teacher appointed on probation, which shall initially be of two years, if by the end of the initial period of probation, the same is not extended or no notice of termination or removal from service, as provided for above, has been received by the teacher, he/she will ipso facto be confirmed in his/her appointment:

Provided further that the termination or removal from service of a teacher on probation shall not take effect except with the previous approval of the Vice-Chancellor.

5.25.1.9 If the teacher is not in the station at the time when any notice ought to be given to him/her, such notices may be sent to him/her by registered post at his/her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the date when it would have reached him/her in the ordinary course of the post. If the teacher leaves the station without leaving any address a resolution or decision of the Managing Committee passed not less than fourteen days after the date when notice would have been given to him/her if he/she had been in the station, shall be effective whether the teacher gets notice of it or not.

5.25.1.10 Every decision of the Managing Committee about the dismissal or removal from service of a teacher shall be reported forthwith, along with a complete report and all connected papers, to the Vice-Chancellor who shall consider whether the provisions of the above Statutes have been complied with. If he is satisfied that the provisions of the Statutes have not been complied with or that the grounds on which the teacher has been dismissed or removed from service are not adequate, he will disapprove of the decision of the Managing Committee. The decision of the Vice-Chancellor, shall be communicated to the Managing Committee within six weeks of the receipt of the proposal for compliance. If, however, the Vice-Chancellor feels that any particular point needs clarification, he may call upon the Managing Committee and the teacher concerned to give the necessary clarification before recording his decision. The decision of the Managing Committee will operate only if and when approved by the Vice-Chancellor.
5.25.1.11 In case of any dispute not covered by the Statues or the agreement between the College and the teacher, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

5.26 Any other matter pertaining to affiliation of colleges, not specifically covered under these Statues, shall be dealt with under administrative instructions/orders of the University.

Provided further that apart from statutory requirements contained in these Statues, an institution/college desirous of having affiliation with the Cluster University of Jammu should also deposit any other document or complete other formalities, as specified for the purpose from time to time by the University/UGC/Government and/or Statutory/Regulatory bodies.
### Appendix I

Endowment Fund prescribed by University for non-government colleges to be admitted to the privileges of the University

<table>
<thead>
<tr>
<th></th>
<th>Affiliation Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Affiliated College imparting instruction in B.A., B.Sc., B.Com &amp; B.Ed. course</td>
<td>Rs. 5.00 lac</td>
</tr>
<tr>
<td>b)</td>
<td>Affiliated Oriental Institution</td>
<td>Rs. 25000/-</td>
</tr>
<tr>
<td>c)</td>
<td>Affiliate Medical College</td>
<td>Rs. 25 lacs</td>
</tr>
<tr>
<td>d)</td>
<td>Affiliate Dental College OR Affiliate College of Engineering</td>
<td>Rs. 20 lacs</td>
</tr>
<tr>
<td>e)</td>
<td>Affiliate Law College imparting instruction in LL.B. 3 years OR B.A. LL.B. 5 years courses</td>
<td>Rs. 10.00 lacs</td>
</tr>
<tr>
<td>f)</td>
<td>Affiliate Law Colleges imparting instruction in LL.B. 3 years and B.A. LL.B. 5 years courses</td>
<td>Rs. 13 lacs</td>
</tr>
<tr>
<td>g)</td>
<td>BBA/BCA/PGDCA/PGDBM/PG Courses/M.Ed. - Each Programme in the Institution [Ref. Notification No. E.Acd/ I/13/58/6376-7475 dated 15.08.2013]</td>
<td>Rs. 5.00 lac</td>
</tr>
<tr>
<td>h)</td>
<td>MBA/MCA/B.Sc. Nursing/Post Basic Nursing - Each Programme in the Institution</td>
<td>Rs. 10 lacs</td>
</tr>
</tbody>
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Appendix-II

PROFORMA OF AGREEMENT WITH PRINCIPAL

Agreement made this ______________day of __________ 20_____ between ________of the first part (hereinafter called the Principal) and the ______________(hereinafter called the Managing Committee) of __________________ through the Chairman of the second part.

Whereas the Managing Committee has engaged the party of the first part to serve the college as Principal subject to the conditions hereinafter contained.

Now this agreement witness that the party of the first part and the Managing Committee hereby contract and agree as follows:-

1. That the agreement shall begin from ______________day of __________ 20______ and shall be determinable as hereinafter provided.
2. That the Principal is employed, in the first instance, on probation for two years, in the pay scale of Rs ________ and shall be paid monthly salary of Rs _______________. The period of probation may be extended by the Managing Committee, in very special cases, but the total period of probation shall, in no case, exceed three years. If on or before the expiry of the period of probation, the Principal is not informed that his/her services are no longer required, he/she will be ipso facto taken as confirmed.
3. That the said monthly salary is due on the first day of the month following that for which it is earned and the Managing Committee shall pay it to the Principal not later than the seventh of each month.
4. That the Principal will be entitled to the benefits of the Contributory/General Provident Fund and leave in accordance with the provisions of the Statues of the University/norms of the State Government.
5. That the age of superannuation will be _______ years. The date of birth of the Principal is__________ as is evident from the High School Certificate produced by him/her.
6. That the Principal shall perform all such duties pertaining to the office of the Principal of an affiliated/affiliated college/institution and shall be responsible for the due discharge of all such duties. The Principal shall be solely responsible for the internal arrangement and discipline of the said college/institution including such matters as selection of Text-books in consultation with the Head of the Department concerned, arrangement of______________ time-table, allocation of duties to all the members of the staff, grant of leave to the staff, appointment, promotion, control and removal of the inferior staff such as Class IV employees, etc., grant of Free-ship and Half free-ship to students within the number sanctioned by the Managing Committee, control of the hostel(s) attached to the________________ through the warden, admission, promotion and punishment of students, organization of games and other activities. He/she shall administer the games fund and other similar funds such as Reading Room Fee / Fund, Examination or Magazine Fund, etc., with the help of a Committee constituted by him/her and in accordance with Statues/norms prescribed by the University and subject to audit and scrutiny of accounts by the Managing Committee. He/she shall have all powers necessary
for the purpose including power, in an emergency, to suspend members of the teaching staff pending report to and decision by the Managing Committee. In the spheres of his/her sole responsibility he/she shall follow the directions received from the University or Government in connection with the administration of In financial and other matters, for which he/she is not solely responsible, the Principal shall follow the directions of the Managing Committee as issued to him/her through the Secretary. All instructions by the Managing Committee or the Secretary to the members of the staff shall be issued through the Principal and no member of the staff shall have a direct approach to any member of the Managing Committee except through the Principal. The Principal shall have all necessary powers of control and discipline in regard to the clerical and administrative staff, including the power to withhold increment(s). All appointments in the office of the Principal shall be made with his/her concurrence.

7. That the Principal shall devote his/her whole-time to the duties of his/her appointment and shall not engage, directly or indirectly, in any trade or business or write notes on books prescribed or recommended for the examinations of this University or take up any occupation which in the opinion of the Managing Committee is likely to interfere with the duties of his/her appointment, without the sanction of the Managing Committee.

8. That the Principal shall be an ex-officio member-Secretary of the Selection Committee in case of election of Assistant Professors and equivalents and Secretary for other higher positions.

9. After confirmation, the services of the Principal can be terminated on one or more of the following grounds and with prior permission of the Vice-Chancellor:-
   (a) wilful neglect of duty;
   (b) misconduct; including disobedience to the orders of the Managing Committee passed in accordance with the terms of the agreement and the Statutes and Regulations of the University;
   (c) breach of any of the terms of contract;
   (d) physical or mental unfitness;
   (e) incompetence;
   (f) favours obtained from any quarter
   Provided that the plea of incompetence shall not be used against the Principal after confirmation.

10. That the services of the Principal shall not be terminated except by a resolution of the Managing Committee passed at a meeting of the Committee expressly called for the purpose and attended by at least two-third of the total membership and such resolution to be effective must be passed by two-third majority of the members present.

11. That before such a resolution is passed, the Principal shall be acquainted in writing with the ground or grounds on which it is proposed to remove him/her from service and he/she shall be given enough time (not less than fifteen days) to submit his/her explanation which shall be duly considered by the Managing Committee before the decision of the removal is taken. The Principal shall also have the right to be personally present at the meeting of the Managing Committee to explain his/her case, but he/she shall withdraw from the meeting when the vote is taken.

12. That the resolution of the Managing Committee removing the Principal shall operate only when approved by the Vice-Chancellor.

13. Except when termination of service has taken place under sub-clause (a), (b) or (c) of Clause 9 above neither the party of the first part nor the party of the second part shall
terminate this Agreement except by giving to the other party three calendar months’ notice in writing or by paying to the other party a sum equivalent to thrice the monthly salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer or winter vacation or any part thereof.

14. That any dispute, arising in connection with Clause 9 of this contract between the Managing Committee shall be referred to by the aggrieved party to the University for the appointment of a Tribunal consisting of one member nominated by the Managing Committee of the College/institution ______________, one member nominated by the Principal concerned and an Umpire (not connected with the institution) nominated by the Syndicate of the University. The decision of the Tribunal shall be final. In all other disputes, the decision of the Vice-Chancellor shall be final.

15. If the Principal is not in the station at the time when any notice ought to be given to him/her in accordance with any of the provisions of this agreement, such notice may be sent to him/her by registered post to his/her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the day when it would have reached him/her in the ordinary course of the post. If the Principal leaves the station without leaving any address, a decision or resolution of the Managing Committee passed not less than fourteen days after the date when notice would have been given to him/her, if he/she had been in station, shall be effective whether the Principal gets notice of it or not.

In witness whereof the parties hereto hereby sign this deed this _____ day of ________________ 201__________.

On behalf of the Managing Committee by ______________________________

By the Principal ______________________________

In the presence of:

Witness (1)_________________________  Witness (2)_________________________

Address ___________________________  Address ___________________________

__________________________________  ________________________________
PROFORMA OF AGREEMENT WITH TEACHERS

Agreement made this _____________day of __________201 _____ between _________of the first part and the Managing Committee of the _______________through the Principal/Secretary of the second part.

Whereas the ___________________________ has engaged the party of the first part to serve the ____________________________ as __________subject to the conditions and upon the terms hereinafter contained, now this Agreement witnessed that the party of the first part and the ____________________________ hereby contract and agree as follows:-

1. That the engagement shall begin from the ___________day of ___________19 _______ and shall be determinable as hereinafter provided.

2. That the party of the first part is employed, in the first instance, on probation for two years, in the pay scale of Rs. __________ and shall be paid a monthly salary of Rs. __________. The period of probation may be extended by the party of the second part in very special cases, but the total period of probation shall, in no case exceed three years, If on or before the expiry of the period of probation the party of the first part is not informed that his/her services are no longer required, he/she will be ipso facto taken as confirmed.

3. That the said monthly salary is due on the first day of the month following that for which it is earned and the party of the second part shall pay it to the party of the first part not later than the seventh of each month.

4. That the party of the first part will be entitled to the benefit of the Provident Fund and leave in accordance with the provisions of the Statutes of the University.

5. That the age of superannuation will be _______ years. The date of birth of the party of the first part is ___________ as is evident from his/her High School Certificate produced by him/her.

6. That the party of the first part shall devote his/her whole-time to the duties of his/her appointment and shall not engage, directly or indirectly, in any trade or business, or write notes on books prescribed or recommended for the examinations of this University or take up any occupation which in the opinion of the Principal, is likely to interfere with the duties of his/her appointment, without the sanction of the Managing Committee.

7. That the party of the first part shall not make a representation to the University or to any member of the Managing Committee except through the Principal, who shall forward it to higher authorities.

8. That the party of the first part shall, in addition to the duties prescribed in Statute 8.2 (of the set of Statutes governing affiliation of colleges and other institutions) perform such duties as may be entrusted to him/her in connection with the internal administration of the ________________.

9. After confirmation, the services of the party of the first part can be terminated only on one or more of the following grounds:-
   (a) wilful neglect of duty;
   (b) misconduct including disobedience of the orders of the Principal;
   (c) breach of any of the terms of contract;
   (d) physical or mental unfitness;
(e) incompetence;
(f) favour obtained from any quarter

Provided that the plea of incompetence will not be used against the party of the first part after confirmation.

(f) abolition of the post with prior approval of the Vice-Chancellor.

10. Except when termination of service has taken place under sub-clause (a), (b) or (c) of Clause above, neither the party of the first part nor the party of the second part shall terminate this agreement, except by giving to the other party three calendar months notice in writing or by paying to the other party a sum equivalent to thrice the monthly salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer or winter vacation or any, part thereof.

11. That the decision of the Managing Committee to dismiss the party of the first part shall not take effect unless it has been approved by the Vice-Chancellor.

12. That any dispute, arising in connection with Clause 9 of this contract between the party of the first part and the party of the second part, shall be referred by the aggrieved party to the University for the appointment of a Tribunal consisting of one member nominated by the Managing Committee of the _________, one member nominated by the party of the first part and an Umpire (not connected with the institution) appointed by the Syndicate of the University. The decision of the Tribunal shall be final. In all other disputes, the decision of the Vice-Chancellor shall be final.

13. If the party of the first part is not in the station at the time when any notice ought to be given to him/her in accordance with any of the provisions of this agreement, such notice may be sent to him/her by registered post to his/her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the day when it would have reached him/her in the ordinary course of the post. If the party of the first part leaves the station without leaving any address, a resolution or the decision of Managing Committee, passed not less than fourteen days after the date when notice would have been given to him/her, if he/she had been in the station, shall be effective whether the party of the first part gets notice of it or not.

In witness whereof the parties hereto hereby sign this deed on this____day of_____20____

On behalf of the Managing Committee by________________________

The party of the first part ________________________________

in the presence of:
Witness (1)___________________________ Witness (2)___________________________

Address___________________________ Address___________________________
CHAPTER – 6
PROCUREMENT AND MANAGEMENT OF STORES
PURCHASE COMMITTEES AND REGULATIONS RELATING TO PROCUREMENT OF GOODS & SERVICES AND MANAGEMENT OF STORES IN THE UNIVERSITY

6.1 PURCHASE COMMITTEES

There shall be a Central Purchase Committee for purchase of scientific equipments and another Central Purchase Committee for purchase of material other than scientific equipment including computers.

6.1.1 The Central Purchase Committee for purchase of scientific equipments including computers shall consist of:

6.1.1.1 Dean Faculty of Science;

6.1.1.2 Registrar;

6.1.1.3 All Heads of Science Departments;

6.1.1.4 Officer I/C Finance; and

6.1.1.5 Officer Incharge of Purchase and Procurement.

6.1.1.6 For computers and its allied items, there shall be a sub-committee to be constituted by Vice-Chancellor on year to year basis with Dean faculty of Engineering and Technology as convener, two teachers of Computer Sciences/IT by rotation and officer incharge Finance. This sub-committee shall work under the overall control of Central Purchase Committee for purchases of scientific equipment.

6.1.2 The Central Purchase Committee for purchase of material other than scientific equipment shall consist of:

6.1.2.1 Registrar;

6.1.2.2 Three Heads of Departments by rotation every year;

6.1.2.3 Officer Incharge Finance; and

6.1.2.4 Officer Incharge of Purchase and Procurement.
6.1.3 DEPARTMENTAL PURCHASE COMMITTEES

6.1.3.1 The Departmental Purchase Committee for purchase of Laboratory Equipment and Scientific Equipment shall consist of the following:-
(i) Head of the Department (Chairman);
(ii) At least three teachers of the Department by rotation every year; and
(iii) Officer Incharge Finance / Officer Incharge for Purchase and Procurement.

6.1.3.2 The Departmental Purchase Committee for purchase of other than Scientific Equipment and Laboratory Equipment shall consist of :-
(i) Head of the Department (Chairman); and
(ii) At least three members of the teaching staff by rotation every year.
The above Committee shall be responsible for procurement of goods and services as defined hereunder.

6.1.4 PURCHASE COMMITTEE FOR ENGINEERING STORE
There shall be purchase committee for purchase of Engineering store consisting of

6.1.4.1 Registrar; Chairman

6.1.4.2 Two members of the Central Purchase Committee to be nominated by Vice-Chancellor;

6.1.4.3 Executive Engineer R&B J&K Govt., Jammu Province as nominee of Chief Engineer; and

6.1.4.4 Officer Incharge Finance

6.2 PROCUREMENT OF GOODS AND SERVICES
Goods are tangible products for sale and possession that can be moved from one place to another.
Service is an intangible system that is not store and does not result in ownership.
The term “goods and services” includes all articles, material, commodities, live stock, general furniture/laboratory furniture, fixtures, raw materials, spares, instruments, machineries, equipments, industrial plant, chemicals, solvents, gases, glassware, stationery, liveries, and any other item meant for Research & Development, both standard and non standard.
It also includes Annual Maintenance Contracts(AMC) of goods and equipment purchased or otherwise acquired for the use of Institute, custom clearance & cargo handling & consolidation services, exporting of goods for warranty replacements/repairs/upgradation, Specific Scientific & Technical Services viz, Professional consultant services, Computer & Network management, Software & Web design Development services, Special Storage, Communication facilities,
outsourcing activities relating to Infrastructure, housekeeping, security, horticulture, empanelment of media agency including graphic designer, cartoonist, etc, but excludes books, publications, periodicals etc. purchased for a library, or any other item that is included in the definition from time to time.

6.3 DIVISION OF STORES
The purchase of stores and machinery will be divided into following categories:-

6.3.1 Articles of standard pattern/design commonly available in the market or which can be manufactured locally according to given design and specifications.

6.3.2 Articles of proprietary, special or unusual character.

6.3.3 It also includes dead Stock such as plant and machinery, instruments, furniture and equipment, fixtures, live stock (if any) and also the 'engineering stores'.

6.4 PROCEDURES FOR PURCHASE OF GOODS AND SERVICES

6.4.1 PROCEDURES FOR PURCHASES OF GOODS
For procurement of article category (6.3.1) above, the following procedures shall be adopted:-

6.4.1.1 Purchase of goods without quotations
Purchase of goods up to the value of Rs. 25,000/- (Rupees twenty-five thousand only) as per Schedule of Delegation of Financial Powers on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded in the following format.

"I__________________________, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”.

6.4.1.2 Purchase of goods by Purchase Committee
Purchase of goods costing above Rs.25,000/- (Rupees twenty Five Thousand only) and upto Rs.1,00,000/- (Rupees One Lakh only) on each occasion may be made on the recommendation of Local Purchase Committee consisting of three members of an appropriate level as decided by the Registrar/Finance Officer/H.O.D/Dean/Dean. The Committee will survey the market to ascertain the reasonability of rates, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the Committee will jointly record a certificate as under:-
“Certified that we________________, members of the Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”.

The priority should be given to procurement of goods and services through Government e-Marketplace (GeM).

6.4.1.3 Purchase of goods directly under rate contract
The University may directly procure goods under rate contract of the University/State Government/Central Government. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The University/ School / Department / Centre / Division / Section shall make its own arrangement for inspection and testing of such goods wherever required.
A demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of Competent Authority required with reference to the estimated value of the total demand.

6.4.1.4 Purchase of goods through bids
The University may follow the following standard method of obtaining bids in:
   a. Advertised tender enquiry;
   b. Limited tender enquiry;
   c. Single tender enquiry;
   d. Two bid system.

6.4.1.5 Advertised tender enquiry
a. Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods and services of estimated value Rs.25 lakh (Rupees Twenty Five Lakh only) and above. Advertisement in such case should be given in one Local as well as one National Newspaper having wide circulation.
b. The University should also publish all the advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in one local and one national Newspaper.
c. The University should also host the complete bidding document on its website and permit prospective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
d. Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

6.4.1.6 **Limited tender enquiry**

(a) This method may be adopted when estimated value of the goods and services to be procured is up to Rupees Twenty-five Lakhs only. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firm which are borne on the list of registered suppliers for the goods and services in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web-based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.

(b) Purchase through Limited Tender enquiry may be adopted even where the estimated value of the procurement is more than Rupees Twenty Five Lakhs; in the following circumstances:

i. The Competent Authority in the University certify that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.

ii. There are sufficient reasons, to be recorded in writing by the Competent Authority, indicating that it will not be in public interest to procure the goods through Advertised Tender Enquiry.

iii. The source(s) of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote. Sufficient time should be allowed for submission of bids.

6.4.1.7 **Single Tender Enquiry**

Procurement from a single source may be resorted to in the following circumstances:-

a. It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
b. In case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of the Competent Authority obtained.

c. For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a Competent Technical Expert and approved by the Competent Authority), the required item is to be purchased only from selected firm. Proprietary Article certificate in the following form is to be provided by the Indenting Officer before procuring the goods from as single source under the proviso as applicable.

i. The indented goods are manufactured by
M/s___________________________________

ii. No other make or model is acceptable for the following reasons:-______________________

iii. Concurrence of the Finance Wing to the proposal vide:__________________________________

iv. Approval of the Competent Authority vide ______________________________________

(Signature with date and designation of the procuring officer)

6.4.1.8 Two bid system

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:-

a. Technical bid consisting of all technical details alongwith commercial terms and conditions; and

b. Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.
6.4.1.9 **Late bids**

In case of Advertised Tender Enquiry or Limited Tender Enquiry, late bids (bids received after specified date and time for receipt of bids) should not be considered.

6.4.1.10 **Contents of bidding document**

All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings:-

a. Instruction to bidders.
b. Conditions of contract.
c. Schedule of requirements.
d. Specifications and allied technical details.
e. Price schedule (to be utilized by the bidders for quoting their prices).
f. Contract form.
g. Other standard forms, if any, to be utilized by the purchaser and bidders.
h. Warranty and post warranty maintenance, and
i. Commercial conditions.

6.4.1.11 **Bid Security**

(i) To safeguard against bidder’s withdrawing or altering its bid during the bid validity period in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders. The SSI units, Public sector Undertakings shall also furnish earnest money for the amount as specified in the latest Central/State Government orders amended from time to time.

(ii) The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, or CDR from any of the Commercial/Scheduled banks. The bid security is normally to remain valid for a period of forty five days beyond the final date validity period.

(iii) Bid securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day of the award of the contract.
6.4.1.12 **Advance payment to supplier**

a. Ordinarily, Payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases:-

i. Advance payment demanded by firms holding maintenance contracts for servicing of air-conditioners, computers, other costly equipments, etc.

ii. Advance payment demanded by firms against fabrication contract, turn-key contracts etc.

b. Such advance payments should not exceed the following limits:

i. Thirty percent of the contract value to private firms:

ii. Forty percent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or

iii. In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

The University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

6.4.1.13 **Part Payment to Suppliers**

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after receiving proof of dispatch of goods from its premises in terms of the contract.

6.4.2 **PROCUREMENT OF SERVICES**

6.4.2.1 The University may hire external professionals, consultancy firms or consultants (referred to as consultant hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion or outsource certain services.
6.4.2.2 This chapter contains the fundamental principles applicable to all Departments of University regarding engagement of consultant(s) and outsourcing of services. Detailed instructions to this effect may be issued by the University. However, the Departments shall ensure that they do not contravene the basic rules contained in this chapter.

6.4.2.3 Identification of Work/Services required to be performed by Consultants:
Engagement of consultants may be resorted to in situations requiring high quality services for which the University / concerned Department does not have requisite expertise. Approval of the competent authority should be obtained before engaging consultant(s).

6.4.2.4 Preparation of scope of the required work/service:
The University /Departments should prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and prequalification criteria to be met by the consultants should also be clearly identified at this stage.

6.4.2.5 Estimating reasonable expenditure:
The University or Department proposing to engage consultant(s) should estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting other organizations engaged in similar activities.

6.4.2.6 Identification of likely sources:
i) Where the estimated cost of the work or service is upto Rupees twenty-five lakhs, preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other University or Departments.

ii) Where the estimated cost of the work or service is above Rupees twenty-five lakhs, in addition to (i) above, an enquiry for seeking ‘Expression of Interest’ from consultants should be published in at least one national daily and the University’s web site. The web site address should also be given in the advertisements. Enquiry for seeking Expression of Interest should include in brief, the broad scope of work or service, inputs to be provided by the University or Department, eligibility and the prequalification criteria to be met by the consultant(s) and consultant’s past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should be allowed for getting responses from interested consultants.
6.4.2.7 **Short listing of consultants:**
On the basis of responses received from the interested parties as per 6.4.2.6, consultants meeting the requirements should be short listed for further consideration. The number of short listed consultants should not be less than three.

6.4.2.8 **Preparation of Terms of Reference (TOR):**
The TOR should include
i) Precise statement of objectives;
ii) Outline of the tasks to be carried out;
iii) Schedule for completion of tasks;
iv) The support or inputs to be provided by the University or Department to facilitate the consultancy; and
v) The final outputs that will be required of the Consultant.

6.4.2.9 **Preparation and Issue of Request for Proposal (RFP):**
RFP is the document to be used by the University/Department for obtaining offers from the consultants for the required work/service. The RFP should be issued to the shortlisted consultants to seek their technical and financial proposals. The RFP should contain:
i) A letter of Invitation.
ii) Information to Consultants regarding the procedure for submission of proposal.
iii) Terms of Reference (TOR).
iv) Eligibility and pre-qualification criteria in case the same has not been ascertained through Enquiry for Expression of Interest.
v) List of key position whose CV and experience would be evaluated.
vi) Bid evaluation criteria and selection procedure.

6.4.2.10 **Receipt and opening of proposals:**
Proposals should ordinarily be asked for from consultants in ‘Two bid’ system with technical and financial bids sealed separately. The bidder should put these two sealed envelopes in a bigger envelop duly sealed and submit the same to the University or Department by the specified date and time at the specified place. On receipt, the technical proposals should be opened first by the University or Department at the specified date, time and place.
6.4.2.11 Late bids i.e. bids received after the specified date and time of receipt should not be considered.

6.4.2.12 **Evaluation of Technical Bids**
Technical bids should be analyzed and evaluated by a Consultancy Evaluation Committee (CEC) constituted by the University or Department. The CEC shall record in detail the reasons for acceptance or rejection of the technical proposals analyzed and evaluated by it.

6.4.2.13 **Evaluation of Financial Bids of the technically qualified bidders**

The University or Department shall open the financial bids of only those bidders who have been declared technically qualified by the Consultancy Evaluation Committee as per 6.4.2.12 above for further analysis or evaluation and ranking and selecting the successful bidder for placement of the consultancy contract.

6.4.2.14 **Consultancy by nomination**
Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the overall interest of the University or Department. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.

6.4.2.15 **Monitoring the Contract**

The University /Department should be involved throughout in the conduct of consultancy, preferably by taking a task force approach and continuously monitoring the performance of the consultant(s) so that the output of the consultancy is in line with the University /Department’s objectives.

6.4.2.16 **Outsourcing of Services**

A University or Department may outsource certain services in the interest of economy and efficiency and it may prescribe detailed instructions and procedures for this purpose without, however, contravening the following basic guidelines.

6.4.2.17 **Identification of likely contractors:**

The University or Department should prepare a list of likely and potential contractors on the basis of formal or informal enquiries from other University or Departments.
6.4.2.18 **Preparation of Tender enquiry:**
University or Department should prepare a tender enquiry containing, interalia:

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

6.4.2.19 **Invitation of Bids:**

a) For estimated value of the work or service up to Rupees ten lakhs or less: The Ministry or Department should scrutinize the preliminary list of likely contractors as identified as per 6.4.2.17 above, decide the prima facie eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time etc. as per standard practice. The number of the contractors so identified for issuing limited tender enquiry should not be less than six.

b) For estimated value of the work or service above Rupees ten lakhs: The University or Department should issue advertised tender enquiry asking for the offers by a specified date and time etc. in at least one popular largely circulated national newspaper and web site of the University or Department.

6.4.2.20 **Late Bids:**
Late bids i.e. bids received after the specified date and time of receipt should not be considered.

6.4.2.21 **Evaluation of Bids Received:**
The University or Department should evaluate, segregate, rank the responsive bids and select the successful bidder for placement of the contract.

6.4.2.22 **Outsourcing by Choice:**
Should it become necessary, in an exceptional situation to outsource a job to a specifically chosen contractor, the Competent Authority in the University may do so in consultation with the Financial Adviser. In such cases the detailed justification, the circumstances leading to the outsourcing by choice and the special interest or purpose it shall serve shall form an integral part of the proposal.
6.4.2.23 **Monitoring the Contract:**

The University or Department should be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor.

6.5 **INVITATION OF TENDERS/QUOTATIONS**

6.5.1 **TENDERS MAY NOT BE INVITED FOR PURCHASE TO BE MADE FROM:**

6.5.1.1 J&K State Handloom Development Corporation;

6.5.1.2 J&K State Handicraft Development Corporation;

6.5.1.3 SICOP;

6.5.1.4 Govt. Joinery Mills;

6.5.1.5 Kashmir Govt. Arts Emporium;

6.5.1.6 National textile Corporation of India/Coir Board;

6.5.1.7 All Central/State Govt. Undertakings;

6.5.1.8 Licensed items;

6.5.1.9 Government Stationery Depot/Govt. Ranbir Press/Police Printing Press;

6.5.1.10 Autonomous Bodies established by the Government;

6.5.1.11 Any other agency approved by the Vice-Chancellor in consultation with the Financial Adviser; and

6.5.1.12 Articles imported by the Departments concerned from other countries directly or through the Sole agents of foreign firms in the country.

6.5.2 **THE FOLLOWING POINTS SHALL BE KEPT IN VIEW WHILE INVITING TENDERS/QUOTATIONS:**

6.5.2.1 The tender notice shall always be sent under Certificate of posting or through a messenger against a proper receipt which should be maintained in record.

6.5.2.2 The place of delivery should invariably be specified in the notice calling for tenders/quotations.
6.5.2.3 In the notice calling for quotations/tenders, the date and time by which they will be required to be received should be clearly specified. Tenders/quotations received after the specified time should not normally be considered.

6.5.2.4 The tenders/quotations should be invited sufficiently ahead of the actual date of receipt except in emergent cases to enable tenderers to quote rates after due consideration.

6.5.2.5 The articles required should be fully described giving designs and specifications wherever necessary or samples kept to ensure fair competition.

6.5.2.6 In the case of purchases by open tender/quotations of engineering stores, furniture, equipment exceeding Rs.5000/- earnset money in cash/Bank Draft should invariably be demanded, which should amount to 5% to 10% of the estimated cost of stores. In the event of failure to comply with the supply order, the earnest money should stand forfeited or utilized to meet expenditure by purchasing from other sources. The earnest money should be refunded after three months from the date of satisfactory completion of the supply. In the case of defective supply received or defects noticed within a specified period (say three months) the suppliers should be required to repair/replace the materials, furniture, equipment etc. at their cost failing which the material may be repaired/purchased from another agency and the difference in cost, if any, adjusted from the earnest money.

Note: The condition of furnishing call deposit may be relaxed by the Vice-Chancellor on the recommendations of Purchase Committee in genuine cases where he feels satisfied that the supplier shall not back out.

6.5.2.7 In the notice calling for quotations/tenders it should be specifically stated that the accepting officer has the right to accept the rates of some or all the articles required as considered necessary by him. For this purpose contractors/supplies shall be careful in quoting “the rates for each article quite independent of the rates for other articles. The tenders/quotations received should be serially numbered by the opening officer who should also indicate the last tender/quotation as final under his initials.

6.5.2.8 The quotations/tenders should be opened by the concerned Purchase Committee who will also sign on the tenders and comparative statement.
6.5.2.9 Comparative Statement of tenders should be made out and signed by the manufacturers should be specified therein. The purchase Committee should record on the comparative statement of tenders the rates accepted which will be specified in the supply order. The Comparative Statement of tenders alongwith the rejected tenders should be kept on record for audit purposes.

6.5.2.10 The alterations/over-writings in the tenders/quotation should be under the initials of the officers opening them.

6.5.2.11 If response to any invitation to tender/quotations indicates that owing to inadequate publicity or any other reasons, favourable rates have not been received or no satisfactory tender is response to invitation of tenders, fresh tenders/quotations will be invited and measures taken to bring the invitation to tender to the notice of all possible tenders.

6.5.2.12 Where the other conditions are equal normally lowest rates will be accepted. If for any reasons, the lowest rates are considered to be unsuitable or unreasonable or the quality of material to be purchased is found to be inferior, as ascertained by the Purchase Committee the purchase may be effected at the rates other than the lowest with the permission of the Vice-Chancellor but reasons therefore must be recorded on the comparative statement of tenders.

6.5.2.13 While accepting tenders the competent authority shall take into consideration the financial status of the tenderer and his capacity to carry out the contract or order.

6.5.2.14 After the purchase rate has been determined, a written supply order shall invariably be issued indicating the requirements of the various articles, rates accepted, time by which supply is required to be completed and other conditions connected with the purchase. The original supply order should be sent in support of the bill after the purchase has been completed. For this purpose, two copies of the supply order should be sent to the supplier.

6.5.2.15 In the case of articles frequently required throughout the year viz. stationery etc; efforts should be made for entering into a running contract for a year or such smaller period as may be considered necessary to avoid calling for tenders / quotations every now and then.
6.5.2.16 As far as possible it should be ensured that the requirements of various kinds of stores required in each department are foreseen sufficiently in advance with a view to ensure economical purchase by following normal rules of making the purchase and thus avoiding the necessity of making emergency purchases which comparatively cost more.

6.5.2.17 Articles which are likely to depreciate or deteriorate during storage should not be purchased long in advance to more than what are actually required.

6.5.2.18 As far as may be considered feasible for purchase of such equipment or articles which are usually purchased by the institutions or Department of the State Government which may be in close touch with the market, their assistance in procurement of such stores may also be obtained.

6.5.3 GENERAL INSTRUCTIONS

6.5.3.1 The officer in charge of Purchase & Procurement shall convene meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary.

6.5.3.2 The Purchase Committee shall approve the tendered rates of the firms in different items required and orders for the items approved by the aforesaid Committee shall be placed with these firms by University as and when necessary.

6.5.3.3 If the purchase of any item, the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and when time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the Competent Authority and the same be placed before the next meeting of the Purchase Committee.

6.5.3.4 In the event of a change in the rates already approved by the Purchase Committee and when time does not permit the convening of a meeting of the Purchase Committee, the purchase at the revised rates shall be approved by the Competent Authority and the same shall be placed before the next meeting of the Purchase Committee.

6.5.3.5 The Purchase Committee may appoint a Sub Committee consisting of at least three members for market survey and technical evaluation, as and when required.
6.5.4 Notwithstanding anything contained in these Regulations the Vice-Chancellor may constitute Special Purchase Committees for purchase of such articles/equipment the procurement of which is urgently required to be made in the interest of the University Work/Administration.

6.5.5 **TRANSPARENCY, COMPETITION, FAIRNESS AND ELIMINATION OF ARBITRARINESS IN THE PROCUREMENT PROCESS:**

All conditions stipulated under General Financial Rules of Government of India issued by the Department of Expenditure, Ministry of Finance shall be applicable.

Anything not covered in the above rules will be governed by GFR Rules issued by the Department of Expenditure, Ministry of Finance.

6.6 **APPROVAL OF PURCHASES**

All proposals for purchase of stores which require the approval of the Registrar/Vice-Chancellor shall be sent in the forms described below. Proforma of these forms are given at Annexure-1, 2, 3 & 4.

6.6.1 Form ‘A’

This form shall be used where tenders/quotations have been invited and the purchase is proposed to be made on the basis of lowest rates. (Annexure-1).

6.6.2 Form ‘B’

This form shall be used for such proposals where quotations having been invited, the response is not satisfactory and the purchase of stores is proposed to be made on the basis of two tenders. In this case the officer recommending the purchase shall certify that the rates on which the purchase is being recommended are the reasonable and competitive. He will further indicate the reasons for not inviting the fresh quotations where necessary. (Annexure-2).

6.6.3 Form ‘C’

This form shall be used where the purchase of articles of proprietary or special and unusual character is proposed to be made on the basis of a single quotation either from the manufacturer of the particular brand or from the sole distributors.

6.6.4 For all purchases of equipment costing more than Rs.1,00,000/- additional proforma ‘D’ shall be filled in and enclosed with the proposal forms A, B or C as the case may be. (Annexure-4).

As soon as the purchase is approved by the competent authority the order for supply shall always be placed in writing mentioning complete specifications of goods ordered and also specifying the conditions of supply accepted. Copies of orders placed shall be endorsed to the Assistant Registrar (Accounts). A copy of the orders placed shall also be enclosed with the bills recommended for payment to the Accounts Branch.


6.7 RECEIPT OF STORES

6.7.1 Immediately on receipt of stores these will be inspected by a responsible officer or a team of officers as may be decided by the Registrar/Head of the Department or Librarian. The Inspecting Officer in the Post-Graduate Department shall be the Head of the Department or any teacher nominated by him. In Registry an officer not below the rank of an Assistant Registrar, in Library, Assistant Librarian or above, in Engineering Department, Officer not below the rank of an Assistant Engineer and in Health Centre, the Medical Officer Incharge of the Health Centre.

6.7.2 Before accepting the articles for which specifications/tests have been prescribed by the competent authority these shall be required to conform to such specifications/tests which should be carried out before accepting the material.

6.7.3 On inspection, if the suppliers are found in accordance with the specifications indicated in the supply orders and samples if any kept, these will be taken on stock register. All stores received whether purchased or transferred from other Department shall also be accounted for in the stock registers.

6.7.4 On receipt of supplies bills, a certificate of stores having been inspected and taken in charge will be recorded on the bills as under:-
“Stores received on __________. Certified that the stores mentioned in the bill have been inspected and found to be in accordance with the supply orders/samples. The goods received have been entered in the stock register at item __________ on page __________.
H.O.D./Office

6.7.5 All receipt entries in stock register will be attested by the officer incharge of the stores.

6.8 DEAD STOCK
The issues of dead stock articles on loan or for use shall not be struck off from the ledgers. The receipts for issues shall be maintained in a separate file. Inventories of dead stock articles lying in all rooms shall be prepared (separately for each room) in duplicate. One copy duly signed by the Branch Officer/Incharge of the section shall be retained by the store-keeper in his file and another copy of inventory shall remain with the Section Incharge/Officer.

6.9 CONSUMABLE STORES
All stores will be issued to the extent actually required on the authority of issue slips duly signed by the Branch Officer or by any other person authorized to requisition stores. A consolidated account of issues (day book) will be maintained on the basis of individual indent slips and charged off from the main ledger indicating the reference to the Indent No. and date and balances worked out daily. All entries in the ledgers shall be attested by the officer/Incharge teacher of the stores.
6.10  STOCK VERIFICATION

Periodical Checks

All Head of Departments and officers shall see that the stocks with them are correct and for this purpose they should carry out periodical checks. Complete verification of stores of each Department shall be carried out by the Head of the Department with the help of selected teachers at least once in every year. In making physical verification the following instructions shall be observed:

6.10.1 Verification is not entrusted to a person who is the custodian, the ledger keeper or accountant of the stores to be verified or who is nominee of or is employed under the custodian, the ledger keeper or the accountant or who is not conversant with the classification, nomenclature and techniques of the particular classes of stores to be verified.

6.10.2 Verification is not left to the subordinates below the rank of a Superintendent or as far as possible is entrusted to a responsible officer who is independent of the Sub-ordinate authority in-charge of stores.

6.10.3 Verifications shall always be made in the presence of the subordinate authority responsible for the custody of the stores or of a responsible person deputed by him.

6.10.4 All discrepancies noticed shall be brought to account immediately so that the stores account may represent the true state of stores.

6.10.5 There should be clear markings of identifications, guide letters and numbers on all items of stock and equipment to facilitate stock verification of every item.

6.10.6 Stock verification of scientific equipment chemicals and various specimens in the Science Deptts. shall be carried by the Heads of the Department with the help of teachers of the Department not connected with the maintenance of stores.

6.10.7 The stock of the Library books shall similarly be verified at least once in a year in the case of departmental libraries and at least once in three years in the case of Central Library by a Committee constituted for the purpose by the Vice-Chancellor.

6.10.8 The result of the physical verification shall be communicated to the Registrar in such proforma as may be prescribed together with the list of stores found short, obsolete or unserviceable, indicating the price of each article.

6.10.9 For all shortages in stores a detailed report explaining the circumstances leading to the deficiency shall be enclosed with the list.
6.10.10 The lists indicating shortages and unserviceable articles shall be considered by a Committee consisting of the following, which shall recommend the write off or recovery of the cost of articles found short depending upon the circumstances of each case.

6.10.10.1 Registrar;
6.10.10.2 Head of the Department concerned;
6.10.10.3 Officer Incharge Stores;
6.10.10.4 Internal Audit Officer; and
6.10.10.5 Officer Incharge Finance (with power to co-opt).

The report of the Committee shall be placed before the Vice-Chancellor or Syndicate for final orders.

6.10.11 The articles as written off shall be charged off the stock ledgers indicating the reference to the orders issued in this behalf.

6.10.12 The sale proceeds of the unserviceable articles which are written off and are put to auction shall be deposited into the University account immediately.

6.11 INTERNAL AUDIT
The Internal Audit Unit, while inspecting the accounts of the Departments, shall report about the unauthorized stores held by any officer or subordinate or any of the items of stores which are surplus to requirements or for which there has been no demand over a year. They will also see if arrangements for proper custody and protection of stores are made. They will particularly examine the following arrangements:

6.11.1 IMMEDIATE INVESTIGATION OF LARGE DISCREPANCIES
Any large discrepancies found as a result of stock verification between the ledgers or other records and the actual count balance should be investigated on the spot and a detailed report submitted thereon to the Internal Audit Officer, immediately without waiting for the completion of the test check of the other articles of stock.

6.11.2 ERRONEOUS CLASSIFICATIONS & UNAUTHORIZED STOCKS & SURPLUS STORES
Any wrong classification of stores or unauthorized stocks of stores held by any officer or subordinate, or any items of stores which are surplus to requirements or for which there has been no demand for over a year should be noted and included in the narrative report of verification to be submitted by the verifier.
6.11.3 ARRANGEMENTS FOR CUSTODY & PROTECTION OF STORES
The verifiers should particularly examine and report, if proper arrangements exist for the safe custody and proper storage of material against unnecessary deterioration from the weather or any other cause. With this object they should examine the existing arrangements to see -

6.11.3.1 the godown floors are pucka or cemented;

6.11.3.2 that items of common use are always kept under lock and key; that proper arrangements exist for locking the godown and keeping the keys in safe custody;

6.11.3.3 that adequate arrangements exist for fire protection i.e. fire extinguishers are kept handy and at easily accessible spots and that fire buckets are always full of water and/or sand where inflammable articles are stocked;

6.11.3.4 in order to avoid deterioration of stock, issues are not made from fresh receipts as a matter of course but that articles first received are issued first and to ensure this, fresh receipt are not dumped on existing stock but are so arranged that their turn for issue will come only when the existing stocks are exhausted;

6.11.3.5 that in storing of medicines and drugs, arrangements for their issues exist so that their expiry dates are kept in view and time expired items are not allowed to remain in the stores;

6.11.3.6 that costly and precision scientific and laboratory equipment and their parts are kept with maximum possible care;

6.11.3.7 the stocks of paper, publications and answer books etc. are kept safely and properly protected against risk of fire, white ant etc;

6.11.3.8 the records relating to the stores, like consumable stock ledgers, Non consumable stock Ledgers, Register of Assets, Delivery Challans if any and Issue Slips are maintained properly and upto date; and

6.11.3.9 that the accounts of priced publications are kept upto date.

6.11.4 A certificate of verification of stores with its results shall be recorded on the list, inventory or account as the case may be where such verification is carried out by the Internal Audit. The Physical verification shall always be made in the presence of subordinate authority responsible for the custody
of the stores. The discrepancies shall be brought on records immediately so that the stores account may represent the true state of stores. Shortages and damages as well as unserviceable stores shall be reported immediately to the authority competent to write off the loss.

6.11.4.1 It shall also be seen that the stores held are not in excess of the requirement of a reasonable period or in excess of any prescribed maximum limit.

6.11.4.2 That the periodical inspections of stores are made by the responsible officer from time to time.

6.11.4.3 That the remaining stores in stock for over a year are reported.
Notice inviting tenders for the following articles was issued. In all ____________ tenders/quotations were received. From the comparative statement it has been observed that the rates of M/S ______________ for the articles mentioned below are the lowest. It is recommended that order may be approved to be placed with them against the allocation made in the Budget under Head ____________

<table>
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<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Specifications</th>
<th>Qty.</th>
<th>Rate</th>
<th>Total Cost</th>
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HOD/Branch Officer

1. It is certified that all formalities as required under rules for inviting tenders have been observed and the rates quoted are competitive and reasonable.
2. It is certified that the specifications of articles proposed to be purchased meet our requirement.

HOD/Branch Officer

Recommendations of the Purchase Committee
Recommended/Not Recommended

1.  2.  3.  4.

Grant allocated ____________
Expenditure including
This proposal ____________
Balance ____________

Signature of the competent authority
ANNEXURE – 2

DEPARTMENT OF ___________________ PROPOSAL FORM ‘B’

For the following articles quotations were invited but only ____________tenders/quotations were received. It is not possible to invite fresh quotations for the reasons given below. It is proposed that the purchase may be allowed to be made under store Purchase Regulations No.6.6. (ii) against the allocation made in the Budget under Head__________. Brief reasons for not inviting quotations:

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<th>S.No</th>
<th>Particulars</th>
<th>Specifications</th>
<th>Qty.</th>
<th>Rate</th>
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1. It is certified that the rates at which purchase is recommended are reasonable and competitive.
2. It is certified that the specifications of articles proposed to be purchased meet our requirement.

HOD/Branch Officer

Recommendations of the Purchase Committee

Recommended/Not Recommended

1. 2. 3. 4.

Approved/Not Approved

Grant allocated ______
Expenditure including

This proposal _____________
Balance ________________

Signature of the competent authority
PROPOSAL FORM ‘C’

DEPARTMENT OF ___________________

The following articles are proposed to be purchased from M/S ___________________________ who are the sole distributors/sole manufactures within the meaning of Regulation 6.4 & 6.5 governing purchase of stores. No tenders have been invited. The purchase may be allowed under Regulation quoted above.

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<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Specifications</th>
<th>Qty.</th>
<th>Rate</th>
<th>Total Cost</th>
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1. It is certified that the rates at which purchase is recommended are reasonable and competitive.
2. It is certified that the specifications of articles proposed to be purchased meet our requirement.

HOD/Branch Officer
Recommendations of the Purchase Committee
Recommended/Not Recommended

1.   2.   3.   4.

Approved/Not Approved

Grant allocated ______
Expenditure including
This proposal _____________
Balance ________________

Signature of the competent authority
ANNEXURE-4

PROPOSAL FORM ‘D’

DEPARTMENT OF____________________
Proposal for purchase of New Laboratory Equipment/Scientific Equipment costing over Rs.20,000/-.  
1. Description of Laboratory Equipment/Scientific Equipment.  
2. Purpose for which proposed to be purchased.  
3. Whether budget provision exists in the budget.  
4. Ref. to Budget Head.  
   a) Whether the Equipment proposed can be operated without employment of trained staff.  
   b) If not, whether the sanction of the competent authority obtained for creation of required posts.  
   c) Whether technical know how to operate the apparatus exists in the Department.  
   d) Whether space for installation of equipment is available with the Department.  
   e) Whether adequate electric load is available to commission the equipment? If not what alternate arrangements are proposed to be made.  
6. Whether provision exists for additional recurring charges and maintenance contract.  
7. Whether proper procedure as prescribed under rules has been followed for its purchase.  
8. a) Whether cheaper alternatives models of equipment are available in the market.  
    b) If so what are the grounds for ignoring cheaper models.  
9. a) Whether similar model is already available either in the Deptt. or other Deptts. Which may not be utilized upto its optimum capacity.  
    b) If so what is the justification for purchase of similar equipment.  
10. Whether apparatus would require air conditioner space. If so whether provision has been got made in the Budget.  
11. What additional expenditure is involved for installation of equipment?  
12. Whether the equipment proposed will be available as a Central Facility  

Head of the Department
CHAPTER – 7

STATUTES GOVERNING SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARASH)

7.1 BODIES OF SPARASH
Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH) shall include the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the University. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

7.2 FUNCTIONS, POWERS AND DUTIES OF ABS
7.2.1 To uphold the commitment of the University to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.

7.2.2 To promote a social and psychological environment which will raise awareness about gender-based discrimination and prevent sexual harassment and other acts of gender-based violence.

7.2.3 To generate awareness about gender-based discrimination, sexual harassment and other acts of gender-based violence.

7.3 FUNCTIONS, POWERS AND DUTIES OF UCC
7.3.1 To ensure implementation of directives of the Apex Court of India enjoining all employees to develop and implement a policy against sexual harassment at the workplace.

7.3.2 To evolve a permanent mechanism for prevention and redressal of gender-based discrimination, sexual harassment and other acts of gender-based violence.

7.3.3 To ensure that the provisions of the statutes are implemented in letter and spirit through proper reporting and redressal of the complaints.

7.4 DEFINITIONS
7.4.1 Sexual harassment: This shall include such unwelcome sexual behaviour (whether directly or by implication) as:
7.4.1.1 Unwanted physical contact and advances;
7.4.1.2 A demand or request for sexual favour;
7.4.1.3 Sexually-coloured remarks;
7.4.1.4 Displaying pornography, and
7.4.1.5 Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
7.4.2  **Academic Staff**: This shall include any person on the staff of the University who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, contractual, part-time, visiting, honorary, or on special duty, or employees on a casual or project basis.

7.4.3  **Campus**: This includes all the places vested, controlled and/or administered by the University.

7.4.4  **Students**: Students mean regular, private/ex-students of the University on the rolls of Schools/Centres/Departments of Studies/Hostel.

7.4.5  **Non-governmental Organization (NGO)**: This shall include any NGO registered under the Societies Registration Act or is a Public Charitable Trust. Such an NGO should be engaged in work connected with gender equality.

7.4.6  **Counsellor**: This shall include any woman from among the staff, who has expertise in social and personal counselling on matters arising out of incidents of sexual harassment.

7.4.7  **Non-teaching staff**: This shall include any person on the staff of the University who is not appointed to a teaching and/or research post, whether full time, temporary, adhoc, contractual, part-time, on daily wages, on honorary or on special duty, or on deputation, and shall include employees on a casual or project basis.

7.4.8  **Resident**: This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the University.

7.4.9  **Service provider**: This shall include any person who runs or manages commercial enterprises, or provides services on the campus.

### 7.5 CONSTITUTION OF APEX BODY OF SPARASH (ABS)

The ABS shall consist of the following members, who will be nominated by the Vice Chancellor:

7.5.1  Chairperson, a woman nominated by the Vice Chancellor from amongst the faculty members;

7.5.2  Five members representing various Schools/Departments/Centres of the University, of which at least three should be women and one amongst these shall be nominated as member secretary by the Vice Chancellor;

7.5.3  Two student representatives of which at least one should be a girl student (names to be proposed by the Dean, Students’ Welfare for Vice Chancellor’s approval);
7.5.4 Two members from the non-teaching staff, of which at least one should be a woman;

7.5.5 One woman NGO representative; and

7.5.6 One Woman Counsellor.

7.6 **CONSTITUTION OF UNIVERSITY COMPLAINTS COMMITTEE (UCC)**

The Vice Chancellor shall nominate the members of UCC from among the members of the ABS and shall comprise the following:

7.6.1 Four teacher representatives of which at least two shall be women;

7.6.2 One non-teaching representative of the University;

7.6.3 One person, with known contribution to women’s issues, to be co-opted from outside the University, who could be an NGO representative;

7.6.4 Chairperson and a Member Secretary shall be nominated by the Vice-Chancellor.

7.7 **TERM OF CHAIRPERSONS AND MEMBERS OF ABS AND UCC**

The Chairpersons and members shall hold office for a term of three years from the date of issue of order. Provided that Chairperson or any member shall not hold office for more than two terms.

7.8 **FILLING OF VACANCY FOR CHAIRPERSON OR MEMBERS OF ABS AND UCC**

If the office of the Chairperson or any other member becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be nominated to fill in the vacancy. The new Chairperson/member shall be nominated by the Vice Chancellor.

7.9 **PROCEDURE FOR TRANSACTION OF BUSINESS OF ABS**

7.9.1 The ABS shall hold at least five meetings in an academic year without more than 3 months gap between the two meetings.

7.9.2 Proceedings of all the meetings shall be recorded by the member secretary, confirmed and adopted by the ABS members.

7.9.3 The quorum for the meeting shall be one third members of the ABS.

7.9.4 Any member may request the Chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given.
7.10 PROCEDURE FOR FILING COMPLAINTS WITH UCC

7.10.1 Wide publicity to be given for filing complaints.

7.10.2 Complaints to be registered in strict confidentiality.

7.10.3 The UCC on taking cognizance of complaint(s) pertaining to sexual harassment shall conduct enquiries and recommend penalties and other actions to be taken in the matter. UCC shall also provide assistance and redressal to the victim(s).

7.10.4 Any student, resident, service provider, outsider, academic staff or non-teaching staff may make a complaint of sexual harassment against a student, resident, service provider, outsider, academic staff or non-teaching staff.

7.10.5 Any person(s) may lodge a complaint directly to the Vice Chancellor, or to any member of the UCC.

7.10.6 The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.

7.10.7 The UCC may hear both the parties (complainant and the accused) in a manner, as it may deem appropriate, and determine the course of action the situation merits.

7.10.8 The UCC will be responsible for conducting a formal enquiry against the student, academic staff, non-teaching staff, service provider or resident, as the case may be, allegedly involved in a case on the basis of its findings during the preliminary enquiry.

7.10.9 The inquiry shall be conducted under the rules and procedure laid down by the University and will be in conformity with the principles of natural justice.

7.10.10 The formal inquiry shall commence within a week and shall be completed within two months from the date of complaint. If the UCC finds it impractical to dispose off the case within the given time, the reasons will be recorded in writing, and the period may be extended by the Vice Chancellor.

7.11 PENALTIES

Penalties shall be awarded as per University rules for employees. In case of students/service providers, the penalties shall include:

7.11.1 Expulsion from the University

7.11.2 Rustication for period which may extend to three years
7.11.3 Denial of re-admission
7.11.4 Withholding results
7.11.5 Warning in writing
7.11.6 Debarring entry into hostel/campus
7.11.7 Written apology
7.11.8 Bond of good behaviour

7.12 **HARASSMENT BY AN OUTSIDER**
In case of harassment by an outsider, that is who does not belong to the University, the University Authorities shall initiate action by making a complaint with the appropriate authorities.
CHAPTER – 8
INTEGRATED PH.D RESEARCH PROGRAMME

STATUTES

8.1 DEFINITIONS

In these Statutes, unless the context otherwise requires:

8.1.1 “Programme” means Doctoral Programme leading to the award of M.Phil and/or Ph.D. in various authorized Departments;

8.1.2 “DRC” means Department Research Committee;

8.1.3 “Supervisor” means any faculty member who have been recognized as Research guides;

8.1.4 “Scholar” means any candidate admitted by the University either under Full-time, Part-time or in-house mode for pursuing research for the award of M.Phil/Ph.D. degree;

8.1.5 “Course work” means a theory subject of existing PG programme not studied by the scholar prescribed by the DRC for the scholar to undergo as a part of the Ph.D. Programme;

8.1.6 “Seminar” means presenting first and second parts of Research work done by the scholar through power point presentations;

8.1.7 “Viva Voce examination” means examining the scholar whether he/she may be awarded Ph.D degree;

8.1.8 “BORS” means Board of Research studies;

8.1.9 “External Examiner” means an examiner who is not on the pay rolls of the University;

8.1.10 “Registration” means registration of candidates for integrated Ph.D. granted by the BORS under these Statutes and includes re-registration also;

8.1.11 “M.Phil” means Master of Philosophy in a Subject as conferred under these statutes;

8.1.12 “Ph.D.” means Doctor of Philosophy as conferred under these Statutes;

8.1.13 “Integrated Ph.D” means the Integrated Ph.D as conferred under these statutes with the exit option of conferring M.Phil Degree under these statutes;

8.1.14 “RAPAC” means Research Progress Assessment Committee.
8.2 INTEGRATED PH.D PROGRAMME

8.2.1 The Degree of Ph.D shall be instituted in the Faculties of Arts, Social Sciences, Sciences, Engineering and Technology, Commerce and Education and in such other faculties as the University Council, on the recommendation of the Academic Council, may decide from time to time.

8.2.2 The Degree of Doctor of Philosophy may be conferred on a student subject to the following conditions:

8.2.2.1 Completion of 6-month Course work with the required number of credits

8.2.2.2 Completion of Research work that has been carried out at the University under the guidance of Supervisor(s) for at least three years after their date of registration on a topic duly approved by the BORS.

8.2.2.3 The thesis submitted by the student is required to be recommended for the award of the Ph.D. degree by three external referees and by the Board of Examiners constituted for the viva-voce examination.

8.2.2.4 Notwithstanding the provision of 8.2.2 (a), a student registered for the degree of Doctor of Philosophy may be permitted to carry out a part of the whole of his/her research work outside the University in other Institute, factory, laboratory, workshop and worksite.

8.2.3 A student pursuing the Ph.D. Programme in any discipline and who has successfully completed 12 credits of course work may be permitted to exit with an M.Phil Degree by Research leading to a dissertation. To obtain an M.Phil Degree the student must successfully complete one year of project work leading to the dissertation including the course work.

Provided that the registered candidate has remained as a full time scholar for a period 12 months from the date of his enrolment.

The Degree of M.Phil shall be instituted in the Faculties of Arts, Social Sciences, Sciences, Engineering & technology, Commerce and Education and in such other faculties as the University Council, on the recommendation of the Academic Council, may decide from time to time.

8.2.4 The objectives of the M.Phil programme shall be to provide advanced specialized knowledge in a particular area and initiation in research. It shall also be considered as a Pre-Ph.D Degree. Its components shall be course work as well as research work including a course in research methodology. This Degree course would aim at providing advanced training in interdisciplinary studies as well as opportunity for undertaking research and where necessary.
8.3 CATEGORIES OF ADMISSION

The Statute of the students admitted to the Ph.D. Programme shall be classified under any one of the following categories.

8.3.1 Regular Full Time Scholar

Candidates admitted under this scheme will work full time toward their Ph. D research and will not take any other assignment till the submission of final thesis. All such candidates shall have to qualify the requisite entrance test except those exempted as in Statute 8.8.2. Provided further that candidates should have obtained not less than 55% marks at the PG level in the subject/allied subject in which he or she is otherwise eligible to pursue research.

This Category includes:

8.3.1.1 Any Eligible Masters candidates (The university may provide fellowships to these Candidates subject to the rules).

8.3.1.2 College Teachers under UGC Faculty Improvement Program (FIP). Such candidates works as full time scholar as per rules and regulations of FIP. Written Permission is required for such candidates.

8.3.1.3 Faculty under AICTE Quality Improvement Program (QIP). Such candidates works as Full time scholar as per rules and regulations of QIP. Written Permission is required for such candidates.

8.3.1.4 Project Fellows working in the Sponsored Projects of the Department of the University Schools or Constituent Colleges

8.3.2 Part Time Scholar

8.3.2.1 Notwithstanding anything to the contrary contained in Statute 8.3.1, the following categories of employees shall be eligible for registration for Ph.D Programme as part-time scholars on production of written permission of the employer and subject to the fulfilment of other conditions of eligibility as per Statute 8.7 and 8.8:

   a. Teachers of the Govt./Private Degree Colleges appointed on regular basis.
   b. Scientific staff of Research Institutes recognized by the Syndicate as Centres for research leading to Ph.D Degree.
   c. Employees of the Central/State Government / Public undertakings/Autonomous bodies /Academic NGOs/corporate executives working in Public/Private Limited Companies with minimum of 3 years managerial experience serving within the State of Jammu and Kashmir.
d. The candidates who are working as contractual teachers/Teaching Assistants in any of the constituent colleges of University with three years' experience

e. Teachers employed in the University of Kashmir/Jammu may also be considered for registration as research scholars in the University of Jammu on reciprocal basis in the areas where facilities are not available.

f. The law judges and Advocates with at least three years experience and otherwise eligible may also be registered as part-time scholars.

Provided further that all the candidates shall have to qualify the requisite entrance test. Provided further that candidates should have obtained not less than 55% marks at the PG level in the subject/allied subject in which he or she is otherwise eligible to pursue research.

8.3.2.2 NOTE:

a. Regular service for the purpose of registration as a part-time scholar mean that the candidate has put in two years service against a clear vacancy after being appointed through a properly constituted Selection Committee.

b. The employees other than University and Government Degree College teacher seeking part time registration for Ph.D Degree must have at least two years regular service to their credit.

Registration as research scholar leading to Ph.D Degree or award of this degree in respect of every member of scientific staff employed by the approved institutions of research shall be subject to the condition that the research conducted by the scholar has been supported by two standard independent research publications.

8.3.3 In-house Scholar

The following category of staff of the University will be considered as In-house scholars. Such Scholars will be permitted to do course work without the residential requirement with the permission of their College Principal/Head of the Departments of Schools of University, subject to fulfillment the course requirement. These Candidates will be admitted as per the eligibility requirement mentioned in Statute 8.7 and 8.8

8.3.3.1 Teachers/Officers who are faculty of the Schools of the University

8.3.3.2 College Teachers who are Faculty of the Constituent Colleges

8.3.3.3 Technical Staff of the Schools of the University

8.3.3.4 Technical Staff of Constituent Colleges of the University
8.3.4 Visiting scholar

A student in the Visiting category is a registered student of another university/institute in India or abroad. The University will not award any degree to such students.

8.3.5 External Scholars

This category of External scholars refers to a student employed in an R&D organization/academic institution/industry having adequate research facilities. The research work leading to the Ph.D degree may be carried out largely in the parent organization of the candidate under a Local Supervisor from the organization but with the overall guidance provided by a faculty member (Institute Supervisor) of the Department/Centre in which he/she is registered.

8.4 RECOGNITION OF THE DEPARTMENT/RESEARCH CENTRE/SCHOOL/CONSTITUENT COLLEGES

8.4.1 The Academic Council may recommend to the Syndicate recognition for any Department/Research centre/School/Constituent colleges for conducting courses leading to the award of M. Phil. and Ph.D degrees in the subjects/allied subjects assigned to it. Provided that the Department/Research Centre/School/Constituent college as the case may be satisfies the BORS regarding the fulfilment of the following requirements:

8.4.1.1 Adequate infrastructural facilities available in Department/Research centre/School/Constituent college required for carrying out research work in the concerned subject/s.

8.4.1.2 A research centre should have been established exclusively for carrying out research in the discipline in which recognition as research centre is sought.

8.4.1.3 There should be at least four research supervisors in a Research Centre in the subject/s to provide research guidance.

8.4.2 Notwithstanding anything contained in Statute 8.4.1 the Syndicate may, on the recommendation of the BORS and Academic Council, recognize any other Research Centre/ Laboratory, that may or may not be affiliated to the Cluster University of Jammu for conducting research programmes leading to the award of M. Phil./Ph.D degrees.
8.5 RECOGNITION OF RESEARCH SUPERVISOR AND CO-SUPERVISOR

8.5.1 Research Supervisor

A teacher working in the University Department/ Research Centre on permanent basis shall be eligible to be the supervisor for guiding Integrated Ph.D. scholars provided he/she has to his/her credit:

8.5.1.1 A Ph.D. Degree;

8.5.1.2 Atleast five research publications in refereed journals in case of Professor and at least two research publications in refereed journals for any regular Associate/Assistant Professor of the university The research papers of high standard to be determined by the BORS;

8.5.1.3 Two years teaching experience on permanent basis;

8.5.1.4 Should have cleared Probation Period;

8.5.1.5 In exceptional cases, Vice-Chancellor may relax the experience and other requirements; and

8.5.1.6 No external faculty can be recognized as supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the BORS may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing. The teacher shall have to apply as per the Annexure – 2 for recognition as research Supervisor/ Co-Supervisor.

8.5.2 Research Co-Supervisor

The Teachers/Scientists/ Eminent Scholars/Retired teachers from Universities/Institutions having Ph.D/M.D/DM/D.C.L and having standard published work, shall on the recommendation of the BORS be entitled to act as co-supervisors.

Provided that his/her employer has no objection in having appointed his employee as Co-supervisor.

Provided further that no such person shall be below the rank of Assistant Professor or Scientist B or equivalent and is not beyond the age of 70 years.

8.5.4 Joint Supervisor

On the recommendations of the Departmental Research Committee concerned the Board of Research Studies may appoint Joint Supervisor in any particular case.

However, in case of superannuation of the supervisor, he/she shall continue to supervise the existing scholars and if required Co-supervisor be allotted by the DRC. The scholars whose Supervisor has superannuated, and if, the progress is 80% as reflected in the Report by
the Supervisor and HOD, should submit thesis within a year. The fresh scholar should not be allotted to teachers who are going to superannuate within one year. Scholars who have been allotted as Co-supervisors, shall be considered over and above the quota of the teachers for supervision. However, the cases of Co supervision should not exceed 50% of the prescribed limit for a teacher under Statues.

8.5.3 Supervisor-Scholar ratio
The maximum number of scholars (Full time and part-time taken together) that a supervisor shall at a time be entitled to guide shall be as under:

8.5.3.1 Professor or Scientist of an equivalent rank: Eight
8.5.3.2 Associate Professor or Scientist of an equivalent rank: Six
8.5.3.3 Asstt. Professor or Scientist of an equivalent rank: Four

Provided the Departments/ Research Centres shall admit scholars as per the infrastructure available.

8.6 DEPARTMENT RESEARCH COMMITTEE(DRC)

8.6.1 Constitution of DRC
There shall be a Departmental Research Committee for each subject. The Departmental Research Committee will consist of the Following:

8.6.1.1 Convener of the Board of Research Studies in the subject;
8.6.1.2 Head of the Department (from the Department of School)
8.6.1.3 All Professors;
8.6.1.4 One Associate Professor (by Rotation);
8.6.1.5 One Assistant Professor (by Rotation);
8.6.1.6 Head of the Concerned Department from one of the Constituent College (By rotation); and
8.6.1.7 Any other teacher of Cluster University School/Constituent College whose participation may be considered essential by the Convener.

The term of the Departmental Research Committee will be coterminous with the tenure of the Head of the Department concerned.
### Functions of the DRC

The DRC shall perform the following functions:

8.6.2.1 Consolidate the number of vacancies indicated by Individual supervisors and recommended to the Dean Research Studies for admission;

8.6.2.2 Draw up details of the papers in the course work to be undertaken by the students. Of these one will be Research Methodology Paper.
   On the recommendation of the DRC, a Department may increase the number of Papers of the Coursework.
   The students may take one paper in a related or allied subject being offered by the Departments other than the Department in which the student is enrolled;

8.6.2.3 Assign these courses to the concerned teachers of the Department;

8.6.2.4 Organize lectures and seminars and arrange supervision of the dissertation/thesis;

8.6.2.5 Review the research proposal and finalize the topic of research for dissertation/thesis;

8.6.2.6 Guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do;

8.6.2.7 Periodically review and assist in the progress of the research work of the research scholar;

8.6.2.8 The DRC shall hold interview of the candidates admitted for Ph.D course to decide about the area of research/allotment of the supervisors;

8.6.2.9 Recommend names of examiners for Dissertation/Thesis to the University;

8.6.2.10 Recommend the award of the degree to the students on the basis of assessment;

8.6.2.11 Decide whether the Ph.D Course to which a candidate intends to seek admission is allied to a subject in which he/she has obtained Master's Degree or not;
   Provided that in case of any difference of opinion in the DRC, the case will be referred to Board of Research Studies concerned.
8.6.3 Meetings of the DRC

The meetings of the Departmental Research Committee will be requisitioned by the Head of the Department in consultation with the Convener, Board of Studies concerned and will be chaired by the Convener or the Dean Research Studies in the absence of the Convener. Majority of the members shall form the quorum of the meeting. The Board of Research Studies shall consider such cases as are referred to it by the Departmental Research Committee.

8.7 ELIGIBILITY FOR ADMISSION TO INTEGRATED PH.D PROGRAMME

A candidate seeking admission to the Integrated Ph.D. Programme must fulfil the following eligibility criteria:

8.7.1 Candidates for admission to the Ph.D Programme shall have a Master's Degree or a Professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7 point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by the Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law, in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

8.7.2 A relaxation of 5% of marks, from 55% to 50% or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer) / Differently-abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace marks procedures.

8.7.3 Candidates who have cleared the M.Phil course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale for an equivalent grade in a point scale wherever grading system is followed and successfully completing the M.Phil Degree shall be eligible to proceed to do research work leading to the Ph.D Degree in the same institution in an integrated programme.
8.7.4 Candidates possessing a Degree considered equivalent to M.Phil Degree of an Indian Institution from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards or educational institution, shall be eligible for admission to Ph.D programme.

8.7.5 Project Fellows appointed in various research projects be allowed to simultaneously pursue Ph.D. Programme subject to the condition that the topic of Ph.D be broadly related to the theme of research project subject to fulfilment of other eligibility conditions.

8.7.6 There shall be reservation of 8% seats for SC/ST categories and 3% reservation for persons with disabilities.

8.8 ADMISSIONS TO INTEGRATED PH.D PROGRAMME

8.8.1 There shall be an Research Entrance Test (CLURET) for admission to Integrated Ph.D Programme. The notification inviting applications to appear in the Entrance Test shall be issued by the office of the Dean Research Studies once in a year i.e. in the first week of July. All the candidates eligible under Regulations governing Ph.D (Doctor of Philosophy) in various faculties shall apply to appear in the entrance test for admission to Integrated Ph.D course in the Departments against notification. **Students desirous of being enrolled as Integrated Ph.D (M.Phil -Ph.D)** shall state his/her qualification and will indicate their preference for Supervisor/Field of Specialization/Area of Research in the application form. He/she may also (optionally) enclose a statement of the work he/she might have already done in the proposed field of investigation. The application form shall be accompanied by the application fee as may be prescribed by the University from time to time.

The candidates who have appeared in M.A./M.Sc., 4th semester/final examination may also be considered for appearing in Entrance test (CLURET) of Integrated Ph.D and their case will be considered only if their result is declared at the time of determining the merit.

8.8.2 The entrance test will not be required for the exempted candidates including the M.Phil, DAE-DST-DBT JRF, UGC-CSIR JRF (National Testing Authority), NET/SET/GATE.

8.8.3 After admission of the candidates under exempted category i.e. M.Phil with entrance test (regular mode). DAE-DST-DBT JRF, UGC-CSIR JRF (National Testing Authority), NET/SET/GATE, the number of vacancies and specializations in each Department for Ph.D will be communicated by the Head of the Department concerned to the office of Dean Research Studies for the purposes of Entrance Test (CLURET) on or before 15th of June every year.
The university may decide separate terms and conditions for Ph.D entrance test for those students who qualify UGC –NET (including JRF) /UGC-CSIR Net (including JRF) SLET/GATE/Teacher fellowship holder are have past M.Phil programme.

8.8.4 Every applicant seeking admission to Ph.D Programme (except the exempted category as mentioned in Statute 8.8.2) shall have to undergo entrance test.

However, such exempted candidates as mentioned above will have to apply for the enrolment as per the notification of the Department and shall have to complete other requirements for pursuing the said course. Enrolment of such candidates may take place twice in a year.

80% of the intake capacity in a Department/Research Centre for Integrated Ph.D programme shall be offered to candidates who will join on Full-time basis with preference to students with JRF with independent fellowship and the remaining 20% for candidates to join on part-time basis and under in-house category.

Provided that in case the seats fall vacant in either of the categories due to non-availability of candidates, the seats shall be offered to the candidates eligible in the other category.

The order of preference for grant of admission to Ph.D programme shall be as under:

8.8.4.1 M.Phil with entrance test (regular mode).

8.8.4.2 JRF (if the number of candidates is more than the number of seats, then the merit will be determined on the basis of the marks secured at the Master Degree level).

8.8.4.3 Master Degree with NET/SLET/SET (if the number of candidates is more than the number of seats, then the merit will be determined on the basis of the marks secured at the Master Degree level).

8.8.4.4 Through Entrance Exam (CLURET)

8.8.5 The admission for Ph.D. Programme for the exempted category of students will be finalized and communicated to the Office Dean Research Studies on or before June 1st every year.

8.9 ENTRANCE TEST

8.9.1 Each Department through DRC (Departmental Research Committee) shall devise its independent syllabi for Research Entrance Test (CLURET) which shall be made available to all the desirous eligible candidates on the day of submitting applications.
8.9.2 The paper shall have the following components:
   a) Research Aptitude Component: -50 marks
   b) Academic Component - 50 marks (as per Post-Graduate Syllabi of the University)

Research Aptitude questions shall be of descriptive nature and there shall be eight questions in this section. Every candidate shall attempt five questions out of the given eight questions. Each question shall carry 10 marks and the candidate shall answer every question in about 300 words. The section shall cover all the areas/specialization in a particular discipline as recommended by the Departmental Research Committee. In the academic component there shall be 50 multiple choice objective type questions (with four alternative responses) covering the syllabi at the Post-graduate courses of the University. Each question shall carry one mark and candidate shall attempt all the 50 questions of this component. The duration of the test shall be three hours.

8.9.3 The setting of the question paper shall be done as follows:

8.9.3.1 Model Test Papers shall be prepared by all the members of the DRC of the Teaching Department which shall be handed over to the Convener of the DRC.

8.9.3.2 The Convener DRC shall prepare three sets of question papers from the Model Test Papers prepared by the DRC members.

8.9.3.3 Dean Research Studies shall choose one set out of the three for the entrance test to be conducted by the Department.

8.9.3.4 The test shall be conducted within 45 days from the date of issue of notification by the concerned department.

8.9.3.5 The Head of the Department shall be responsible for the conduct of the Entrance Test.

8.9.4 The conduct and evaluation of the paper shall be done under the overall supervision of the DRC concerned which shall have the authority to involve as many evaluators as it deems proper in view of the specializations of the Department.

8.9.5 The merit list of the selected candidates shall be notified within one week from the date of conduct of the entrance test and it shall be calculated as per the criteria given below:

8.9.5.1 Academic weightage - 50% of the marks obtained by a candidate at the Post Graduate level.

8.9.5.2 Entrance test weightage – 50% of the marks obtained by a candidate in the entrance test conducted by the Department. A candidate shall be required to secure at least 50% marks in the entrance test in aggregate and in each component separately.
The candidates who have qualified the Entrance test for Integrated Ph.D program and those exempted candidates who have submitted their application forms in the Departments will have to appear for an interview before the DRC for finalizing the area of research/allotment of supervisors to be undertaken in Integrated Ph.D. course.

The selection for admission to Integrated Ph.D Program shall be done on the basis of given preference/Interview with the DRC of the students subject to availability of seats. However, qualifying the entrance test merely will not entitle the students for admission to Integrated Ph.D Programme.

After the interview the result shall be complied by the DRC and the list of selected candidates for the Integrated Ph.D programmes shall be notified by the Head of the Department. A copy of the result notification shall be sent to the office of DRS.

ENROLMENT TO PH.D PROGRAMME

All the candidates selected for admission to Integrated Ph.D Programme may in the first instance be enrolled and registered provisionally. Such enrolled students will be required to undergo coursework comprising a minimum of three Papers. Of these one will be Research methodology Paper and the other will be related to the candidate’s proposed area of research. If DRC deems it fit, more papers may be added in particular Ph.D programme. Doctoral Students may be permitted to take courses in related and allied subjects being offered by other Departments of the University.

The Course work should be completed in a period of one semester of 6 months. At the end of one semester the students shall be evaluated and if a student is not able to pass a course with 50% marks he/she shall be allowed to reappear in the examination in the subsequent semester.

After the successful completion of the Course Work, the Research Synopsis of the candidates duly approved by the DRC will be presented before the BORS (Board of Research Studies) for its approval. On approval of the synopsis, the provisional registration will be confirmed.

The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

For the purposes of fellowships, cases of duty leave and deputation, the date of enrolment and provisional registration will be considered as the date of registration. In case of fellowships, if a student fails to complete the course work or submit the synopsis after six month, his/her fellowship will be discontinued till the time his/her registration is ratified by the BORS.
8.11 ALLOCATION OF SUPERVISOR:

8.11.1 The allocation of the Supervisor for a selected student shall be decided by Departmental Research Committee (DRC) of the Department in a formal manner depending on the number of students per faculty member, the available specialization among the faculty supervisors and the research interest of the student as indicated during interview by the student. The allotment/allocation of supervisor shall not be left to the individual student or teacher.

In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Faculty/College/institution on such terms and conditions as may be specified and agreed upon by the consenting Institution/College.

8.11.2 Change of Supervisor

Ordinarily the candidate shall continue his/her Ph.D programme under the supervisor allotted to him/her by the DRC. However, in exceptional cases, the change of guide can be considered by the BORS after receiving convincing justification duly recommended by the Dean of the Faculty concerned.

8.12 COURSE WORK

8.12.1 The programme shall be of 6 months duration and shall comprise three papers. A Department may offer course work twice in a year, one after the Combined Entrance Test and one in the subsequent semester. Examination in respect of Papers 1st and 2nd shall be arranged by the concerned Dean of the Faculty and the 3rd be arranged by the concerned supervisor.

Paper 1st: Core Papers: This paper shall be common to all the scholars from a Department, a group of Departments or a Faculty (wherever possible). The syllabus for the same shall be drafted by DRCs based on recent advances in the subject/s.

Paper 2nd: Research Methodology: Based on understanding of the principle and application of techniques to the research in the concerned subject/faculty/discipline/area of research including computer applications and quantitative analysis.

Paper 3rd: Specialized paper: This paper shall be based on the topic of research of the student and shall include seminar and/or project writing. The syllabus for this paper shall accordingly be drafted by the individual supervisor and approved by DRC. This paper shall be set and evaluated by the concerned supervisor.
8.12.2 There shall be at least three contact hours per week per term for each Course of Study. Every student shall also be required to participate in seminars/group discussions arranged in the Department during the programme of study. The minimum attendance required shall not be less than 75% of the total number of working days in each term.

8.12.3 Each paper shall carry 100 marks (4 Credits) and the candidate/s shall be required to obtain at least 50% marks to secure a pass in each paper.

8.12.4 Examination of all the three papers shall be held at the end of 6 months by the respective Head of the Department/Deans in accordance with the calendar issued by the Dean Research.

8.12.5 The duration of examination in each course will be three hours. The examination in core/research methodology/special paper will be wholly internal and the mode of assessment and maintenance of record shall be determined by the DRC.

8.12.6 A candidate in order to pass the course shall be required to obtain at least grade 'C' in each course separately and grade 'B' of the courses taken together.
Provided that if a candidate after qualifying in each course separately fails to obtain grade 'B' of the course taken together, he/she may be allowed to reappear in any course(s) in which he/she has failed to obtain 'B' grade.

8.12.7 The question paper for the term examination in each course shall be drawn by the faculty members who conducted the Course. The evaluation will be done by the two internal examiners to be nominated by the concerned Board of Studies out of which one is the teacher who has conducted the course.

8.12.8 A candidate who had fulfilled all the requirements of eligibility to appear in the first term examination but either fails to appear in the examination or having appeared or failed to qualify in all the courses of study prescribed for the 1st term may be permitted to continue his/her studies in the second term and appear in the paper(s) of the first term in which he/she had not qualified, along with the courses of the next batch.
Prior to submission of the thesis, the student shall make a pre- Ph.D presentation in the Department that will be open to all faculty members and research scholars. For getting feedback and comments, which may be suitably incorporated into that draft dissertation under the advice of the Supervisor.

8.12.9 In case a candidate fails to qualify the examination, he/she shall not be registered for Ph.D. programme. However, he/she shall be provided one more chance, within the next six Ph. D programme months but not before three months from the date of last examination. In case he/she fails again, he/she shall forfeit his/her claim to the programme.
8.12.10 The evaluation of the candidates both in respect of courses of study and M.Phil dissertation to be submitted by them shall be done by grading method carrying the following notation

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<thead>
<tr>
<th>Notation</th>
<th>Credit points</th>
<th>Equivalent numerical scores</th>
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<tbody>
<tr>
<td>O</td>
<td>4</td>
<td>80% &amp; above</td>
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<tr>
<td>A</td>
<td>3</td>
<td>65% to 79%</td>
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<td>B</td>
<td>2</td>
<td>50% to 64%</td>
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<tr>
<td>C</td>
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<td>35% to 49%</td>
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<td>D</td>
<td>0</td>
<td>Below 35%</td>
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The average grade point shall be calculated by dividing the total grade points secured by the total number of papers comprising the course. Provided that the fraction of less than 5 shall be ignored and those of 5 or more shall be raised to a whole for purposes of calculating the average grade points of all grades.

8.12.11 For candidates joining Ph.D with M.Phil Degree, the Ph.D Programme shall consist of only research work. They will be exempted from course work.

8.13 PREPARATION AND SUBMISSION OF SYNOPSIS

8.13.1 The provisional registration of the students in the concerned Department shall require ratification by the Board of Research Studies (BORS). After the successful completion (including the declaration of the result) of the course work, the candidate in consultation with the supervisor will prepare a synopsis in the prescribed format as given in Annexure-1. The Candidate will make a small presentation of the synopsis before the DRC. The Synopsis of the candidate, duly approved by the DRC, shall be presented before the Board of Research Studies (BORS) for its approval. On approval of the synopsis, the provisional registration of students shall be confirmed.

8.13.2 The Board of Research Studies concerned, after considering the recommendations of the DRC, may if it deems fit, grant the registration, approve the topic of research and appoint the supervisor(s).

8.13.3 The date of effect of registration shall be counted from the date the students is enrolled through admission to the course work or as the BORS deems it fit in case of those admitted after M.Phil.

8.13.4 If a candidate fails to submit synopsis for Ph.D within one year from the date of enrolment, his/her enrolment will automatically stand cancelled.
8.13.5 The Board of Research Studies in each Faculty shall ordinarily meet twice in a year in March and September, to consider applications for registration from 1st April and 1st Oct of the calendar year. However, a special meeting may be called at any time, if necessary. Majority of the members shall form the Quorum of the meeting.

8.13.6 A candidate may, not later than one year after his/her date of registration, modify his/her topic of research (change in the title). This shall be authorized by the BORS only on the recommendation of the DRC. The Board may accord approval to such modification provided that, the modified topic is relevant to the original plan of research submitted at the time of registration.

8.13.7 Applications for precision of title shall be submitted through the Departmental Research Committee concerned ordinarily not less than six months before the submission of thesis.

At the time of seeking modification/precision of the title as per Statutes 8.13.6 and 8.13.7 the candidates shall submit the original plan of work approved by the Board of Research Studies and indicate clearly the nature and extent of modification/precision sought.

8.14 DURATION OF THE COURSE AND RESIDENCY PERIOD

8.14.1 Every candidate shall pursue as a Full-time research scholar of the University, a course of research for not less than three years from the date of confirmation of registration by the BORS. If a candidate joins service before the completion of the residency period of two years, his/her admission to Ph.D Programme shall stand cancelled.

However, A student pursuing the Ph.D. Programme in any discipline and who has successfully completed 12 credits of course work may be permitted to exit with an M.Phil Degree by Research leading to a dissertation. To obtain an M.Phil Degree the student must successfully complete at least 6 months of project work leading to the dissertation after the course work.

Provided that the registered candidate has remained as a full time scholar for a period of 12 months from the date of his confirmation of registration by the BORS.

8.14.2 In case a student undertakes employment after successful completion of two years from the date of confirmation of registration by BORS, his/her status from Full-time to part-time can be converted by the BORS, if so desired by the candidate. In this case his total maximum duration will increase by one year.
8.14.3 A scholar must submit his/her thesis after a period of three years and a maximum of five years (extendable by the Board of Research Studies up to seven years in special cases on the recommendation of the supervisor and the Departmental Research Committee concerned) from the date of confirmation of registration by the BORS. If he/she fails to submit his/her thesis within this period, his/her registration shall stand cancelled. However, he/she can apply for re-registration as mentioned in Statutes 8.14.6.

8.14.4 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation two years for Ph.D in the maximum duration.

8.14.5 The Residency period for part-time scholars for integrated Ph. D programme shall be 450 days to be completed in 3-5 spells of 3 months each, to account for 15 months. Provided that Constituent College teachers having put in at least two years of service on permanent basis shall be deemed to have put in the residency period simultaneously without producing any kind of leave.

8.14.6 The scholar who fails to submit the thesis within the stipulated period shall be eligible for re-registration to be granted by the Dean Research Studies on the recommendation of the DRC and the Dean of the concerned Faculty for a maximum period of two years on the payment of prescribed fee.

8.15 PROGRESS REPORTS AND ASSESSMENT OF PROGRESS

8.15.1 a. During the period of registration every registered Ph. D. scholar shall be required to submit a written periodic six monthly report in the specified format duly endorsed by the supervisor/s regarding the progress in his/her research programme to the DRC concerned.

b. The scholar shall be required to give atleast one seminar every year.

8.15.2 During the period of residency, every scholar shall be assessed by the Research Progress Assessment Committee (RPAC) to monitor his/her progress. This assessment shall be done once a year in the 1st year of residency and twice in the subsequent 2nd year of residency.

These assessments shall be the responsibility of respective DRC’s, with a nominee of the Vice-Chancellor in 2nd and 4th assessment process.

The RPAC shall evaluate the progress made by the scholar, assess the attendance records, and make suggestions for improvement, if required, modify or revise the title, objectives, methodology on a prescribed format.
Continuance of registration and award/continuance of scholarship/Research Assistantship will be based on the recommendation of the RPAC.

In the case of research scholars working on a part-time basis, the RPAC will pay particular attention to the quantum of effort put in by the scholar towards doctoral studies and progress.

**Inadequacy of effort/progress can be a reason for cancellation of registration.**

RPAC shall make recommendations for grant of academic clearance or more evaluations (if so desired).

### 8.15.3 Research Progress Assessment Committee (RPAC)

The Research Progress Assessment Committee (RPAC) shall comprise of:

**8.15.3.1 Chairperson of the Committee**  
Head of the Department (HoD)/Director of the Research Centre (If the HoD/Director happens to be the Guide of a scholar, the senior most Professor / previous HoD will be nominated by Dean Research Studies. The Dean Research Studies can nominate Dean faculty also as Chairperson of the Committee if there are no other professors in the Department. However HoD must be present for Synopsis/Abstract / Thesis report / Viva voce meetings of the Scholar)

**8.15.3.2 Members**

a) The concerned research supervisor or supervisors  
b) A minimum of two faculty members of the Department nominated by DRS from the suggested panel of names by HoD;  
c) A Minimum of One external faculty members from other University/Institute with expertise related to the student’s general research areas nominated by the DRS out of the panel submitted by the supervisor.

In case any member goes on leave exceeding one year duration, or resigns or retires from the Institute, the Dean Research Studies will nominate another member on the suggestion of the Chairperson, RPAC.

### 8.16 Submission of Abstract

**8.16.1** The candidate will present his/her findings of research to the RPAC, teaching staff and research scholars of the department concerned in a seminar before the submission of the abstract of the thesis (pre-submission). The seminar will be followed by discussion in which the
candidate will defend his/her work. Information to the effect that the seminar has been conducted must be communicated to the Dean Research Studies by the Head of the Department.

8.16.2 As far as possible the candidate will incorporate suggestions emanating from the discussion in the seminar.

8.16.3 A Ph.D. scholar must publish at least one (1) research paper in refereed journal and make to two paper presentations in conferences/seminars before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.

8.17 ACADEMIC CLEARANCE
Academic clearance shall be a prerequisite for thesis submission. Every scholar shall produce:

8.17.1 an NOC from concerned Departmental/University Library/DSW/ Chief Proctor/Provost/Directorate of Physical Education/Sports/ Laboratory etc. to be submitted to the Head of Department.

8.17.2 A certificate about delivery of seminars and overall eligibility certificate to the effect of having at least one paper published/ accepted for publication in a peer-reviewed refereed journal. The publication should necessarily be a part of his/her Ph. D thesis and should not be a review or commentary.

8.17.3 The RPAC recommendation that the scholar has carried out the research work in accordance with the approved objectives.

8.17.4 Required documents along with an electronic copy of the scholar’s Abstract of the thesis and panel of examiners as per Statutes shall be submitted by the supervisor through the concerned Head of the Department/Director of the Institute/Centre and the Convenor of DRC and Dean of the faculty to the office of the Dean Research Studies for grant of academic clearance.

The academic clearance shall be issued within a period of not more than 15 days from the date of submission of all the requisite documents in the section.

8.18 SUBMISSION OF THESIS

8.18.1 A candidate shall not be permitted to submit his/her thesis for Ph.D Degree unless his/her Supervisor(s) and RPAC is/are satisfied that the thesis presented is worthy of consideration for the award of Ph.D Degree.
8.18.2 A Ph.D. scholars must publish at least one (1) research paper in refereed journal and make to two paper presentations in conferences/seminars before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.

8.18.3 After the receipt of Academic clearance, A candidate shall supply five (six in case a candidate is working under two Supervisors) printed/typed/photocopies but not published copies (and one soft copy) of the thesis which shall comply with the following:

a. It may be a piece of research characterized either by the discovery of facts or by a fresh approach towards the interpretation of facts or theories in either case, it should evince the candidate's capacity for critical examination and sound judgement. The candidate shall communicate how far the thesis embodies the result of his/her own observations and in what respect his/her investigations appear to him/her to advance knowledge in the subject;

b. it shall be satisfactory so far as its literary presentation is concerned and must be in a form suitable for publication;

c. The thesis typewritten or printed or photocopies essentially on both sides must ordinarily be on a paper of 28 cms. X 22 cms, or A4 size with margins of 3 cms. On one side and against one cm. on the other (Font size 12 of Times Roman and 1.5 space). It must be properly bound with name of the author and the title printed on the face of the cover.

The thesis shall be accompanied by a certificate from the Supervisor(s) stating:

a. That the thesis embodies the work of the candidate.

b. That the candidate worked under him/them for the period required under Regulations.

c. That the candidate has put in the required attendance in the Department.

d. That the candidate has fulfilled the statutory conditions as laid down in Statute 8.18.

8.18.4 The thesis shall be submitted in English provided that in case the subject is connected with one of the Oriental Classical, Modern Indian Languages or Buddhist Studies, the thesis may be written either in English or any other language approved by Departmental Research Committee. Provided further that thesis in the subject of Urdu may be presented in the form of calligraphy.

8.18.5 The candidate may incorporate in his/her thesis the contents of any work which he/she may have published on the subject and shall mention in his/her thesis that he/she had done so but he/she shall not include in his/her thesis any work for which a Ph.D Degree or any other Degree has already been conferred by this or any other University.
8.19 EVALUATION OF PH.D THESIS AND VIVA VOCE

8.19.1 The Vice Chancellor in consultation with the Dean of the Faculty shall appoint three external examiner(s), on receiving information from the supervisors/s through the Head of the Department concerned that the thesis is complete/ and likely to be submitted with in a period of three month. Before appointing the examiners, the Vice-Chancellor shall have before him/her an abstract of the thesis including the contents and brief description of the topic pursued along with the panel of External Examiners.

EXPLANATION:
The following procedure will be adopted for appointment of external examiners:

i) The Supervisor shall submit a panel of 5 to 6 persons not below the rank of University Professor to the Head of the Department concerned.

ii) The Head of the Department may add to the panel one or two persons not below the rank of University Professor and forward the same to the Convenor of the Departmental Research Committee.

iii) The Convenor of the Departmental Research Committee concerned may also add to the panel one or two persons not below the rank of University Professor and forward the same to the Dean of the Faculty. The Dean shall get the examiners appointed by the Vice-Chancellor.

iv) In case of a Faculty having one Department only, the Dean of faculty may add to the panel one or two persons not below, the rank of University Professor.

v) The Vice-Chancellor shall approve the External Examiner in consultation with the Dean of the faculty concerned and the Dean concerned shall forward the same to the Controller of Examinations along with relevant papers for further follow up action.

NOTE:
Scientists and other professionals not below the rank of a University Professor may also be included in the panel for appointment as examiners.

8.19.2 The thesis shall be accepted on the recommendations of the majority opinion of External Examiners who will be required to submit their evaluation reports and recommendations in the Performa prescribed by the University.

8.19.3 The Examiners may recommend that the degree be awarded or that the thesis be rejected or may make such suggestions as they may deem fit for the improvement of the thesis for its re-submission.
8.19.4 The candidate, who is required to re-submit his/her thesis, must do so not earlier than six months and not later than two years from the date the decision in this respect is communicated to him/her. On re-submission, the thesis may only be examined by the original Board of examiners, unless they or any of them is/are, not available or unwilling to act, in which case, substitute examiner(s) shall be appointed, preferably from within the panel submitted earlier.

8.19.5 a) In case of rejection of Ph.D. thesis by an external examiner, the Institution shall send the thesis to another external examiner out of the approved panel of examiners and the viva voce examination shall he held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

b) If all the examiners have recommended conduct of viva-voce a committee of following shall review the reports of the examiners before an examiner is appointed for conduct of the viva-voce: -
   i. Dean Research Studies
   ii. Dean of concerned Faculty
   iii. Controller of Examinations
   iv. Head of the concerned Department
   v. Supervisor(s)

   In case, the examiners have made some suggestions to be incorporated in the thesis before viva-voce, the same may be highlighted by the committee. The candidate in such like situations will be sent a gist of the changes to be incorporated within three months or as the committee decides.
   Certificate for having completed the desired changes - duly endorsed by the DRC, shall be sent to Dean Research Studies who will seek the final approval of Vice-Chancellor. Thereafter, the viva-voce may be fixed.

8.19.6 The degree shall be awarded only after viva-voce test is held:

   8.19.6.1 The viva-voce shall be conducted by not less than two examiners. one external and one internal (Supervisor) if all the examiners have recommended acceptance of the thesis: or
   8.19.6.2 Not less than three examiners, two external and one internal (Supervisor) if any of the examiners has not recommended acceptance of the thesis. In case one of the external examiner does not recommend acceptance of the thesis, he/she will invariably be invited for viva-voce examination.
8.19.6.3 In case the supervisor (internal examiner) is not available and is not likely to be available in the next three months after the receipt of the last report for conducting the viva-voce test, the Vice-Chancellor in consultation with the Chairman, Departmental Research Committee and Dean of the Faculty concerned may appoint a substitute.

8.19.6.4 The public viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiners, on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination. The Departmental Research Committee members, all faculty members of the department, research scholars and other interested expert/researchers shall be invited to attend the viva-voce. They will not ask any question but shall only be the observers.

8.19.7 If a candidate is not recommended for the Degree by the examiners at the viva-voce examination, he/she may be permitted to re-appear at a subsequent viva-voce examination to be held not earlier than three months from the date of his/her first viva-voce. The viva-voce examination of the candidate for the second time shall be conducted by the original examiners unless they or any of them is/are not available, or unwilling to act as such. In such case substitute examiners shall be appointed preferably from within the panel submitted earlier.

8.19.8 The report of the examiners shall be placed before a Committee consisting of the:

8.19.8.1 Vice-Chancellor;

8.19.8.2 One Professor to be nominated by Vice Chancellor;

8.19.8.3 Dean of the Faculty concerned;

8.19.8.4 Principal/Head of the University Teaching Department concerned; and

8.19.8.5 Supervisor(s).

8.19.9 a) The Controller of Examinations shall provide a photocopy of the original reports of both External and Internal Examiners for future reference to the candidate if he/she is able to defend his/her thesis successfully in the open viva-voce examination and has completed all other formalities. However, permission to publish the thesis will be accorded to the candidate on submission of an application and also a certificate from the Supervisor(s) that the suggestions made by the examiners in the extent of the reports supplied to the candidate have been incorporated in the revised thesis.
b) The candidate shall, on publication of the thesis, state on the title page that it is a thesis approved for Ph.D Degree of the Cluster University of Jammu.

c) Following the successful completion of the evaluation process and announcements of the award of Ph.D the concerned Department of the University shall submit a soft copy of the Ph.D thesis to the UGC within a period of 30 days, for hosting the same in IIIFLIBNET, accessible to all Institutions/Universities. A soft and a hard copy of thesis may also be sent to the Central Library.

d) Along with the Degree, the Degree awarding University, Institution deemed to be University, College/Institution of National importance as the case may be, shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the provisions/regulations of the UGC (2009). The Controller of Examination shall complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

8.19.10 The Scholar shall pay the fee as prescribed by University from time to time.

8.20 **ON REQUEST RELIEVE FROM PH.D. PROGRAMME TO TAKE UP JOB**

8.20.1 Ph.D. Scholars who got a job offer can get relief from the programme by converting his/her registration from **Full time to part time**, while keeping their registration alive on payment of the requisite fees on the following condition:
   Scholars who take up jobs will be relieved on their request, based on the recommendations of RPAC, if they have completed their

8.20.1.1 minimum residential requirement; and

8.20.1.2 course work.

The renewal of their registration for every year/semester however, will be considered only if the RPAC finds his/her progress to be satisfactory and recommends continuance of registration.

8.20.2 Ph.D. Scholars who got a job offer can get relief from the programme, while keeping their registration alive on payment of the requisite fees every semester, on the following condition.
8.20.3 Scholars who take up jobs could opt for exit option with the submission of an M.Phil dissertation on their request, based on the recommendations of RPAC, if they have

8.20.3.1 not completed minimum residential requirement;

8.20.3.2 completed at least one year as a full-time scholar; and

8.20.3.3 completed the course work.

8.20.4 The conversions of their Ph.D registration to the M.Phil Program however, will be considered only if the RPAC finds his/her progress to be satisfactory and recommend the submission of the M.Phil dissertation.

8.20.5 The Ph.D registration of a research scholar whose progress is not found to be satisfactory by the RPAC up to the 4th assessment and who has completed at least one year as Full time, would be recommended by the RPAC to opt for exit option with the submission of an M.Phil dissertation.

8.21 EXIT OPTION TO M.PHIL BY DISSERTATION AND ITS EVALUATION

8.21.1 A candidate who had fulfilled all the requirements of eligibility to appear in the first term examination but either fails to appear in the examination or having appeared or failed to qualify in all the courses of study prescribed for the 1st term may be permitted to continue his/her studies in the second term and appear in the paper(s) of the first term in which he/she had not qualified, along with the courses of the next batch. Prior to submission of the M.Phil dissertation, the student shall make a pre-M.Phil presentation in the Department that will be open to all faculty members and research scholars. For getting feedback and comments, which may be suitably incorporated into that draft dissertation under the advice of the Supervisor.

8.21.2 The dissertation shall be submitted only when the supervisor concerned is satisfied that the dissertation is worthy of consideration in partial fulfilment of the M.Phil Degree.

The candidate may incorporate in his/her M.Phil dissertation the contents of any work which may have been published by him/her on the subject and will inform the examiner of having done so but he/she will not submit his/her dissertation for which a degree has been conferred on anybody else by this or any other University.
8.21.3 A candidate offering dissertation will supply two type written or printed copies of the dissertation on a paper of 28cms x 21 cms with margins of 3 cms on one side and at least one cm on the other (style to be used: Times New Roman, 12 font and 1.5 space). Essentially both sides of the paper are to be used. It may be bounded in cloth with the name of the author and title on the outside of the cover. The dissertation shall be accompanied by a certificate from the supervisor stating:

8.21.3.1 that the dissertation embodies the work of the candidate himself/herself;

8.21.3.2 that the candidate worked under him/her for the period required under Statutes; and

8.21.3.3 that he/she has put in the required attendance and seminars in his Department during that period.

The dissertation for the M.Phil degree shall be submitted in English, provided that in case the subject is connected with any of the Oriental Classical or Modern Indian Languages, the dissertation may be written either in English or in the classical language concerned or the cognate Modern Indian Language. Provided further that dissertation in the subject of Urdu be presented in the form of Calligraphy.

8.21.4 The dissertation shall be evaluated by two examiners:
   1) An external examiner to be appointed by the Vice-Chancellor out of a panel submitted by the DRC in consultation with the Supervisor; and
   2) the supervisor concerned.

Each examiner shall state in his report the detailed justification
   a) Whether the dissertation be
      i) Accepted,
      ii) re-submitted after revision or
      iii) rejected.
   b) Whether the dissertation is fit for publication by the candidate in the original form or in a revised form.

In case there is a divergence of opinion between two examiners in regard to the acceptance of the dissertation the Vice-Chancellor may refer the dissertation to another examiner to be appointed by him/her whose decision shall be final.

8.21.5 Viva-voce shall be compulsory for all the candidates offering dissertation.
8.21.6 The viva-voce shall be conducted by a Board of examiners consisting of
   a) Head of the Department concerned;
   b) The external examiner who examined the dissertation failing which another examiner to be appointed by the Vice-Chancellor; and
   c) The supervisor.

**NOTE**
The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted, and shall be open to be attended by members of the Departmental Research Committee, all faculty, members of the Department, other research scholars and other interested experts/researchers.

8.21.6.1 No re-registration will be allowed for a candidate, who is not able to submit his/her M.Phil. dissertation within a period of two years from the date of enrolment.

8.21.7 In case a candidate is required to revise his/her dissertation he/she shall re-submit it within a period of six months from the date the decision is intimated to him/her.

8.21.8 A candidate who has been on rolls of the department for the M.Phil. course for two terms and has completed all requirements for eligibility to appear in the examination but has either failed to appear or qualify in all or any of the courses of study prescribed for the degree may be permitted to appear in the courses in which he/she could not appear or qualify, to pass the examination subsequently without attending a fresh course provided he/she completes and passes the examination in all courses prescribed for the M.Phil degree within a period not exceeding two following terms.
   In case a candidate fails to do so his/her candidature to the M.Phil degree/examination shall be treated as cancelled.

8.21.9 The evaluation of the candidates both in respect of courses of study and the dissertation to be submitted by them shall be done by grading method carrying the following notation

<table>
<thead>
<tr>
<th>Notation</th>
<th>Credit points</th>
<th>Equivalent numerical</th>
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</thead>
<tbody>
<tr>
<td>O</td>
<td>4</td>
<td>80% &amp; above</td>
</tr>
<tr>
<td>A</td>
<td>3</td>
<td>65% to 79%</td>
</tr>
<tr>
<td>B</td>
<td>2</td>
<td>50% to 64%</td>
</tr>
<tr>
<td>C</td>
<td>1</td>
<td>35% to 49%</td>
</tr>
<tr>
<td>D</td>
<td>0</td>
<td>Below 35%</td>
</tr>
</tbody>
</table>

The average grade point shall be calculated by dividing the total grade points secured by the total number of papers comprising the course. Provided that the fraction of less than 5 shall be ignored and those of 5 or more shall be raised to a whole for purposes of calculating the average grade points of all grades.
8.21.20  The courses and the topics of dissertation shall be approved by the DRC of the Department.

8.21.21  A candidate may apply to the DRC for permission to modify the topic of his/her dissertation within a period of three months from the date of his/her admission in the second term.

8.21.22  Every candidate for the M.Phil degree shall be allowed to publish his/her work after successfully completing the course without permission of DRC/Board of Research Studies as a research paper/article.

DEPOSITORY WITH UGC:
Following the successful completion of the evaluation process and announcements of the award of M.Phil, the Controller of Examinations shall submit a soft copy of the M.Phil Dissertation to the UGC within a period of thirty days, for hosting the same in INLIBNET, accessible to all Institutions/Universities.
Prior to the actual award of the degree, the Controller of Examinations shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations 2016.
The Controller of Examinations shall complete the entire process of evaluation of M.Phil dissertation within a period of six months from the date of submission of the dissertations.

8.21.23  Subject to the provisions of these Regulations the Controller of Examinations shall publish the results on receipt of the decision of the DRC and shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the provisions/Regulations of the UGC.

8.21.24  The fees will be charged from each candidate as may be prescribed from time to time by the University.

8.21.25  The examiner shall be paid remuneration as per rates approved by the University.

8.22  WITHDRAWAL FROM THE PROGRAMME

A scholar may be permitted by the Dean Research Studies to withdraw from the programme for six months or longer for reasons of ill health or other valid grounds duly recommended by the RPAC. Normally a scholar will be permitted to discontinue from the programme only for a maximum continuous period of one year.
8.23 CANCELLATION OF REGISTRATION
The BORS is authorized to cancel registration of the following category candidates based on the recommendation of the Dean Research Studies:

8.23.1 The registration of a research scholar whose progress is not found to be satisfactory by the RPAC or who has not enrolled is liable to be cancelled;

8.23.2 The registration of a research scholar who has not submitted his/her thesis before the end of the maximum permissible period as in Statue 8.14 will be cancelled. Such candidates can re-register themselves;

8.23.3 Candidate(s) giving false information at the time of application/admission;

8.23.4 Candidate(s) not conforming to the regulations of the programme;

8.23.5 Candidate(s) who are failure in coursework requirement;

8.23.6 Violation of discipline and conduct rules of the University; and

8.23.7 Regular (Full-time) and FIP/QIP category students, remaining absent for more than 6 (six) weeks in a semester, without sanctioned leave.

8.24 CONDUCT OF RESEARCH IN OTHER INSTITUTES/UNIVERSITY
The Vice-Chancellor on the recommendations of the Supervisor and HOD, may permit a research scholar registered for pursuing his/her research to go to any other institutions of repute within or outside the country if it is essential for the research project. However, the absence from the main place of research shall not ordinarily exceed more than six months.

8.25 RE-EXAMINATION IN A COURSE WORK
A student will be permitted to take the re-examination for a course in case he/she has failed or fails to appear in a course examination of study in the first term. Such candidates will be allowed one more chance and can continue his/her studies and take the re-examination and appear in the paper(s) of the first term in which he/she had not qualified, along with courses of the next batch.

8.26 LEAVE RULES FOR RESEARCH SCHOLARS

8.26.1 Ordinary Leave
A full-time Ph.D student is eligible for 30 days ordinary leave for every completed year Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays.

Head of the Department/Centre is competent to sanction ordinary leave on recommendation of the Supervisor.
8.26.2 Maternity/Paternity Leave

A student is eligible for 240 days maternity leave or 15 days of paternity leave as applicable only once during the Ph.D Programme.

The Head of the Department/Centre is competent to sanction the maternity/paternity leave on recommendation of the Supervisor and submission of a certificate from Senior Medical Officer /Medical Officer of the institute.

8.26.3 Academic leave

Academic leave is permitted on the following grounds: -

a. A maximum of 15 days of leave is permissible in a calendar year to attend conferences/seminars/workshops/trainings/short-term courses.

b. A maximum of 30 days of leave is permissible in a calendar year for field trips such as data collection, survey work, etc.

c. Academic leave exceeding 30 days but up to a maximum of 60 days for research activities in a calendar year is approved by the Dean Research Studies on recommendation of the Supervisor and the Head of the Department/Centre.

d. Academic leave of more than 60 days but up to a maximum of 6 months is also permissible to carry out part of the research in another institute/R&D Lab/industry in India or abroad. For sanction of such a leave, a letter of consent from the host institute is required. This leave is permissible only after the student has passed the course work and has submitted the synopsis.

The Head of the Department/Centre is competent to sanction academic leave as mentioned at a & b above, on recommendation of the Supervisor. Dean Research Studies is competent to sanction academic leave mentioned at c & d above, on recommendations of the Supervisor and RPAC.
Ph.D Synopsis:

1. Name of the faculty: __________________________________________________

2. Department: ____________________________________________________________

3. Name of Scholar: _______________________________________________________

4. Name of Supervisor: ____________________________________________________

5. Name of the Co-supervisor: ______________________________________________

6. Date of registration: _____________________________________________________

7. Scholars unique ID: ______________________________________________________

8. Proposed title: __________________________________________________________

9. Summary of the proposed Research work: _________________________________
   (not more than 250 words)

10. Research objectives and Methodology: ____________________________________
    (Max. five object of the Research work with brief description 100 to 200 words for
    each object).
    Each objective to be follow with description of methodology for its achievements.

11. Importance (justification of Research work): _____________________________
    (300 to 700 words)

12. State of knowledge (literature survey):
    National level (300 to 700 words)
    International level (300 to 700 words)

13. Work elements and details plan of implementation along with time schedule:

<table>
<thead>
<tr>
<th>Work elements</th>
<th>Time period</th>
</tr>
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<tbody>
<tr>
<td>Recent advances in the subject, Methodology, Statistics and Computer Applications</td>
<td>00 – 06 months</td>
</tr>
<tr>
<td>Laboratory work/Field work/Survey etc</td>
<td>07 months to 30 months</td>
</tr>
<tr>
<td>Compilation of thesis, presentation of work done and submission of thesis</td>
<td>Last 06 months</td>
</tr>
</tbody>
</table>

14. Reference (Max. 20)

15. Date of presentation of the synopsis before DRC.

16. Recommendation of the DRC.

17. Signature of DRC members.

18. Chairman DRC.
CLUSTER UNIVERSITY OF JAMMU

Performa for Recognition/Registration as Research supervisor/ Co-Supervisor
(Attach a copy of Bio-data and Photostat of 2/5 reprints whichever is applicable)

1. Name of the teacher: ___________________________________
2. Qualification: ________________________________________
3. Govt. appointment order No. and date: ____________________
4. Designation: _________________________________________
5. Name of the institution where posted: _____________________
6. Subject: _____________________________________________
7. Field of specialization: _________________________________
8. Laboratory facility: ____________________________________
9. Place of Research Laboratory: ___________________________
10. Teaching experience: _________________________________
11. No. of publication ________________________ Impact ______________________
    (Minimum two best publication Photostat to be attached, in case minimum 03 year of
    experience and five in case of freshly appointed Assistant Professor).
12. Post-doctoral fellowship ______________________________ (if any)
13. Report of DRC
    _________________________________
14. Approval of Board of Research Studies
    ________________________________

Note: S. No. 13 & 14 to be filled by the office of Cluster University of Jammu.
CHAPTER – 09

CONDUCT OF EXAMINATION

STATUTES

9.1  APPLICATION FOR ADMISSION TO EXAMINATIONS

9.1.1 A candidate eligible to appear in a university examination as per provisions of the Statutes shall, on or before the date prescribed for the purpose, by the Controller of Examinations, submit his/her application on the prescribed form along with fee, if payable, to the Controller of Examinations through the Principal/Head of the Department concerned with a certificate that the applicant has been on the rolls of the College/Department and completed all the eligibility conditions.

9.1.2 A candidate appearing in a paper(s) of a semester examination in which he/she is not a regular student shall either download a prescribed application form from the University website or obtain the same from the Controller of Examinations office on payment of prescribed fee. Complete examination form duly attested by the concerned Principal/Head of the department shall be submitted along with the prescribed fee to the Controller of Examinations not later than one month from the date of declaration of result.

9.2  WITHDRAWAL OF APPLICATION

Principal/Head of the Department who had attested the admission form of a candidate shall be competent to withdraw, before commencement of the examination, the admission form of a candidate forwarded by him/her for an examination, for good and sufficient reasons to be recorded in writing, after providing an opportunity to be heard to the candidate. In that case fee paid by the candidate shall be refunded.

9.3  ADMISSION CARD

9.3.1 The Controller of Examination shall, after satisfying himself/herself that a candidate has complied with all the requirements for admission to an examination, furnish the candidate with an admission card permitting him/her to appear in the examination.

9.3.2 The Controller of Examination may, if satisfy that the admission card furnished to a candidate has been lost or destroyed, grant, on payment of prescribed fee, a duplicate admission card on receipt of an application on the prescribed form. The application must be endorsed by the Principal/Head of the Department concerned.
9.4 WITHDRAWAL OF PERMISSION
The Controller of Examinations may withdraw, before or during the examination the permission, granted to a candidate by mistake or omission, if he/she was not eligible for appearing at a university examination, after providing him/her opportunity of being heard.

9.5 CONDUCT OF EXAMINATIONS

9.5.1 Subject to overall control and supervision of the Academic Council, conduct of examination in a College/Department shall be the responsibility of the Principal/Head of the department.

9.5.2 Principal/Head of the Department shall appoint Superintendent, Assistant Superintendent and Invigilators and other supporting staff for smooth conduct of an examination of the students of the College/Department.

9.5.3 The Controller of Examination in consultation with Principal/Head of the Department shall finalize and notify the date sheet at least fifteen days before the commencement of an examination.

9.5.4 The Controller of Examinations/Head of Department/Principal shall supply question papers where ever required to the appointed Superintendent as per list of the candidate appearing in a centre well in advance of the date of commencement of the examination. The Head of the Department shall hand over the question papers, on each day of the examination, to the Superintendent.

9.5.5 Superintendent and supervisory staff shall reach the examination centre half an hour before start of the examination. The Superintendent shall prepare and display at appropriate place outside the examination centre seating arrangement in respect of candidates appearing at the centre. Roll numbers of the candidates shall also be written on the seats allotted to them in the examination centre.

9.5.6 Candidates shall occupy the allotted seats at least fifteen minutes before start of the examination. Late comers may be allowed ordinarily up to fifteen minutes after start of the examination and in special cases up to half an hour. After half an hour, no candidates shall be permitted entry to the centre. Each candidate shall carry with him/her, admission card issued by the Officer Incharge Examinations of the University and produce it as and when inquired.

9.5.7 Superintendent shall open the sealed packet containing question papers in the presence of at least one member of the invigilating staff ten minutes before the start of the examination. Deficiency in the number of question papers supplied may be intimated to the Controller of Examinations and deficiency may be made up by making photocopies of the question papers in his presence.
9.5.8 Answer book shall be distributed to the candidates five minutes before start of the examination and collected on expiry of the time specified in the question paper.

9.5.9 Superintendent shall stamp each answer book or put his/her signature at three places i.e. front page and two inner pages as also on objective type answer sheet.

9.5.10 No candidate shall be allowed to leave the examination centre before the expiry of half an hour from start of the examination. Provided that a candidate leaving the centre before expiry of half of the time, shall have to leave the question paper with a member of the invigilating staff that too after marking his/her attendance.

9.5.11 The candidate shall first answer and complete the objective type part of the question paper. The invigilating staff shall collect the objective type answer sheet after expiry of the specified time. Thereafter, the candidate shall answer the remaining part of the question paper.

9.5.12 Candidate shall fill in and sign his/ her attendance sheet and other related paper(s), if any, supplied by the invigilating staff.

9.5.13 After completion of the examination the candidate shall hand over his/ her answer script to the invigilating staff.

9.5.14 Answer scripts, collected from the candidates shall be counted by the Superintendent, serially arranged according to the roll numbers of the candidates, entered in the absentee memo supplied to him/her, packed, sealed in a cover and sent to the head of the department concerned for further action. Description of examination, subject and course number should be mentioned on the cover.

9.5.15 Superintendent shall maintain proper account of the answer books and questions papers supplied to him/her and return unused stationery to the Controller of Examinations.

9.6 INSPECTION OF EXAMINATION CENTRE

9.6.1 The Controller of Examination after taking approval from the Vice Chancellor may appoint special team(s) of flying squads to pay surprise visits to centre(s) of examination to ensure smooth conduct of the examination. The members of the flying squads shall provide such guidance to the Superintendent of the examination centre as may be considered essential and shall report to the Controller of Examination the result of their observations regarding conduct of examination.
CHAPTER – 10

MISCONDUCT/ UNFAIR MEANS IN EXAMINATIONS

STATUTES
10.1 DEFINITIONS
In these statues, unless the context otherwise requires:

10.1.1 “Examination” means an examination held by the Cluster University and includes Admission Entrance Test;

10.1.2 “Candidate” means a person appearing, claiming to appear or having appeared in an examination;

10.1.3 “Examination Discipline Committee” means a committee constituted under the provisions of the Statutes for scrutiny and disposal of unfair means/misconduct cases in an examination;

10.1.4 “Examination Hall” means the premises specified by the Controller of Examinations/Dean of a School/Principal/Head of a Department for holding an examination;

10.1.5 “Officer in charge Examination” means the officer in charge of an Examination Hall whether designated as Superintendent or Practical Examiner or otherwise;

10.1.6 “Year” means an academic year spread over two semesters;

10.1.7 “Disqualification” means disqualification from appearing in all(any) of the examinations of the University;

10.1.8 “Flying Squad” means a flying squad appointed by the University for inspection of an examination;

10.1.9 “Supervisory Staff” means invigilator(s) appointed for the smooth conduct of examination in the Examination Hall.

10.2 The Officer Incharge Examination or supervisory staff or a member of the flying squad or of any Committee constituted for the purpose may make a search of a candidate’s person suspected of having in his/her possession copying material or a lethal weapon or electronic gadget or any other incriminating material at any time during the course of examination or even at the entrance of the Examination Hall before the commencement of examination.

10.3 a) The Officer Incharge Examination shall report to the Controller of Examinations without delay and on the day of occurrence each case where use of unfair means/misconduct in the examination is detected, with full details of evidence along with explanation of the candidate concerned, if given by him, on the prescribed form supplied by the Controller of Examinations for the purpose.
b) In case the candidate refuses to give a statement, he/she is not to be forced to do so, only the fact of his/her refusal shall be recorded by the Officer Incharge Examination and attested by two witnesses, out of which, at least one should be a member of the supervisory staff on duty at the time of occurrence, on the prescribed form. However, if there are only two members, in the supervisory staff, including the Superintendent, then the Assistant Superintendent may be the witness.

c) A candidate alleged to be guilty of unfair means/misconduct in the examination shall be permitted to answer the remaining part of the question paper on a separate answer book. The answer book in which the unfair means is detected shall be seized by the Officer Incharge Examination, who shall send both the answer scripts to the Controller of Examinations with his report. In case the candidate refuses to surrender the answer book and does not accept the separate answer book, the fact shall be recorded by the Officer Incharge Examination and attested by two other members of the Supervisory Staff on duty. However, if there are only two members in the supervisory staff including Superintendent, then Assistant Superintendent may be the witness. It shall be conclusive proof of the fact that the candidate was resorting to unfair means.

d) Whenever an unfair means case is suspected or detected by a Coding Officer/Head/Sub/Single/Practical Examiner or any other concerned officer of the University, during coding/rechecking/evaluation/re-evaluation, he/she shall make a confidential report on a plain paper to the Controller of Examinations who shall hold a preliminary inquiry and in case he is satisfied that a prima facie case is made out against the candidate, he shall seek his/her explanation and place both the reports and the explanation received, if any, before the Examination Discipline Committee for appropriate action under this statutes.

e) In case of general disturbance of the nature of strike/boycott/walkout, etc., by the candidates, Officer Incharge/Overall Incharge/Flying Squad/Inspector/any other authority or committee appointed for fair conduct of examination, shall make a detailed report concerning the incident to the Controller of Examinations, who, after preliminary inquiry, shall place the matter before the Examination Discipline Committee for appropriate action under this statutes.

10.4 UNFAIR MEANS/MISCONDUCT
A candidate commits unfair means/misconduct in respect of an examination, if he/she:

10.4.1 Occupies a seat not allotted to him/her without prior permission of the Officer Incharge Examination, or changes his/her seat with any other candidate;

10.4.2 Refuses to obey the orders of the Officer Incharge Examination or anyone concerned with conduct of examination in the examination hall;
10.4.3 Possesses or keeps accessible in the Examination Hall any paper, book, notes, electronic gadget, or any other incriminating material concerned with or related to the subject of the examination in which he/she is appearing;

**Explanation:** Incriminating material shall include any mark(s) or impression(s) recorded on any part of the body or apparel of the candidate, or any other thing in possession of the candidate, which can be used as an aid in the subject of examination.

10.4.4 Gives assistance or guidance to or receives it from any other candidate or communicates or attempts to communicate with any other candidate or person in or outside the Examination Hall in respect of any matter connected with or related to the subject of the examination in which he/she is appearing;

10.4.5 Copies, or attempts to copy or has copied in the Examination Hall from any paper, book, notes, electronic gadget or any other incriminating material, relevant to the subject of the examination in which he/she is appearing or has appeared as the case may be;

10.4.6 Makes distinctive mark(s) in the answer book with an intent to disclose his/her Identity;

10.4.7 Appeals to or approaches the Examiner or the Controller of Examinations or any official concerned with the examination, in any manner, himself/herself or through any other person for obtaining any concession or favour in respect of the examination in which he/she is to appear or appearing or has appeared, or makes an appeal to the Examiner in his answer-book or continuation sheet(s);

10.4.8 During the course of an examination, writes either on any piece of paper/material a question set in the question paper or anything connected with or relating to a question set in the question paper or solution thereof;

10.4.9 Possesses a solution to a question set in the paper in connivance with any member of the supervisory or menial staff or an outside agency or otherwise;

10.4.10 Approaches or influences, directly or indirectly, a member of the Examination Discipline Committee or any University Official regarding his/her unfair means case;

10.4.11 Misbehaves or creates disturbance of any kind in or around the Examination Hall or organized a walkout or instigates others to walkout;

10.4.12 Abets impersonation or attempts to impersonate or impersonates any other candidate in connection with the examination;
10.4.13 Smuggles in an answer-book or continuation sheet(s), takes out or arranges to send out the question paper, an answer book, or continuation sheet(s) during the course of examination; or replaces the answer book, its inner sheet(s) during or after the examination;

10.4.14 Uses abusive or indecent remarks, caricatures or language in the answer-book or continuation sheet(s);

10.4.15 Obtains or attempts to obtain admission to an examination on false representation made on his/her admission form or permission slip, or forges another person’s signature on his/her admission form or permission slip;

10.4.16 Leaves the examination hall without delivering the answer-book and takes away the same with him/her or intentionally tears off answer script or any part thereof or continuation sheet or part thereof inside or outside the examination hall;

10.4.17 Threatens, the Officer Incharge Examination or any person on duty in or outside the Examination Hall by words, written or spoken or by signs or visible representations or to cause any injury to him/her or to any of his/her relations with a view to prevent him/her to perform his/her duty or to seek any concession;

10.4.18 Assaults the Officer Incharge Examination or any person on duty in or outside the Examination Hall or any of his relations, with a view to coerce the Officer Incharge in order to prevent him/her to perform his/her duty;

10.4.19 Indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the Examination Hall or of the University or of any other person connected with the Examination;

10.4.20 Forces or attempts to force his/her entry into examination hall for the purpose of taking the examination even after being told that he/she is not eligible to sit in the examination;

10.4.21 Possesses any lethal weapon/fire arm or comes in inebriated condition to the examination hall;

10.4.22 Engages in any other act or omission which, in the opinion of the Examination Discipline Committee, total amounts to the use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.

10.5 All cases of alleged unfair means/misconduct by the candidate shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
The following procedure shall be adopted in such cases:

10.6.1 On receipt of the report, an officer of the University authorized by the Controller of Examinations shall, expeditiously as possible after the termination of that examination, serve upon the candidate alleged to have committed unfair means/misconduct, a notice indicating gist of the report requiring him/her to appear before the Examination Discipline Committee, submit a written explanation and defend himself/herself on the date fixed for hearing.

10.6.2 The process of disposing of the cases of unfair means/misconduct by the Examination Discipline Committee shall, in the normal course, be completed within a period of 30 days from the date of notice is served upon the candidate.

10.6.3 Papers connected with the case, including the report of the supervisory staff and written explanation of the candidate, if any, shall be placed before the Examination Discipline Committee by the Officer authorized for the purpose by the Controller of Examinations.

10.6.4 The Examination Discipline Committee shall provide a reasonable opportunity to the candidate of being heard in person on the date fixed for hearing in accordance with the statues.

10.6.5 On consideration of the record of the case, if the Examination Discipline Committee is satisfied that the candidate has committed unfair means/misconduct, it may impose punishment as prescribed in Column B for unfair means/misconduct of the nature described in Column A below:

<table>
<thead>
<tr>
<th>Nature of unfair means/misconduct</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clause-4 (10.4.1 to 10.4.10)</td>
<td>Cancellation of paper/course in theory of the examination in which unfair means is used/misconduct is resorted to.</td>
</tr>
<tr>
<td>2. Clause-4 (10.4.11 to 10.4.16)</td>
<td>Cancellation of all papers/courses of the concerned semester examination and disqualification from appearing or passing that University examination for a period of one year. The period shall be counted from the session in which the candidate had appeared in the said examination.</td>
</tr>
</tbody>
</table>
3. Clause-4 (10.4.17 to 10.4.22) Disqualification from passing that examination and debarring him/her from appearing and from passing all examinations of the University for a period upto three years which shall be counted from the session in which the candidate had appeared in the said examination.

Provided that in case the unfair means/misconduct of the nature mentioned in column A of serial number 1 above is repeated in the same semester examination or in subsequent examination(s), the Examination Discipline Committee may impose the punishment described in column B at Serial No. 2.

Provided further that in case of unfair means/misconduct of the nature mentioned in column A of serial number 2, is repeated in the same semester examination or in subsequent examination(s) taken by a candidate in the University, the Examination Discipline Committee may impose the punishment prescribed in column B at Serial No. 3.

Provided also that in case the unfair means/misconduct of the nature mentioned in column A at serial number 3 above, is repeated, the Examination Discipline Committee may, with the approval of the Vice-Chancellor, disqualify the candidate from passing that examination and expel him/her from the University. In that case the candidate shall not be eligible to seek admission to the same course or to any other course offered by the University.

10.6.6 The notice relating to the date of hearing shall invariably be sent through registered post at the permanent home address of the candidate. If the service of the notice is not affected owing to candidate’s fault, the Examination Discipline Committee shall proceed ex parte. In cases where delay has been caused in the service of the notice for no fault of the candidate, the Examination Discipline Committee may fix another date for the hearing of the case.

10.7 a) Where the Officer Incharge Examination is of the opinion that the presence of a candidate committing misconduct in the examination hall is likely to create disorder or to prevent other candidates from taking the examination, he may expel the candidate from examination for that day only and report the matter to the Controller of Examinations forthwith.

b) In case the candidate commits misconduct again on the next or a subsequent day of the examination and the Officer Incharge Examinations is satisfied that his/her presence would disrupt the examination, the officer may, for reasons to be recorded in writing, expel the candidate for the entire period of examination and send a detailed report to the Controller of Examination, who shall place it before the Examination Discipline Committee for action under this Statutes.
10.8 If the Vice Chancellor is satisfied on the report of the Officer Incharge Examination or otherwise, that the integrity of a University examination has been violated at an examination centre as a consequence of unfair means/misconduct by all or a majority of the candidates appearing at the centre, he/she may order cancellation of the examination held at the centre without prejudice to any other action under the provisions of this statutes which may be taken by the Examination Discipline committee.

10.9 **CONTINUATION OF THE EXAMINATION BY THE CANDIDATE**

Where during the course of an examination any allegation of unfair means/misconduct against a candidate is made, the candidate shall not, unless otherwise directed by the Examination Discipline Committee or provided for in the Statutes, be debarred or prevented from appearing at the Examination in that subject(s) or any other subjects related to the examination.

Provided that if any such allegation exists or any enquiry under this Statue is pending against any candidate, the result of the examination of the candidate shall be withheld pending the disposal of the allegation or the completion of the enquiry, as the case may be.

10.10 **COMMENCEMENT OF DISQUALIFICATION**

The period of disqualification of a candidate shall, unless otherwise specified commence from the date of pronouncement of decision of the Examination Discipline committee.

10.11 **ACTION UNDER OTHER LAWS**

The punishment imposed under this statue shall not exempt a candidate from any other criminal or civil liability under any law for the time being in force.

10.12 A person committing an act or acts which would have amounted to unfair means/misconduct under this statue but is not a candidate for any University examination, shall be dealt with as under:

a) The officer incharge may report the case to the police to be dealt with under the provisions of the law.

b) A teacher or a person connected with the University abetting the commission of unfair means/misconduct, shall be liable to the disciplinary action under the University Service Rules

10.13 **EXAMINATION DISCIPLINE COMMITTEE**

a) The Committee shall be appointed by the Vice-Chancellor and shall consist of five members drawn from amongst the Principals / Teachers of constituent colleges and officers of the University. One member will be nominated as Chairman from amongst them by the Vice-Chancellor.

b) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
c) Three members present shall constitute the quorum.

d) All decisions shall be taken by the Committee by simple majority. In case of a tie, the Chairman will have a casting vote.

e) Decision taken by the Examination Discipline committee imposing punishment described in column B of Clause 10.6.5 of this Statue will be placed before the Vice-Chancellor for approval.

10.14 **APPEAL**

A Candidate, within ten days of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration, or decide the case on merit.

10.15 These shall be deemed to have come into force with immediate effect from date of issue.
CHAPTER – 11

REGULATIONS GOVERNING ADVANCES

11.1 PURPOSE OF ADVANCE
Competent authority may sanction advances to the University employees or to any person for performing University duty or undertaking any work connected with the University or rendering any service to the University in the manner specified below.

11.2 TYPES OF ADVANCES
Advances may be sanctioned by the competent authority according to the norms specified below for the following purposes:-

11.2.1 T.A. Advances;
11.2.2 Advances for Examination purpose;
11.2.3 Advances for purchases;
11.2.4 Advances for participation in Inter-University and Inter-College Tournaments;
11.2.5 Advances for conduct of tours;
11.2.6 Advances for organizing various functions/events;
11.2.7 Advances to the Scholars in anticipation of receipt of funds from the funding agencies;
11.2.8 Advances for schemes approved by the various agencies;
11.2.9 Advances to the teachers for research; and
11.2.10 Other Miscellaneous advances.

11.3 T.A. ADVANCE
Advance T.A. may be sanctioned in favour of those persons who are going outside the State or beyond 150 kilometers from the Headquarters on University duty and finally have to draw T.A. from the University provided their deputation has been sanctioned by the competent authority. The advance shall not exceed the amount to be calculated as under:-
11.3.1 To and fro fare plus D.A. for the days of halt.

11.3.2 The amount of incidental charges shall not be included in the advance T.A. and shall be paid after the return journey is completed. The officials who draw advance T.A. shall be required to submit their T.A. bills for adjustment immediately after the completion of journey but not later than 30 days from the date of the termination of journey.

11.4 ADVANCE FOR CONDUCT OF EXAMINATION PURPOSE
Advances for examination purpose shall be granted in accordance with the norms approved for the purpose. The Superintendents shall be required to submit their bills for adjustment of advance within one month from the date of execution of work.

11.5 ADVANCE FOR PURCHASES
The advance for purchases shall as far as possible be avoided. Where however, the advance payment for purchase of certain goods is required to be made in pursuance of the terms and conditions of supply order placed with a concerned firm, the same may be sanctioned by the competent authority. Such advance will be in the nature of payments which are made for release of documents like railway receipts, goods receipts and other similar documents. The account for such advances shall be rendered immediately, but in no case later than 30 days from the date of receipt of goods.

11.6 ADVANCES FOR CONDUCT OF EDUCATIONAL TOURS
The advances shall be sanctioned in accordance with the tour Regulations approved by the competent authority and the account shall be rendered within 30 days from the date of termination of tour or before the close of the financial year, whichever happens to be earlier. Before sanctioning such advances, the competent authority shall examine the details of anticipated cost of tour in each case carefully.

11.7 ADVANCES FOR PARTICIPATION IN INTER-UNIVERSITY AND INTER-COLLEGE TOURNAMENTS/ EVENTS.
The advance may be sanctioned in accordance with the actual requirements, the details whereof should be recorded, for the conduct of Inter-University, and Inter-College Tournaments. The account shall be rendered immediately but not later than 30 days from the date of termination of event and in no case 2nd advance shall be given till the account for previous advance is rendered.

11.8 ADVANCES FOR ORGANIZING VARIOUS FUNCTIONS/EVENTS
Temporary advances may be given to the Incharge of the programmes and account for the same should be rendered within 30 days from the date of termination of the function/event. In case the event is organized in the month of February the account should be rendered by 1st of March and in case the function is held after 15th of March the account should be rendered by the 25th of March positively. The account for the event/function which are continued after 25th of March shall be rendered after 31st of March.
ADVANCES TO THE SCHOLARS IN ANTICIPATION OF RECEIPT OF FUNDS FROM THE FUNDING AGENCIES

Advances on account of fellowships and contingent grant may be sanctioned in favour of the scholars, where procedural delays take place in the release of grants sanctioned by the various agencies in their favour. In no case advance shall be sanctioned where the delay for the release of grants is attributed to the Research Scholar or his guide or where the release order of grant from the concerned funding agency has not been received. The advance on a particular date shall not however, exceed 50% of the amount due to a scholar on account of fellowship/contingency grant.

ADVANCES FOR IMPLEMENTATION OF SCHEMES AND TO TEACHERS FOR RESEARCH

The advances for implementation of schemes shall not normally be paid till the amount from the funding agencies is actually released.

DRAWAL OF ADVANCES

The advances shall be applied for and drawn in the forms enclosed as ‘A’ and ‘B’.

GENERAL CONDITIONS

11.12.1 In case the accounts of the advance drawn are not rendered within the stipulated period the Vice-Chancellor shall be competent to effect recovery in any way he deems fit including by means of deducting the amount advanced from the pay of official or any other claim that may become due to the advance holder from the University.

11.12.2 The advance drawn for a particular purpose shall not be appropriated for any other purpose and unspent balance out of the advance drawn shall immediately be refunded alongwith the account and verification in regard to the refund shall be obtained from the Cashier on the contingent bill form enclosed with the account. Fresh advance shall always be drawn for another purpose.

11.12.3 Heads of the Departments, Principals, Teachers, Officers and other officials who draw advance for the purpose other than T.A. shall maintain a separate account of advances drawn by them in the proforma enclosed as ‘C’. The amount received on account of advance shall be entered on the receipt side indicating the Cheque No. and date of Cheque, under the signature of the Head of the Department/Branch Officer. When the account for the same is rendered the date of sending the adjustment account together with the amount refunded in cash shall be entered in the appropriate column. On receipt of adjustment account the Accounts Section after checking the account shall adjust the amount as may be admissible under rules against the advance and send intimation to this effect to the Department concerned. The Heads of the Departments shall record the reference No. and date of adjustment intimation in the Register of advances under their signatures.
11.12.4 At the close of the year the two sets of advances registers one maintained in the Accounts Branch and other maintained by the drawing officers shall be reconciled in the month of April every year. No advances shall be granted to a Department which has not reconciled the account in the month of April every year.

11.12.5 Normally second advance for the same purpose shall not be allowed to be drawn till previous advance has been liquidated in full or a proper account for the same has been rendered.

11.12.6 The Vice-Chancellor may for reasons to be recorded authorise payment of advance in relaxation of any of the conditions laid down under these Regulations.

11.13 PERMANENT ADVANCES

Permanent advance may be granted to the officers/Departments which may be required to make petty payments with regard to the day-to-day functioning of the Department. The permanent advance shall be regulated according to the following norms:

11.13.1 The amount of advance shall be fixed by the Vice-Chancellor. Application for revision of permanent advance shall also be considered by the Vice-Chancellor.

11.13.2 The permanent advance granted to an officer should meet the needs of every branch of his office. If he has subordinates who require petty sums, he should meet their requirement out of the advance with him rather than applying for separate advances for them. He will obtain a receipt from them whenever advance is given which should be retained in the office.

11.13.3 The holder of a permanent advance shall be responsible for the safe custody of the money placed at his disposal and he must at all times be ready to account for the total amount of the money. In case of transfer of charge and at the end of every financial year i.e., in the month of April, the officer holding permanent advance shall send an acknowledgement to the Registrar of the amount lying with him as permanent advance as on March 31st or date of handing over charge as the case may be.

11.13.4 Permanent Advances shall be recoupable. Advances out of permanent advance for such purposes where the recoupment of advance is likely to be delayed should be avoided and for such purposes a temporary advance may be drawn.
ANNEXURE - 'A'

APPLICATION FOR GRANT OF ADVANCE OTHER THAN T.A.

1. Name/Designation of the officer.  
2. Purpose of advance.  
3. Amount of advance applied for.  
4. No. & Date of sanction to the purchase/expenditure.  
5. Head of account to which final account is to be charged.  
6. Approximate expenditure under the Head incurred/committed. so far including this advance.  
7. Brief details of proposed expenditure for which advance is needed. 
   a/ _________________ Rs. _________________________  
   b/ _________________ Rs. _________________________  
   c/ _________________ Rs. _________________________  
   d/ _________________ Rs. _________________________  
8. Details of previous advance outstanding if any.  
9. Reasons for not rendering account for previous advance.  

Received payment  
Signature of the Officer  
Address  

Signature  
Payment of advance of Rs.  
/- sanctioned.  
Sanctioning authority’ passed for Rs.  
By debited to Advance  

Asst. Registrar (Accts.)  
Dy. Registrar  
Registrar
ANNEXURE – ‘B’

APPLICATION FOR GRANT OF ADVANCE T.A.

1. Name and Designation of the officer  
________________________________________

2. Basic Pay  
________________________________________

3. Purpose of journey  
________________________________________

4. No. & date of sanction  
   to the deputation  
________________________________________

5. Proposed mode of travel  
________________________________________

6. Approximate amount of T.A. due  
________________________________________

<table>
<thead>
<tr>
<th>Fare for both ways</th>
<th>Incidental Charges</th>
<th>Haltage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
</tr>
</tbody>
</table>

7. Amount of advance applied for  

8. Details of previous advance outstanding if any  

9. Reasons for not rendering account for previous advance  

Received payment  

Signature of the Officer  

Address  

Signature  

Payment of advance of Rs.  

Sanctioning authority’ passed for Rs.  

By debited to Advance  

Asst. Registrar (Accts.)   Dy. Registrar   Registrar
## ANNEXURE – ‘C’

### ADVANCE REGISTER TO BE MAINTAINED BY THE DEPARTMENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose of Advance</th>
<th>Amount of Advance Received</th>
<th>Cheque no. &amp; Date</th>
<th>Signature of H.O.D</th>
<th>Date of Dispatch of adjustment a/c refund</th>
<th>Amount to be adjusted /refund</th>
<th>Reference to adjustment intimation</th>
<th>H.O.D. Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
CHAPTER – 12

LOCAL FUNDS OF THE UNIVERSITY

12.1 REGULATION GOVERNING LOCAL FUNDS OF THE UNIVERSITY

These rules shall be called the “Local Fund regulations of the University”.

12.1.1 EFFECT

These shall come into force from the date of notification of these regulations.

12.1.2 DEFINITION

Local Fund shall mean a fund which is maintained and administered by the University, created by fees realized from the students and research scholars of the Departments or any other resource.

Sub Heads
12.1.2.1 Sports Development Fee;
12.1.2.2 Magazine/University News Bulletin Fee;
12.1.2.3 Alumni fee;
12.1.2.4 Central Library Development Fee;
12.1.2.5 DIOA Fee;
12.1.2.6 Red Cross Fees;
12.1.2.7 NSS Fee;
12.1.2.8 Cultural Fee;
12.1.2.9 Students Insurance Fee; and
12.1.2.10 Any other fee that may be prescribed by the competent authority from time to time.

12.1.3 CONSOLIDATED LOCAL FUND

Consolidated Local Fund shall mean the combined Local Fund to which savings under different sub heads of local fund as on 31st day of May of each year shall be credited. This shall include:

12.1.3.1 Lapsed amount of library and science security deposits.
12.1.3.2 Interest earned on fixed and savings bank account of local Fund accounts.

12.1.3.3 Any other collection which is not creditable to a particular Local Fund.

12.1.3.4 Unutilized amount of any fund from the above.

12.1.4 On the day of notification of these rules the balance available in all local funds as on last May 31st shall constitute the consolidated Local fund of the University.

12.1.5 YEAR
For the purpose of these regulations a year shall mean a period of twelve months from June 1st to May 31st.

12.1.6 OBJECTIVES
The aim of the Local Funds shall be to promote social, cultural and academic activities of the University, welfare of the students and general development of the University.

12.1.7 LOCAL FUND RECEIPTS
Subject to students fee dues, notified by the University on account of the following sub heads at the change that may be notified from time to time, each Department shall collect from the time of admission or during the period of study:

12.1.7.1 Sports Development Fee;

12.1.7.2 Magazine/University News Bulletin Fee;

12.1.7.3 Alumni Fee;

12.1.7.4 Central Library Development Fee;

12.1.7.5 DIQA Fee;

12.1.7.6 Red Cross Fee;

12.1.7.7 NSS Fee;

12.1.7.8 Cultural Fee;

12.1.7.9 Students Insurance Fee; and

12.1.7.10 Any other fee that may be prescribed by the competent authority from time to time.

12.1.7 All receipts including cash, cheques, bank drafts, postal orders etc., in respect of the Local Funds of the University shall be deposited in the bank immediately.
12.1.8 Without prejudice to the provision of Regulation, the money in the Local Fund of a particular year shall be utilised for the purpose for which it has been collected and shall include the following:

12.1.8.1 **Sports Development Fee**
- a) For promotion of games, sports, cultural and social activities of the University.
- b) Maintenance of common room and to provide other recreational amenities to the students.
- c) Payment of salaries to local fund employees associated with sports activities.
- d) Any other expenditure connected with the sports.

12.1.8.2 **Magazine/University News Bulletin Fee**
For printing of University Magazine, News letter, any other publication etc.

12.1.8.3 **Alumni Fee**
To meet the expenses of the function organised for the ex-students of the University.

12.1.8.4 **University Library Development Fee**
To subscribe for newspapers, magazines and other media of information, including printing and publishing of wallpaper, magazine, journals in such a manner as Librarian of the Central Library, in consultation with the Statutory Committee would deem proper.

12.1.8.5 **DIQA Fee**
To create infrastructure helpful in improving the quality of education of the University.

12.1.8.6 **Red Cross Fee**
For purpose as required by District/State Red Cross Society.

12.1.8.7 **NSS Fee**
To organise workshops, social service camps etc., by University NSS unit.

12.1.8.8 **Cultural Fee**
To organise social/cultural functions in the University and to hold debates, seminars, conferences, symposia, other literary activities in the University.

12.1.8.9 **Student Insurance Fee**
To provide insurance cover to enrolled students of the University through general insurance company against death/disability due to accident.
12.1.9 **CONSOLIDATED LOCAL FUND**
Expenditure out of consolidated local fund shall be incurred for the following:

12.1.9.1 Payment of salary/remuneration etc. to incumbents engaged on whole time or part time basis for arranging students’ welfare activities;

12.1.9.2 Maintenance of Library;

12.1.9.3 Purchase of new books;

12.1.9.4 Replacement of lost books or damaged books;

12.1.9.5 Purchase/replacement for Laboratory and other equipment or repairs of damaged equipment, provided the funds for the purpose are not available or are short of the requirement of University;

12.1.9.6 Construction of permanent structures;

12.1.9.7 Such other items of expenditure connected with the affairs of the University which cannot be accommodated within the budget;

12.1.9.8 Welfare of students; and

12.1.9.9 Payment of audit expenses for audit of Local Fund.

12.1.10 **LIMIT OF EXPENDITURE OUT OF LOCAL FUND**

12.1.10.1 The money collected from the students during a particular year under the individual local fund shall be presumed as annual budget of fund account and expenditure out of these funds shall be restricted to this extent in that particular year for the purpose it has been collected.

12.1.10.2 The Registrar shall, however, be competent to authorise re-appropriation from one sub head of local fund to another, subject to a maximum, of Rs.5000/- (Five thousand only).

12.1.10.3 As far as possible at the beginning of the academic session, the Registrar in consultation with the Local Fund Committee shall prepare annual plan for expenditure out of Consolidated Local Fund and arrange to keep funds in liquid state accordingly.

12.1.10.4 Local Fund money, which is not anticipated to be utilized immediately, may be arranged to be placed in fixed deposit for such period as may be decided by the Registrar in consultation with the Local Fund Committee.
12.1.11 **EXPENDITURE**

12.1.11.1 The expenditure out of the local funds shall be sanctioned by the Registrar with the concurrence of the Local Fund Committee consisting of the following:
   a) Registrar;
   b) Controller of Examinations;
   c) Dean Students Welfare;
   d) One member of the Syndicate to be nominated by the Vice-Chancellor; and
   e) Account Officer/officer In-charge Finance.

12.1.11.2 Any expenditure out of the Consolidated Local Fund exceeding Rs.25000/- (Twenty five thousand only) at one time shall require approval of the Vice-Chancellor.

12.1.11.3 All expenditure out of the Local funds shall be regulated in accordance with the financial rules, as applicable to the expenditure incurred out of the general funds of the University.

12.1.12 **MAINTENANCE OF ACCOUNTS**

The officer in charge Finance shall be responsible to:

12.1.12.1 Maintain and operate Local Fund account in the Bank.

12.1.12.2 To deposit money received from the students from time to time in the Local Fund account.

12.1.12.3 Draw and disburse amounts from the Local Fund as recommended by the Committee.

12.1.12.4 Prepare an annual statement of income and expenditure in respect of each Local Fund.

12.1.12.5 Separate accounts shall be maintained for Local Fund collected during the year and Consolidated Local Fund.

12.1.13 **AUDIT**

The accounts of Local Fund shall be checked annually by the Internal Audit Unit of the University or Auditor appointed for the purpose by the University. Annual statements of Income and Expenditure in respect of Local Fund as prepared by the University and duly audited shall be furnished to the Officer In charge Finance within six months from the date of closing of account.

12.1.14 **RELAXATION OF RULES**

Any expenditure in the interest of the University over and above the provisions of these Regulations will require prior sanction of the Vice-Chancellor.
12.2 REGULATIONS GOVERNING LOCAL FUND OF THE DEPARTMENTS
These rules shall be called the “Local Fund regulations of the Departments”.

12.2.1 EFFECT
These shall come into force from the date of notification.

12.2.2 DEFINITION
Local Fund shall mean a fund which is maintained and administered by the University, created by fee realized from the students and research scholars of the University or any other resource.

Sub Heads
12.2.2.1 Department Development Fee;
12.2.2.2 Department Library Fee;
12.2.2.3 Social Activity Fee;
12.2.2.4 SIQAC(School Internal Quality Assurance Cell);
12.2.2.5 Computer Fee;
12.2.2.6 Laboratory Maintenance Fee wherever Applicable;
12.2.2.7 Students Identity Card Fee;
12.2.2.8 Medical Assistance Fee;
12.2.2.9 Excursion Fee;
12.2.2.10 Sports Fee; and
12.2.2.11 Any other fee that may be prescribed by the competent authority from time to time.

12.2.3 CONSOLIDATED LOCAL FUND
Consolidated Local Fund shall mean the combined Local Fund to which savings under different sub heads of local fund as on 31st day of May of each year shall be credited. This shall include:

12.2.3.1 Lapsed amount of library and science security deposits.
12.2.3.2 Interest earned on fixed and savings bank account of local Fund accounts.
12.2.3.3 Any other collection which is not creditable to a particular Local Fund.
12.2.3.4 Unutilized amount of any fund from the above.
12.2.4 On the day of notification of these rules the balance available in all local funds as on last May 31st shall constitute the consolidated Local fund of the Department.

12.2.5 **YEAR:** For the purpose of these regulations a year shall mean a period of twelve months from June 1st to May 31st.

12.2.6 **OBJECTIVES**
The aim of the Local Funds shall be to promote social, cultural and academic activities of the Department, welfare of the students and general development of the Department.

12.2.7 **LOCAL FUND RECEIPTS**
Subject to students fee dues, notified by the University on account of the following sub heads at the change that may be notified from time to time, each Department shall collect at the time of admission or during the period of study:

12.2.7.1 Department Development Fee;
12.2.7.2 Department Library Fee;
12.2.7.3 Social Activity Fee;
12.2.7.4 SIQAC(School Internal Quality Assurance Cell);
12.2.7.5 Computer Fee;
12.2.7.6 Laboratory Maintenance Fee for Science;
12.2.7.7 Students Identity Card Fee;
12.2.7.8 Medical Assistance Fee;
12.2.7.9 Excursion Fee;
12.2.7.10 Sports Fee; and
12.2.7.11 Any other fee that may be prescribed by the competent authority from time to time.

12.2.8 **SECURITY DEPOSITS**
The Department shall realize the security deposit from the students as may be required under rules.

12.2.8.1 Security deposits realized from the students at the time of admission shall be entered in a separate register as may be prescribed for the purpose by the University. The amount realized shall be placed in a fixed deposit for a suitable period for which it has not to be claimed by the students.
12.2.8.2 Security deposit of the students, not claimed by them within two years from the date from which he/she ceases to be on the rolls of the Department, shall lapse and shall be credited to the Consolidated Local Fund of the College.

12.2.9 All receipts including cash, cheques, bank drafts, postal orders etc., in respect of the Local Funds of the Department shall be deposited in the bank immediately.

12.2.10 Without prejudice to the provision of Regulation 12.2.7, the money in the Local Fund of a particular year shall be utilised for the purpose for which it has been collected and shall include the following:

12.2.10.1 **Department Development Fee**
   a) To carry out the repair and renovation of the Department buildings, internal roads and general upkeep of the buildings.
   b) To repair/replace the electrical fixtures like lighting, fans, air conditioners etc.

12.2.10.2 **Department Library Fee**
To subscribe for newspapers, magazines and other media of information including printing and publishing of newspaper, magazine/journals in such a manner as Head of the Department, in consultation with the Statutory Committee would deem proper.

12.2.10.3 **Social Activity Fee**
To organise social/cultural functions in the Colleges and to hold debates, seminars, conferences, symposia, other literary activities in the Department.

12.2.10.4 **SIQAC(School Internal Quality Assurance Cell)**
To establish quality works in the departments.

12.2.10.5 **Computer Fee**
To establish Computer Laboratory in the department and also maintenance and up gradation of Computer Labs.

12.2.10.6 **Laboratory Maintenance Fee**
   a) To purchase, repair and maintain the science equipment required for the conduct of practical of science subjects.
   b) To repair and renovate science laboratories, creation of partition, fix and repair of electrical fixtures etc.
   c) HODs in consultation with the teaching staff of the Departments shall prepare list of the new equipments required and repairing of the existing for utilization of the funds under this sub head.
d) Funds under this sub head shall be allocated to subject/course wise according number of students and fee collected from them.

12.2.10.7 **Student Identity Card Fee**
To provide identity cards to the students of the Department.

12.2.10.8 **Medical Assistance Fee**
To maintain the dispensary of the department and to keep the required medicines and other first aid items required to meet any medical emergency in the department to provide first aid during sporting events in the department.

12.2.10.9 **Excursion Fee**
To organise excursions/picnics for students.

12.2.10.10 **Sports Fee**

a) For promotion of games, sports, cultural and social activities of the department.
b) Maintenance of common room and to provide other recreational amenities to the students.
c) Payment of salaries to local fund employees associated with sports activities.
d) Any other expenditure connected with the sports.

12.2.11 **CONSOLIDATED LOCAL FUND**
Expenditure out of consolidated local fund shall be incurred for the following:

12.2.11.1 Payment of salary/remuneration etc. to incumbents engaged on whole time or part time basis for arranging students’ welfare activities.

12.2.11.2 Maintenance of Library.

12.2.11.3 Purchase of new books.

12.2.11.4 Replacement of lost books or damaged books.

12.2.11.5 Purchase/replacement for Laboratory and other equipment or repairs of damaged equipment, provided the funds under laboratory funds are not available or short of the requirement of any particular department of the college.

12.2.11.6 Construction of permanent structures.
12.2.11.7 Such other items of expenditure connected with the affairs of the department which cannot be accommodated within the budget.

12.2.11.8 Welfare of students.

12.2.11.9 Payment of audit expenses for audit of Local Fund.

12.2.11.10 Any other expenditure with the approval of the Vice-Chancellor.

12.2.12 LIMIT OF EXPENDITURE OUT OF LOCAL FUND

12.2.12.1 The money collected from the students during a particular year under the individual local fund shall be presumed as annual budget of fund account and expenditure out of these funds shall be restricted to this extent in that particular year for the purpose it has been collected.

12.2.12.2 Head of the Department shall, however, be competent to authorise re-appropriation from one sub head of local fund to another, subject to a maximum, of Rs.5000/- (Five thousand only).

12.2.12.3 As far as possible at the beginning of the academic session, the Head of the Department in consultation with the Local Fund Committee shall prepare annual plan for expenditure out of Consolidated Local Fund and arrange to keep funds in liquid state accordingly.

12.2.12.4 Local Fund money, which is not anticipated to be utilized immediately, may be arranged to be placed in fixed deposit for such period as may be decided by the Head of the Department in consultation with the Local Fund Committee.

12.2.13 EXPENDITURE

12.2.13.1 The expenditure out of the local funds shall be sanctioned by the Head of the Department with the concurrence of the Local Fund Committee consisting of the following:
   a) Head of the Department concerned;
   b) Two teachers to be nominated by the Head of the Department;
   c) One representative of the students from the senior most class; and
   d) Account Officer/Officer In-charge Finance.
12.2.13.2 Any expenditure out of the Consolidated Local Fund exceeding Rs.25000/- (Twenty five thousand only) at one time shall require approval of the Vice-Chancellor.

12.2.13.3 All expenditure out of the Local fund shall be regulated in accordance with the financial rules, as applicable to the expenditure incurred out of the general funds of the Departments.

12.2.14 **MAINTENANCE OF ACCOUNTS**

The Head of the Department shall be responsible to:


12.2.14.2 To deposit money received from the students from time to time in the Local Fund account.

12.2.14.3 Draw and disburse amounts from the Local Fund as recommended by the Committee.

12.2.14.4 Prepare an annual statement of income and expenditure in respect of each Local Fund.

12.2.14.5 Separate accounts shall be maintained for Local Fund collected during the year and also in respect of Consolidated Local Fund.

12.2.15 **AUDIT**

The accounts of Local Fund shall be checked annually by the Internal Audit Unit of the University or Auditor appointed for the purpose by the University. Annual statements of Income and Expenditure in respect of Local Fund as prepared by the Department and duly audited shall be furnished to the Registrar within six months from the date of closing of account.
12.3 REGULATIONS GOVERNING CORPUS FUND

There shall be a “Corpus Fund” of the Cluster University of Jammu.

12.3.1 These shall come into force from the date of its notification.

12.3.2 The fund shall be raised through the following sources:-

12.3.2.1 Donations;

12.3.2.2 Interest earnings;

12.3.2.3 Contributions from local funds of the University;

12.3.2.4 Students contribution; and

12.3.2.5 Contributions from Alumni Associations.

12.3.4 a) An amount of Rs. 25 crore shall always remain as a minimum balance in the fund.

b) On the recommendation of the Corpus Fund Committee, the accumulations in the Fund beyond the limit of Rs. 25 crore shall be utilized by the University only for developmental or construction schemes and the same shall, however, not be required to be replenished.

c) The investment of the Corpus Fund, in the shape of FDRs is the appropriate option. However, FDRs shall be made for a period of one year at a time, unless making such investments/fixed deposits for any longer period can fetch a higher rate of interest.

d) The ceiling of Rs. 25 crore shall be reviewed by the Corpus Fund Committee after every five years.

e) The Loan can be raised out of the Fund for meeting the expenditure under non-plan head including salary/pension and other expenses whenever grant-in-aid under non-plan head are not received from the State Government in time. The loan shall however, be recouped when the grant-in-aid are received from the state Govt. In such cases, the ceiling of Rs. 25 crore as at 12.3.4 (a) above shall not apply.

f) The Vice-Chancellor is authorized to sanction non-interest bearing loan out of Corpus Fund, to be recouped 100% by 31st March of the same financial year.

12.3.5 There shall be a Director of the Fund to be nominated by the Vice-Chancellor who shall hold office for a period to be determined by the Vice-Chancellor from time to time.
12.3.6 The fund shall be governed by a committee consisting of the following:

12.3.6.1 Vice-Chancellor;
12.3.6.2 Financial Advisor;
12.3.6.3 Director of the Fund;
12.3.6.4 Two teachers of the University, to be nominated by the Vice-Chancellor from time to time;
12.3.6.5 Registrar; and
12.3.6.6 Account Officer/ Officer in-charge Finance (Member Secretary).

12.3.7 There shall be a Fund Raising Committee to be constituted by the Vice-Chancellor from time to time.

12.3.8 MAINTENANCE OF ACCOUNTS

12.3.8.1 All the receipts of the fund shall be deposited in a separate Branch Account to be maintained by Account Officer/Officer in-charge finance.

12.3.8.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through Internal Audit Party.

12.3.8.3 Surplus money in the fund which may not be required immediately shall be placed on short/ long term fixed deposit.

12.3.9 INTERPRETATION OF RULES

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these regulations and his interpretation shall be final and binding.

12.4 REGULATIONS GOVERNING APPLICATION/ ENTRANCE PROCESSING FUND

12.4.1 There shall be an ‘Application/Entrance processing Fund’ of the University.

12.4.2 OBJECTIVE OF THE FUND

The Fund shall be used for effective and efficient conduct of the Entrance examination, processing of application form and other related needs of the university. It shall also include processing for any other Entrance Examinations conducted to be conducted by the University.
12.4.3 SOURCES OF THE FUND

12.4.3.1 Entrance Test Fee realized from each candidate at the time of his/her Application for the Entrance Test;

12.4.3.2 Any contribution made by Constituent Colleges of the University/Department or any other source of the University;

12.4.3.3 Entrance Test fee realized from any other sources; and

12.4.3.4 Interest earned through the deposit of the fund.

12.4.4 UTILIZATION OF THE FUND

The fund shall be utilized for the following purposes:

12.4.4.1 Expenditure incurred for admission purpose in University and constituent colleges.

12.4.4.2 Hiring of the Professional services of the agency/agencies involved in developing the software and/or collection/printing/packing of question booklets for the Entrance purpose.

12.4.4.3 All expenses to be incurred for making admission in University departments and constituent colleges which include remuneration and refreshment to the staff engaged for the purpose.

12.4.4.4 The expenditure on account of publication of such notifications/public notices/publicity schedules as are deemed appropriate for the information of the general public from time to time in relation to the Entrance Examination.

12.4.4.5 All expenditure incurred in relation to the safe storage, transaction, evaluation, preparation of final result, distribution of material, etc., pertaining to the conduct of aforesaid entrance examination.

12.4.4.6 The funds can be utilized for expenditure related to I.T. equipments, student facilities, infrastructure development etc.

12.4.4.7 To meet expenditure for any other item/purpose with the approval of the Vice-Chancellor.

12.4.4.8 Audit fee if any shall be paid out of the Fund.
12.4.5 FUND MANAGEMENT COMMITTEE

12.4.5.1 The fund shall be governed by a Committee comprising the following:
   a) Dean Academic Affairs (Convener);
   b) Registrar
   c) Controller of Examinations;
   d) Two nominees of the Hon’ble Vice-Chancellor;
   e) Account Officer/Officer In charge Finance; and
   f) Assistant Registrar (Academics)-Member Secretary.

12.4.5.2 Two/Third of the total strength shall form the quorum of the meeting.

12.4.5.3 All decisions with regard to individual items of expenditure shall be presented before the committee which shall meet as frequently as deemed necessary by the Registrar.

12.4.5.4 The Committee shall have the powers to approve the proposal(s) to be executed out of the fund. In exceptional circumstances, Dean Academic Affairs is empowered to accord Approval to emergent type of proposals of expenditure which shall be placed before the Committee at its next meeting for confirmation of action taken.

12.4.5.5 For the financial approval, all the proposals shall be sent to the Budget & Finance Section for issuance of formal sanction after the approval of the Competent Authority.

12.4.5.6 After the sanction from Budget & Finance Section, the payments shall be released by the office of the Account Officer/Officer In charge (Finance), who shall be operating the “Application/Entrance processing Fund” Account.

12.4.6 MAINTENANCE OF ACCOUNTS

12.4.6.1 All the receipts of the Fund shall be deposited in a separate Account.

12.4.6.2 To prepare an annual statement of Income and expenditure and surplus money shall be placed in short/long-term fixed deposit or in any other scheme which may attract higher rate of interest/return.

12.4.6.3 The reconciliation of the Account shall be conducted on half yearly basis and Audit of Account on yearly basis through Chartered Account to be appointed by the University.

12.4.7 INTERPRETATION OF RULES

In case any doubt, the Vice-Chancellor shall have the power to interpret these regulation and his/her interpretation shall be final and binding.
12.5 REGULATIONS GOVERNING STUDENTS AID FUND

12.5.1 OBJECTIVE OF THE FUND
There shall be a “Students Aid Fund” of the University for providing financial assistance to the poor students.

12.5.2 SOURCE OF THE FUND
12.5.2.1 The fund shall be raised through contribution by every student (i.e. annual fee);
12.5.2.2 Voluntary contribution received from the staff members and other sources;
12.5.2.3 Grant received from the University Grants Commission or any other agency, if any; and
12.5.2.4 Interest earned through the deposit of the Fund.

12.5.3 FUND MANAGEMENT COMMITTEE
The fund shall be governed by the Committee consisting of the following:
12.5.3.1 Vice-Chancellor or Dean Academic Affairs as his/her nominee;
12.5.3.2 Dean Students Welfare;
12.5.3.3 Two heads to be nominated by the Vice-Chancellor;
12.5.3.4 Account Officer/Officer In-charge Finance;
12.5.3.5 Eight students (Class Representatives) to be nominated by the Vice-Chancellor;
12.5.3.6 One senior scholar to be nominated by the Vice-Chancellor; and
12.5.3.7 Assistant Registrar (Academics) Member Secretary.

12.5.4 UTILIZATION OF THE FUND
12.5.4.1 Financial assistance out of the Fund shall be admissible to the poor and needy students to meet the following:
a) Tuition fee
b) Examination Fees
c) Purchase of books
d) Hostel/Mess Charges
e) Clothing
f) Audit fee if any shall be paid out of the Fund
12.5.4.2 The following factors shall determine the eligibility of the students for the benefit out of the fund-

a) The family income slab shall be up to Rs. 1 Lac per annum.

b) The cap of “Students Aid Fund” shall be Rs. 10,000/- during the entire period of stay of a student in the University.

Provided they are regular in attendance, maintain proper discipline in the campus and the Head of department is satisfied about their progress in studies.

In each academic session, the Dean, Students Welfare will invite applications from students through Heads of teaching departments for assistance out of the “Students Aid Fund” in the first week of September. However, in case of emergency, the Head(s) of the Department(s) may forward application(s) of deserving student(s) at any time for assistance from the Students Aid Fund. The number of students to be benefitted shall be decided by the Local Fund Management Committee.

12.5.5 MAINTENANCE OF ACCOUNTS

12.5.5.1 All the receipts of the fund shall be deposited in a separate Bank Account to be maintained by Account officer/officer in-charge finance.

12.5.5.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through Chartered Accountant/Internal Audit Party.

12.5.5.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed on short/ long term, fixed deposit.

12.5.6 INTERPRETATION OF RULES

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these Regulations and his/her interpretation shall be final and binding.
12.6 REGULATIONS GOVERNING EXAMINATION DEVELOPMENT AND MAINTENANCE FUND

12.6.1 OBJECTIVE OF THE FUND
There shall be a “Examination Development and Maintenance Fund” of the University for smooth functioning of the Controller of Examinations wing.

12.6.2 SOURCE OF THE FUND
The Fund shall be raised through an annual fee realized through the students at the time of admission as:-

12.6.2.1 Examination Development Fee received from the students;
12.6.2.2 Examination Maintenance Fee received as services charge from the students; and
12.6.2.3 Interest earned through the deposit of the fund.

12.6.3 FUND MANAGEMENT COMMITTEE
The Fund shall be governed by a Committee consisting of the following:

12.6.3.1 Vice-Chancellor; Chairperson
12.6.3.2 Registrar;
12.6.3.3 Dean Students Welfare;
12.6.3.4 Controller of Examinations;
12.6.3.5 Account Officer/Officer In-charge Finance; and
12.6.3.6 Assistant Registrar (Exams. Conduct) -Member Secretary.

12.6.4 UTILIZATION OF THE FUND

12.6.4.1 Development of infrastructure including construction of new building Blocks/Rooms etc
12.6.4.2 Automation of Examination Wing, net-working of various places with the Examinations Wing and introduction of new technologies.
12.6.4.3 Engagement of work force to accomplish work specified in the Act/Regulations of the University with regard to examinations.
12.6.4.4 Purchase of new equipments.
12.6.4.5 Skill development and training of the work force.
12.6.4.6 Providing for contingent facilities for Evaluation and Coding Centres.

12.6.4.7 Making immediate alternative arrangement of accommodation on temporary basis in connection with the examination work if funds for the same are not available in the University Budget.

12.6.4.8 Providing for purchase, hiring and repair of desks for examinations work urgently required if the funds for the same are not available in the University Budget.

12.6.4.9 Creation of other necessary facilities for students in the Examination Halls.

12.6.4.10 For transportation of desks from one venue to another for examination purpose.

12.6.4.11 For any other purposes, other than the one’s aforementioned where there is no budgetary provision or there is deficit in budgetary provisions as may be deemed necessary by the Controller of Examinations.

12.6.4.12 Audit fee if any shall be paid out of the Fund.

12.6.5 EXPENDITURE

12.6.5.1 The Committee shall be responsible for monitoring the Examination Development Fund and will ensure proper utilization of the funds.

12.6.5.2 The Controller of Examinations will be competent to make an expenditure up to Rs.20,000/- in an emergent situation on routine matters.

12.6.5.3 The Controller of Examinations shall be competent to spend the expenditure up to Rs.50,000/- in an emergent situation with the prior approval of the Vice-Chancellor and shall report the expenditure in the meeting of the Examination Development/Maintenance Fund Committee as and when it meets next.

12.6.5.4 The Controller of Examinations in consultation with the Registrar can incur expenditure up to Rs.1,00,000/- (Rupees One lakh) with the prior approval of the Hon’ble Vice-Chancellor and the same shall be reported to the Examination Development Fund Committee as and when it meets next.
12.6.6 MAINTENANCE OF ACCOUNTS

12.6.6.1 All the receipts of the fund shall be deposited in a separate Bank Account to be maintained by officer in-charge finance.

12.6.6.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through Chartered Accountant/Internal Audit Party.

12.6.6.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed on short/long term, fixed deposit.

12.6.7 INTERPRETATION OF RULES
In case of any doubt, the Vice-Chancellor shall have the powers to interpret these regulations and his/her interpretation shall be final and binding.
12.7 REGULATIONS GOVERNING DIGITALIZATION FUND

12.7.1 OBJECTIVE OF THE FUND
There shall be a “Digitalization Fund” of the University for establishment and maintenance of digitalization processes and net working system of the University.

12.7.2 SOURCE OF THE FUND

12.7.2.1 The fund shall be raised through digitalization fee realized from the students at the time of admission in any of the courses run by constituent colleges and schools of the University;

12.7.2.2 Interest earned through the deposit of the fund; and

12.7.2.3 Any other receipts/donations.

12.7.3 FUND MANAGEMENT COMMITTEE
The Fund shall be administered and managed through a committee consisting of the following:

12.7.3.1 Vice-Chancellor;

12.7.3.2 Dean Academic Affairs;

12.7.3.3 Registrar;

12.7.3.4 One member of the Syndicate to be nominated by the Vice-Chancellor;

12.7.3.5 One Principal of the constituent colleges to be nominated by the Vice-Chancellor;

12.7.3.6 Controller of Examinations; and

12.7.3.7 Account Officer/Officer In-charge Finance.

12.7.4 UTILIZATION OF THE FUND
The Fund shall be utilized for:

12.7.4.1 Development of central facilities/support system by way of net working and computerization of the University including expenses for purchase of hardware, software and other related work etc. where budgetary provisions are not provided or are inadequate to meet the requirements.

12.7.4.2 Implementation and management of enterprise resource planning (ERP) in University and constituent colleges.
12.7.4.3 Development of infrastructure requirements such as setting up of computer lab/furniture fixtures and other essential items required for the purpose.

12.7.4.4 Installation and management of CCTV cameras in University and constituent colleges.

12.7.4.5 To meet the expenditure on extra man power etc for running/maintaining digitalization processes.

12.7.4.6 To meet the expenditure on the training of employees in the field of computerization.

12.7.4.7 Audit fee if any shall be paid out of the Fund.

12.7.4.8 Any other purpose for the University with the approval of the Vice-Chancellor.

12.7.5 MAINTENANCE OF ACCOUNTS

12.7.5.1 All the receipts of the fund shall be deposited in a separate Bank Account to be maintained by officer in-charge finance.

12.7.5.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through Chartered Accountant/Internal Audit Party.

12.7.5.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed on short/long term, fixed deposit.

12.7.6 INTERPRETATION OF RULES

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these regulations and his interpretation shall be final and binding.
12.8 REGULATIONS GOVERNING COMMON POOL FUND

12.8.1 OBJECTIVE OF THE FUND

There shall be a “Common Pool Fund” of the University to meet the emergent requirements of the Faculty students and University.

12.8.2 SOURCE OF THE FUND

The fund shall be raised by collecting fee dues from students as notified every year as University share of fee:

12.8.2.1 Money received from the students for the purpose at the time of admission;

12.8.2.2 University share of fee for professional/honours courses received from colleges;

12.8.2.3 University share of fee for self financing courses;

12.8.2.4 Voluntary contributions received from the staff members, other sources and the grants received through the agency if any; and

12.8.2.5 Interest earned through the deposit of the fund.

12.8.3 FUND MANAGEMENT COMMITTEE

The fund shall be administrated and managed through a committee consisting of the following:-

12.8.3.1 Vice-Chancellor; Chairperson

12.8.3.2 Dean Academic Affairs;

12.8.3.3 One member of the Syndicate to be nominated by the Vice-Chancellor;

12.8.3.4 Two principals of the constituent colleges to be nominated by the vice chancellor;

12.8.3.5 Two teachers nominated by the Vice-Chancellor;

12.8.3.6 Registrar; and

12.8.3.7 Account Officer/Officer In-charge Finance.

12.8.4 UTILIZATION OF THE FUND

12.8.4.1 Effect such purchases which are necessary for smooth running of the university for which the grants are not available under budgetary provision.
12.8.4.2 The main objective of the fund will be to create infrastructure for University and Payment of salary/remuneration to the incumbents engaged on contractual/part time basis for smooth running of the academic and administrative activities of the University.

12.8.4.3 For the maintenance and development of the campus.

12.8.4.4 To meet any emergent type of expenditure considered as un-avoidable with the approval of the Vice-Chancellor.

12.8.4.5 Audit fee if any shall be paid out of the Fund.

12.8.5 MAINTENANCE OF ACCOUNTS

12.8.5.1 All the receipts of the fund shall be deposited in a separate Bank Account to be maintained by Account officer/officer in-charge finance.

12.8.5.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through Chartered Accountant/Internal Audit Party.

12.8.5.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed on short/long term, fixed deposit.

12.8.6 INTERPRETATION OF RULES

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these regulations and his/her interpretation shall be final and binding.
12.9 REGULATIONS GOVERNING DEVELOPMENT FUND.

12.9.1 OBJECTIVE OF THE FUND

There shall be a “Development Fund” of the University to create additional infrastructure for the students/University in general.

12.9.2 SOURCE OF THE FUND

The fund shall be raised through:

12.9.2.1 The contribution by the students as Development fund fee to be realized at the time of annual admissions;

12.9.2.2 Receipts/donations from other sources, if any; and

12.9.2.3 Interest earned through the deposit of the Fund.

12.9.3 FUND MANAGEMENT COMMITTEE

The fund shall be governed by a committee consisting of the following:

12.9.3.1 Vice-Chancellor; (Chairman)

12.9.3.2 One member of the Syndicate to be nominated by the Vice-Chancellor;

12.9.3.3 One Dean of the Faculty to be nominated by the Vice-Chancellor, by rotation;

12.9.3.4 Registrar;

12.9.3.5 Dean Students welfare;

12.9.3.6 Account Officer/Officer in-charge Finance; and

12.9.3.7 Officer in-charge planning (Member Secretary)

12.9.4 UTILIZATION OF THE FUND

12.9.4.1 To carry out emergent repairs of class rooms, laboratories, workshops, libraries and other University buildings used for academic or administrative purposes.

12.9.4.2 To Construct additional accommodation for offices, classes, research work, canteens, playfields and other accommodation connected with the development of the University.

12.9.4.3 To provide drinking water facilities, purchasing equipments, furniture, electric installations, Generator Set etc.
12.9.4.4 Any expenditure pertaining to opening of new departments of the University.

12.9.4.5 For any other purpose that the Development Fund committee may decide.

12.9.4.6 Audit fee if any shall be paid out of the Fund.

12.9.5 MAINTENANCE OF ACCOUNTS

12.9.5.1 All the receipts of the fund shall be deposited in a separate Bank Account to be maintained by officer in-charge finance.

12.9.5.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of accounts on yearly basis through internal Audit/Chartered Accountant.

12.9.5.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed on short/long term fixed deposit.

12.9.6 INTERPRETATION OF RULES

In case of any doubt, the Vice-Chancellor has the powers to interpret these regulations and his/her interpretation shall be binding and final.
CHAPTER - 13

STUDENT DISCIPLINE IN THE UNIVERSITY/CONSTITUENT COLLEGE

STATUTES

13.1 Discipline includes observance of good conduct and orderly behaviour by the students of the university.

13.2 Subject to clause 13.1 above, the students of the University shall strictly observe the following and such other rules framed by the University from time to time:

13.2.1 Every student shall maintain discipline and behave decently at all places within the University/Constituent College.

13.2.2 No student shall visit any place or area declared as “out of bounds” for the students.

13.2.3 Every student shall always carry with him/her the identity card issued by the competent authority of the University/ Constituent College and produce the same on demand.

13.2.4 Loss of identity card, whenever it occurs, shall immediately be reported in writing to the competent authority of the University/Constituent College.

13.2.5 Every student shall obey the instructions of teachers and the authorities of the University.

13.2.6 No student shall cause disturbance in class or office or library or auditorium or play grounds or hostels or residence or at any other place in the University/Constituent College.

13.3 Violation of any of the above rules amounting to an act of indiscipline and the student may, on the first occasion, be let off with a written warning provided he/she submits an undertaking to the effect that he/she will not repeat any act of indiscipline in future and on the subsequent violation(s) a fine not exceeding Rs. 1000/- per violation shall be imposed by the competent authority.

13.3.1 The following shall be competent authorities within the meaning of clause 13.3 above:

13.3.1.1 Head of the Department/ Principal in case the act of indiscipline takes place in the Department/ Constituent College;

13.3.1.2 Librarian in case the act of indiscipline takes place in the Departmental library/Constituent College Library;

13.3.1.3 Director Sports in case the act of indiscipline takes place in the play ground(s);
13.3.1.4 Warden in case the act takes place in a hostel; and

13.3.1.5 In all other cases the Dean Student Welfare of the University.

13.3.2 The proceedings in such cases shall be the summary proceedings

13.3.3 The competent authority shall inform Dean Student Welfare of any action taken against any student with complete details. The Dean Student Welfare shall maintain complete record of such cases.

13.3.4 In case of action taken by the competent authority other than the Head of the Department/Principal the Head of the Department/Principal concerned shall be informed.

13.4 ACTS OF SERIOUS INDISCIPLINE

13.4.1 An assault, an attempt to assault or using criminal force within the University/Constituent College;

13.4.2 Causing damage to, or an attempt to cause damage to or spoiling or disfiguring, the University/Constituent College property or equipment;

13.4.3 Any act of sexual harassment, or any act inciting communal hatred;

13.4.4 Engaging in unlawful activities and being member of a banned organization;

13.4.5 Mischief or nuisance committed by the resident of hostels;

13.4.6 Inciting any students for the acts or activities mentioned herein above, and

13.4.7 Any other conduct unbecoming of students as may be decided by the Discipline Committee.

13.5 A student found guilty of any or more act(s) of serious indiscipline shall be liable to any of the below mentioned punishments:-

13.5.1 Fine to the extent of Rs. 5000/-;

13.5.2 Rustication up to a period of three years; and

13.5.3 Expulsion

Provided that no such punishment shall be imposed on the erring student without conducting enquiry by a committee constituted by the Vice-Chancellor in which the student shall be given an opportunity to defend himself/herself.

Provided further that the Vice-Chancellor shall be competent to suspend the erring student from attending classes, participating in games/sports, cultural activities during the pendency of the disciplinary proceeding against him/her. The Vice –Chancellor may, in appropriate cases, ban the entry of an erring student to the University/Constituent College.
13.6 **RAGGING**
Ragging in any form whatsoever is strictly prohibited. Any student indulging in ragging shall be dealt with under the provisions of the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” as amended from time to time.

13.7 Without prejudice to the provisions there shall be a Discipline Committee comprising of the following members.

13.7.1 Vice-Chancellor’s nominee;

13.7.2 Dean Students Welfare;

13.7.3 Two Deans of Schools, nominated by the Vice Chancellor;

13.7.4 Head of the Department concerned;

13.7.5 Principal of the Constituent College concerned;

13.7.6 Warden, who shall be invited, when the matter concerning his/ her hostel/ hall of residence is required to be placed before the Committee for consideration; and

13.7.7 Dean Student Welfare (Member Secretary).

13.8 The Vice-Chancellor will appoint a Chairman from amongst the members.

13.8.1 The term of members other than ex-officio members shall be three years.

13.8.2 One third of the members shall constitute the quorum for a meeting of the aforesaid committee.

13.9 Subject to any power conferred by the Act, the Statutes and Regulations and the Vice-Chancellor, the Discipline Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University/Constituent College and shall have the powers to punish the erring student as it deems appropriate.

13.9.1 The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor for his/ her decision. The Vice-Chancellor, if he/ she is of the opinion that the case merits review, may refer it back to the Discipline Committee for reconsideration.

13.9.2 Appeal against the decision of the Vice-Chancellor will be dealt with as per the provisions of Srinagar and Jammu Cluster University Act 2016.

13.9.3 The aforesaid Committee shall make such Rules as it deems fit and necessary for the performance of its functions and these Rules and other Orders under them shall be binding on the students of the University/Constituent College.
CHAPTER – 14
GOVERNANCE OF THE HOSTELS MAINTAINED BY THE UNIVERSITY/COLLEGE

STATUTES

14.1 ADMINISTRATIVE COMMITTEE FOR THE UNIVERSITY HOSTELS

The hostel system is governed and administered by the various Hostel Committees and in accordance with the rules and regulations as framed by the University from time to time given as under:

There shall be Administrative Committee for the University Hostels to consider and decide all matters relating to administration concerning the university hostels. At the beginning of each session, the Administrative Committee shall assess the total number of seats available in the hostels, the number of seats to be allotted to each teaching department of the University/College and the hostel in which the students are to be lodged. The Provost Hostels (Boys / Girls hostels) may call its meeting at any time during session when the situation so warrants. It will consist of the following members;

14.1.1 All Deans; The Senior most Dean will be the Convenor
14.1.2 Provost Hostels (Boys / Girls);
14.1.3 Dean Student Welfare;
14.1.4 Wardens and Resident Warden of the University/College Hostels; and
14.1.5 Two teachers to be nominated by the Vice-Chancellor every year / for a period of one year.

Provost hostels will act as Member Secretary of the Committee.

14.2 HOSTEL WORKING COMMITTEE

There shall be a working Committee for each hostel of the University/College to look after the day – to – day problems relating to its management. It will also function as Advisory Committee to the Administrative Committee of the University/College hostels. The working Committee will consist of:

14.2.1 Provost (Boys/girls Hostels); Chairperson
14.2.2 Warden and Resident Warden of the Hostel concerned;
14.2.3 Senior boarders to be nominated by the Warden / Resident Warden of the hostel for this purpose; and
14.2.4 Two boarders to be nominated by Provost (Hostels) as representatives of the hostel.
14.3 APPOINTMENT, POWERS AND FUNCTIONS OF WARDEN

14.3.1 Wardens of Hostel shall be permanently appointed. In case there is no position of warden then the appointment can be made by the Vice-Chancellor among the employee of the university for a period of two years and the concerned shall be eligible for re-appointment. In that case the warden shall be entitled for suitable honorarium as may be decided from time to time by the Vice-Chancellor for rendering additional duty.

14.3.2 Subject to the guidelines of the university the warden shall allot rooms to the students and maintain a record of students along with permanent addresses of their guardians and such other information as may be required, in a form prescribed by the appropriate authority.

14.3.3 In addition to the specific duties assigned by the Vice Chancellor the Wardens shall perform the following duties:

14.3.3.1 Oversee welfare and maintain discipline amongst the residents in the hostel and to keep daily record of the resident students, such as students present each day, students absent from the hostel together with reasons for absence.

14.3.3.2 Oversee health, hygiene and general life of the students in the hostel and to ensure that the students observe the regulations and discipline in accordance with the rules framed in this respect.

14.3.3.3 Report to the Provost all cases of misbehaviour, indiscipline and illness of students residing in his/her hostel.

14.3.3.4 Safe custody and maintenance of such properties of the concerned hostel as are entrusted to them and for their repairs within the funds allotted and norms laid down by the University authorities for the same.

14.3.4 The Wardens shall have the right to inspect rooms in their hostel.

14.3.5 The Wardens shall have administrative control over the staff assigned to the hostel.

14.3.6 The Wardens shall be available in the hostel office everyday at specified hours to attend to official business and to the problems of resident students.

14.3.7 The Wardens shall be responsible for the proper up keep and maintenance of such properties of the concerned hostel, as are under their charge.

14.3.8 The Wardens shall allot and supervise rooms and guest rooms.
14.3.9 The Wardens shall check the registers of Resident Student’s and the Guest Room.

14.3.10 The Wardens shall take disciplinary action against resident student(s) for keeping any unauthorized guest(s).

14.3.11 The Wardens shall order double-locking of rooms of resident students and their re-opening, when required.

14.3.12 The Wardens shall take action for the eviction of resident students in consultation with the Provost.

14.3.13 The Wardens shall periodically verify the furniture and fittings of the rooms with the assistance of the Care taker and take action for their repairs/replacement for obtaining additional furniture.

14.3.14 In case of misuse/damage of the property in the Hostel by the students, the Wardens shall impose necessary fines including withholding of the hostel security.

14.3.15 Unfurnished residential accommodation will be provided to Wardens on rent-free basis for the period of the Wardenship. They shall be entitled to such allowance/special pay as the University may determine from time to time.

14.3.16 On the expiry of his/her term or on the termination of his/her appointment, the Wardens shall be required to vacate his/her accommodation. A Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice Chancellor on the recommendation of the Provost concerned for retaining the room.

14.4 SELECTION PROCESS FOR STUDENTS

14.4.1 The Provost (Hostels) shall communicate to the Principal/Head of the University Teaching Departments the number of seats available for the students of each department in accordance with the decision of the Administrative Committee.

14.4.2 Applications by the students for accommodation in hostels shall be addressed and submitted to the Head of the University/ Department concerned/Principal.

14.4.3 The Head of the Department/Principal on the recommendation of DAC (Departmental Affair Committee)/ hostel Committee, shall forward applications on the merit basis to the Provost (Hostels) for allotment. The number of students selected for admission to a hostel shall not exceed the number of seats allotted to the department by the Administrative Committee.
14.4.4 A student so recommended shall be allotted a seat by the Warden / Resident Warden of the hostel concerned after he pays the hostel dues and securities.

14.4.5 Principal/Head of the University/Department while granting admission shall inform each student desirous of seeking admission to the hostel that admission to the hostel and the decision of the Principal/Head of the Department to recommend or reject any request will be binding on him. Admission to hostels shall not be granted to those students (boys / girls) who live within the radius of 45 km and 30 km respectively. However, they may be granted admission if seats are available.

14.4.6 A student who has been admitted to the hostel shall not claim allotment of a particular room nor shall be allowed to shift from the seat allotted to him to another seat. The Warden / Resident Warden shall however have the right to shift a boarder from one room to another in the interest of hostel discipline. Any boarder, who does not stay personally in the room duly allotted, shall forfeit his admission to the hostel.

14.4.7 A student who has been allotted a hostel shall not claim to shift to the Hostel of his choice. Refusal to avail the allotted accommodation within given time shall forfeit his/her claim to admission to the hostel.

14.4.8 Student must fill the form in his/her own handwriting and it must carry:

14.4.8.1 Recommendation of the Head of the Department/Principal of the college concerned.

14.4.8.2 Signatures of Father / Mother / Guardian and

14.4.8.3 Two passport size photographs attested by the concerned Head of the Department/Principal of the College Concerned.

14.4.9 Admission in the hostel shall be cancelled and security deposit forfeited if false statement/address is given in the hostel admission form.

Note: If the parents are alive, guardian’s signature will not be accepted.

14.4.10 Ignorance of hostel rules will not be taken as an excuse.

14.4.11 Every boarder and his/her Parents/Guardian have to sign an affidavit issued by UGC regarding prevention of Ragging along with admission form.
14.5 ELIGIBILITY CONDITIONS FOR ADMISSION TO HOSTELS

The following categories of students shall be eligible for admission to hostels:

14.5.1 Students enrolled in the Teaching Department of the University/College.

14.5.2 Students registered for a research degree of the Constituent Colleges/University (for a maximum period of four years in the case of Ph.D and two years in the case of M.Phil).

14.5.3 The total hostel stay of a scholar (M.Phil./Ph.D) of any department of the University shall not exceed after the submission of dissertation or six years in any case.

14.5.4 The hostel accommodation shall not be provided to part time M.Phil/Ph.D scholars.

14.5.5 Admission to hostels shall be granted to boys and girls who live outside the radius of 45 km and 30km respectively. Preference shall be given to the students seeking admission in the University/Constituent College in an academic programme for the first time. Those eligible will be admitted on the basis of Inter-se-merit. However, admission may be granted to students living inside the radius of 45 km/30km if seats are available.

14.5.6 The boarders shall have to vacate the rooms during summer vacations for annual repairs of the rooms.

14.5.7 The boarders shall have to accommodate students (in hostels) representing other Universities of the country for participation in National or International, Educational, Cultural and Literary events of short duration to be organized by the University.

14.5.8 The accommodation as mentioned above shall be permissible subject to the fulfilment of terms and conditions and satisfaction of the Provost (Hostels).

14.5.9 After completion of one programme/course a student/scholar is required to apply fresh for the hostel seat for the next programme.

14.5.10 All students/scholars are required to submit the renewal applications annually duly signed by their respective Head of the Department/Principal of the concerned College.

14.5.11 Students who belong to Jammu city or whose parents or guardians are living in Jammu city or those living independently in Jammu city shall not be eligible for admission to a hostel seat in any case, except in exceptional cases at the discretion of the Vice-Chancellor.
14.5.12 All the boarders are required to submit an affidavit to the effect that they are not in any service regular (Government or Private). In case of joining any service temporary/permanent, the boarder shall forfeit the right to stay in a hostel.

14.5.13 Each boarder residing in a hostel shall be responsible for the safe custody of furniture, fittings, ceiling fans and other articles provided to him in the room or in the premises of a hostel. Any damage to or loss of an article/s shall have to be recovered from erring boarder(s) on the spot. In case she/he fails to do the same, the Warden/Resident Warden will take appropriate action as warranted.

14.5.14 No boarder shall use electric heater, electric press or cook food or prepare tea or coffee in the room allotted to him/her. Infringement shall render a boarder liable to fine and disciplinary action.

14.5.15 Boarders shall not keep cash or any other valuables in their rooms. In no case University shall be responsible for the loss of any cash or articles belonging to the boarder.

14.5.16 Unless otherwise notified by the Warden/Resident Warden, the gates of the hostels shall ordinarily be closed at 10.00 pm for boys and 8.00 pm for girls. The boarders shall report at the time notified by their respective hostel authorities. The gates shall not open during the night except in case of an emergency such as serious illness of a boarder who may have to be rushed to the hospital for a medical aid. Prior permission of the Warden/Resident Warden shall invariably be obtained for the purpose.

14.5.17 The boarders shall have direct access to the Warden/Resident Warden and they shall report any grievance or any complaint against the employee(s) of the hostel if any, directly to them and in no case shall any boarder deal with the employee(s) on his/her own.

14.5.18 All boarders must vacate their rooms as soon as they complete their annual examination and they must hand over the possession of the room, furniture and other articles of the hostel to the office of the hostel. If any boarder is found to have locked room and left the hostel without prior permission of the Warden/Resident Warden, the room may be forcibly opened under the supervision of the Warden/Resident Warden or any other authority authorized by the University for the purpose and all belongings of the erring boarder in that room will be deposited in the store of the hostel. Suitable fine will also be charged from the student for the purpose.

14.5.19 All boarders have to get NOC from hostel at the time of submission of dissertation/thesis. M.Phil/Ph.D scholars are required to complete all the formalities and vacate the hostel at the time of submission of their dissertations. However, they can stay in hostel as a guest for viva-voce.
14.5.20 No boarder shall refuse to accept any notice that is served to him/her by the hostel authorities, either on their own, or on behalf of the University. Refusal to receive a notice shall be treated as a form of misconduct, rendering the boarders concerned liable for disciplinary action.

14.5.21 No relative or friend of the boarder shall stay in the hostel without the prior permission of the Warden/Resident Warden and that too for a period not exceeding three days.

14.5.22 No boarder shall leave the hostel/station temporarily without obtaining prior permission of the Warden/Resident Warden in writing for the purpose.

14.5.23 No boarder shall indulge in any act of violence or instigations or any anti-social activity such as smoking, drinking, gambling etc. in the hostel. Infringement, thereof, shall make such a boarder liable for disciplinary action including cancellation of hostel seat. The premises of the hostel cannot be used for activities other than academic and social nature.

14.5.24 No press conference can be held in the premises of the hostel.

14.5.25 No boarder shall keep with him in the premises of the hostel or campus any lethal weapons or firearm. If found in possession of any lethal weapon or firearm, the boarder shall be immediately expelled from the hostel and apart from legal action, his /her security deposit will be confiscated.

14.5.26 A boarder can be expelled from hostel and apart from legal action, his /her security deposit will be confiscated for unauthorized use and for illegal possession of the hostel rooms.

14.5.27 Hostel residents are prohibited to remove the furniture from any rooms, canteen or mess to their rooms.

14.5.28 Hostel residents are advised to keep the Hostel identity cards always with them and should produce the same whenever asked to do so by the concerned authorities.

14.5.29 At night the boarders will sleep in their own rooms. A boarder cannot sleep in another room without prior permission of the warden.

14.5.30 Boarders will wear proper dress while going to the common room, dining hall, guest room, and office or roaming on the campus.

14.5.31 In boys hostel, only males would be allowed to enter the hostel room. Similarly in girls hostel, only females would be allowed to enter the hostel room.

14.5.32 All the rules of the hostel will also apply to the research scholars.
14.5.33 If the parents/guardians of the boarders do not respond to the call of authorities in an urgent situation, the entire responsibility would fall upon the parents/guardians.

14.5.34 If any student is suffering from serious chronic disease, he/she must fill the same in the hostel admission form. He/she will be allotted accommodation in the hostel only on recommendation of the senior medical officer.

14.5.35 In the hostel on the campus home delivery of cooked food/fast food is strictly prohibited. Any boarder violating this rule will be immediately expelled from the hostel.

14.5.36 No boarder shall be allowed to accommodate any other student in his/her room. If it is found that the boarder is not staying in his/her room, the hostel admission shall be cancelled.

14.5.37 Admission in the academic programmes in different Departments/Colleges provides no guarantee for hostel seat as numbers of seats are limited in the hostels.

14.5.38 Research personnel on projects sponsored by organizations like ICCSR, CSIR, UGC, ICAR, ICSSR in the University on a salary not exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a hostel during the tenure of the project subject to availability of accommodation.

14.6 RESERVATION OF SEATS IN HOSTELS

Out of the available seats assessed by the Hostel Administrative Committee at the beginning of each academic session, the reservation shall be as per the rules prescribed by the University from time to time. Selection of candidates against reserved categories shall be made on the basis of comparative/composite merit at the University level. The beneficiary candidate must be the permanent resident of J&K state. There shall be no reservation for the self-financing Courses of the University/College.

14.7 HOSTEL COMMITTEES

After the admissions to the hostels are made at the beginning of each academic session, Warden/Resident Warden shall constitute the following committees from amongst the boarders of the Hostel:

14.7.1 Advisory Committee of Senior boarders;

14.7.2 Mess Committee;

14.7.3 Sports and Common Room Committee;

14.7.4 Anti Ragging Committee; and
14.7.5 Any other committee as warranted consisting of senior boarders with the Warden/Resident Warden as its chairperson and Co-chairperson respectively to perform the following functions:

14.7.5.1 Smooth functioning of the hostel mess, the canteen and the common room.

14.7.5.2 Organization of social and cultural activities.

14.7.5.3 Building up a healthy academic and social environment in the hostel.

14.7.5.4 Promotion of friendly atmosphere in the hostel.

14.7.6 The hostel mess shall be run on co-operative basis. In case Warden/Resident Warden finds that it is no longer possible to run mess on co-operative basis without running into loss, they may in consultation with the Hostel Advisory Committee, make any other alternative arrangements. No mess shall function in case the number of boarder is less than 30.

14.7.7 The Hostel Mess Committee in every hostel shall fix a monthly minimum amount to be deposited every month in advance by the boarders for ensuring smooth functioning of the hostel’s co-operative Mess.

14.7.8 The University desires it mandatory for a hostel boarder to join the hostel mess in the interest of smooth running of the hostel.

14.7.9 Security deposit of each boarder shall be refunded only after the boarder has vacated the hostel and settled all accounts with the hostel.

14.7.10 The boarders shall have to vacate the hostels whenever a Seminar or Conference is organized by the University/College during vacations or at any other period as may be decided by the University/College.

14.7.11 At the time of admission to the hostel, the Warden/Resident Warden of the hostel shall obtain an undertaking from each boarder that he/she has read the regulations relating to the residence of students in the hostels and that he/she shall abide by them.

14.7.12 Any act of indiscipline or misconduct on the part of a boarder shall be dealt with in accordance with the regulations relating to the maintenance of discipline of students in the University Teaching Department/College as prescribed by the University.
CHAPTER – 15
EMPLOYEES AND STUDENTS GRIEVANCES REDRESSAL MECHANISM

STATUTES

15.1 There shall be a constituted mechanism for the redressal of the grievances of employees and students of the University.

15.2 Student means any student who is admitted/registered for a Programme of study in any

15.2.1 Department/College/ Campus/Centre maintained by the University.

15.2.2 Employee means any person appointed by the University and includes teachers and other staff of the University.

15.3 The Grievances Committee shall observe the following general principles:

15.3.1 The Campus Community should be made fully aware of the grievance redressal mechanism;

15.3.2 Every grievance from a student/staff member should be registered and acknowledged;

15.3.3 If a final decision is not feasible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;

15.3.4 As a matter of general rule, all the grievances should be disposed off within a period of three months;

15.3.5 The officer nominated by the Vice Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once in a week at fixed timings; and

15.3.6 He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice Chancellor for a decision.

15.4 STUDENTS GRIEVANCE REDRESSAL COMMITTEE
Students Grievances Redressal Committee shall comprise the following:

15.4.1 The Chairperson to be nominated by the Vice Chancellor;

15.4.2 Dean of the concerned faculty; - Special Invitee

15.4.3 One Teacher to be nominated by the Vice Chancellor;
15.4.4 Principal of the concerned college;
15.4.5 Representative of Student’s Council; and
15.4.6 Dean of Students Welfare. - Member Secretary

15.5 **POWERS AND FUNCTIONS**
The Committee shall

15.5.1 entertain written complaints and petitions of students in respect of matters directly affecting them individually or as a group;

15.5.2 enquire into the grievances, and submit report along with recommendations to the Vice-Chancellor for suitable action; and

15.5.3 recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

15.6 **TEACHERS GRIEVANCES COMMITTEE**
The Committee shall be constituted by the University consisting of the following:

15.6.1 Vice Chancellor or his/her representative; - Chairperson

15.6.2 Five representatives from the teaching faculty representing gender, SC/ST;

15.6.3 Principal of the concerned college; and

15.6.4 Vice Chancellor’s nominee - member Secretary

15.7 **POWERS AND FUNCTIONS**
The Committee shall

15.7.1 entertain written complaints and petitions of teachers in respect of matters directly affecting them individually or as group;

15.7.2 Enquire into the grievances, and submit report along with the recommendations to the Vice-Chancellor for suitable action; and

15.7.3 Recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

15.8 **NON-TEACHING STAFF GRIEVANCES COMMITTEE**
The Committee shall comprise:

15.8.1 The Chairperson; - to be nominated by the Vice Chancellor

15.8.2 Four representatives from the non-teaching community representing gender, SC/ST to be nominated by Vice Chancellor;

15.8.3 Principal of the concerned college;
15.8.4 Head of the University Department; and

15.8.5 The nominee of the Registrar. - Member-Secretary

15.9 **POWERS AND FUNCTIONS**

The Committee shall

15.9.1 Accept and consider written complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;

15.9.2 Enquire into the grievances, and submit report along with recommendations to the Vice-Chancellor for suitable action; and

15.9.3 Recommend appropriate action against complaints, if allegations made in the document are found to be baseless.
CHAPTER – 16

ADMISSION OF STUDENTS TO COLLEGES, UNIVERSITY TEACHING DEPARTMENTS AND OTHER RECOGNISED INSTITUTIONS

16.1 GENERAL STATUES

Nobody shall be denied admission to a programme of study in the University on the basis of sex, creed, race, class, religious belief or any of them.

No candidate who wishes to enter upon a course of study prescribed by the University shall be admitted to a constituent college or affiliated college or a University Teaching Department or a recognised institution unless he/she has passed the qualifying examination for admission to such course as prescribed by the Statues.

A student shall be recognized as a member of a constituent/affiliated college or University Department as soon as he/she has been accepted for enrolment by the Principal or the Head of the University Department and has paid the fee, if any, demanded by the College or University Department.

Provided that nothing in this Statute shall be deemed to require the Colleges or Departments to admit to any course of study a larger number of students than the number of seats available in a particular class in the College/Department.

Provided further that a student of a College or a University Department, who absents from or fails at an examination of the University, shall cease to be a member of that college or institution thereafter and the question of his/her re-admission to the same class of the college shall rest with the Principal of the college/institution or the Head of the University Department.

Provided also that payment by a student of an amount (which is refundable in case admission or re-admission to a class is refused) shall not establish a claim to admission to a class of a College or Department.

16.1.1 PRODUCTION OF CONDUCT CERTIFICATES ON ADMISSION

A student, when applying for admission to a University Post-graduate Department, constituent college or affiliated college, shall submit with his/her application a certificate as to his/her conduct signed by the Head of the Institution in which he/she was studying during the year previous to his/her joining the College or University Department University.

Provided that a student who has not previously attended any college or institution as a regular student shall, in lieu thereof furnish to the College/University Department in which he/she desires to prosecute his/her studies, a certificate of conduct signed by a First Class Magistrate.

16.1.2 CANCELLATION OF ADMISSION

The Principal/ Head of University Department of an Constituent/ Affiliated College shall be competent to cancel admission of a student enrolled for a course of study in the college if
16.1.2.1 a student remains absent without permission of the Principal concerned for a period of one month continuously; or

16.1.2.2 a student who attends less than 50% of the total lectures delivered in the first term in an academic year: after an opportunity has been given to him to explain as to why such an action be not taken against him.

16.1.3 DATE OF ADMISSION OF STUDENTS AND ACADEMIC CALENDAR
The date of admission of students to different Constituent /Affiliated Colleges /University Departments shall be such as notified by University from time to time. The academic calendar and date of commencement of classwork for all programs of study shall be notified separately at the start of the session.

16.1.4 LATE ADMISSION
Late admission wherever applicable shall be notified by University in admission prospectus.

16.1.5 ADMISSION OF STUDENTS DISQUALIFIED FOR USING UNFAIR MEANS IN EXAMINATION
A candidate who has been disqualified for a specific period in an examination of the University for having used unfair means in the examination shall not be permitted to join and examination before the expiry of that period. He will also not be permitted to join any College /Institute/Department at any time during the period of his/her punishment.

16.1.6 The attendance of all students admitted to a class shall be counted from the date the class work started, provided that the attendance of a student:

16.1.6.1 who fulfils the requirements for admission and applies in time but is granted late admission by the University for no fault of the student shall be counted from the date he is required to attend the class;

16.1.6.2 who seeks late admission for one reason or the other shall be counted from the date the class work started: Provided that a student who having completed all the required conditions for admission to an examination appears in the same but his result is declared late by the University and he seeks late admission to a course as a result thereof shall not fall under this category and his attendance for that course shall be counted from the date he is required to attend the classes;

16.1.6.3 who is not admitted to a professional course and is granted late admission in a course in a Constituent/Affiliated College or a Teaching Department of the University under the existing Statues/Regulations shall be counted from the date he is required to attend the classes.
16.1.7 All the admissions made under the Statues/Regulations relating to late admission must be reported separately to the Controller of Examination within a week from the date of such admissions.

16.1.8 The Principal of a Constituent/Affiliated College may admit a person to a particular class as a casual student to attend lectures or laboratory work in a subject or subjects offered by him for a University examination, provided he/she is eligible for admission to that examination under the Statues/Regulations relating to the admission of private candidates to University examinations:
Provided that the full particulars of each such student are supplied to the Controller Examination within a week of his/her admission as casual student.

16.1.9 **ONE COURSE AT A TIME**
A candidate can take admission in another course in the University Department or a Constituent/Affiliated College or Institution provided that residential period of the previous course in which he/she had taken admission, is over. In no case a candidate will get two degrees in one academic year. The total period of study should not be less than the prescribed for the number of courses he/she wishes to complete. Provided further that a candidate cannot pursue more than two courses at a time even if the residential period of both the courses have been completed.

16.1.10 **ELIGIBILITY CERTIFICATE**
No student from another University, or any other examining body, shall be admitted to a University Department or a Constituent/ Affiliated college or a recognised Institution except on production of a certificate of eligibility issued by the University. He shall apply on the prescribed form to the Registrar through the Head of the University Department or College/Institution to which he/she is seeking admission, for a certificate of eligibility and shall at the same time pay a fee as per University from time to time, one half of which may be refunded, if the certificate cannot be issued by the University for any reason whatsoever. All such applications shall be accompanied by the original qualification or provisional certificate of the qualifying examination and migration certificate from the University/Board or body he/she intends to leave. Such a student shall furnish details of subjects which he/she took in the University/Board from which he/she is migrating and in case a student is migrating after having joined a course in another University/Board but has not completed it and seeks admission to this University for completion of the corresponding course and there is a specific provision in the Statues of the University governing that examination allowing admission during the course, shall furnish a statement of lectures delivered and attended, from the Head of the Institution recently attended by him/her along with reasons of migration.

Provided, however, that in case a student is not able to produce all the documents required for the issue of eligibility certificate, the Vice-Chancellor on the recommendation of the Principal of the College/Institution or the Head of the University Department concerned
may authorize his/her provisional admission at his/her own risk and responsibility on production of some documentary evidence in original of his/her having passed the last examination on the basis of which admission is sought. An undertaking in writing, in the following form, shall in this case be obtained from the applicant duly attested by a Magistrate or an Oath Commissioner or a Public Notary and forwarded to the University along with the application of the student for grant of eligibility certificate.

In case original qualification certificate of the qualifying examination does not indicate the subjects offered by him/her and the information regarding the subjects is essential for determination of eligibility the candidate be required to produce the Point certificate also issued by the University/Board.

OR

In case the candidate is not in a position to produce the original qualification certificate or provisional certificate, he is required to produce the marks certificate of the qualifying examination issued by the University/Board. But if the Point certificate does not indicate the parentage, the candidate is required to produce along with the Point certificate some other evidence in support of his parentage.

“|I _______________________________ son/daughter of _______________________________ R/O _______________________________ hereby declare that I am seeking provisional admission to _______________________________ class of the _______________________________ course in the _______________________________ College/institution/Department on the understanding that my admission to the class is provisional and is subject to confirmation on the issue of certificate of eligibility by the University under rules. If for any reason, whatsoever, the University declines to issue the said certificate, my provisional admission will automatically stand cancelled”.

Such provisional admission shall entitle a student to join the University department or College Institution at his/her own risk and on condition that he/she obtains a final certificate of eligibility before the declaration of the result of the University examination to which the student has been admitted.

Provided further that the request for grant of provisional admission should be made to the University immediately as soon as the student applies to the Head of the Department or the Principal of the College/Institution for seeking admission to the University.

Provided also that the conditions governing the issue of eligibility certificate shall not apply to such students as have passed any of the examinations of the Jammu and Kashmir Board of School Education.

16.1.11 PRODUCTION OF MIGRATION CERTIFICATE

Students seeking admission to a University Department, College or Recognized Educational institution and private candidates seeking admission to an examination of the University, after having been admitted as members of another University incorporated by law for the time being in force, shall not be registered unless their applications for registration are accompanied by a migration certificate from the previous University.
16.1.12 REGISTRATION RETURNS (R/RS)

The Principal of a Constituent College/ Affiliated College or Head of University Department concerned shall forward to the Controller of Examinations three copies of Registration Returns (R/RS) containing the name and other particulars of each student admitted or re-admitted for a particular programme in that college in Semester I, III, V, VII & IX along with a soft copy within 30 days after the last date of admission with late fee, on the prescribed proforma along with the fee prescribed by the University from time to time.

If the name of a student is struck off from the rolls of a College/ Institution or University Department or a student migrates to another College or Institution, such fact shall immediately be reported to the Controller of Examinations.

16.1.13 LATE FEE SUBMISSION OF REGISTRATION RETURN

For first count of 10 days after the last date prescribed i.e. after 30 days after last date of admission with late fee, as prescribed by University per candidate be charged. For another count of 10 days delay, as prescribed by University per candidate shall be charged. Thereafter, no Registration Return shall be accepted and the sole responsibility for non determination of eligibility of such candidate shall lie on the part of the concerned College/ University Department.

16.1.14 REGISTRATION FEE

The Registration fee as prescribed by the University shall be paid once only irrespective of the number of times the candidate appears at the examinations of the University either as a student or an ex-student of a Constituent College/ Affiliated College or the department of the University or any recognised institution, or as a private candidate.

No further fee for registration shall be charged, unless a student's name is, for any reason other than legitimate migration, struck off from the rolls of a College/University Department in which case he/she shall pay the fee prescribed by the University to have his/her name re-entered in the Register of Students.

16.1.15 RECORD OF STUDENTS

The Controller of Examinations shall maintain a record of all students registered in the University. In this record name of each registered student, his/her parentage, permanent address, date of birth based on the certificate of the Matriculation or any other recognised examination passed by the candidate, the dates of admission or re-admission and/or leaving any college, every pass or failure in a University examination with his/her number, migration, any University scholarship, medal or prize won by or any punishment awarded to the student shall be recorded. Each entry in the record of students shall be authenticated by an authorised official of the University. No one shall be admitted to any examination of the University unless he/she has been registered as a student of the University.
16.1.16 **COPY OF ENTRIES IN THE REGISTER OF STUDENTS**

Any registered student may, at any time, receive certified copy/copies of all the entries relating to him/her in the Register of Students on payment of the prescribed fee for each copy.

16.1.17 **CHANGE IN NAME & PARENTAGE**

A registered candidate applying for correction/change in his/her name or parentage is required to pay prescribed fee and following procedure be followed in this behalf:

16.1.17.1 An affidavit duly sworn in before a Magistrate 1st class by the father or the guardian of the student and advertisement in at least one newspaper shall be necessary in all case for the purpose of proving identity.

16.1.17.2 No application shall be entertained unless it is forwarded by the Head of Department, Principal of a College or a recognised institution, as the case may be, last attended by the applicant and is invariably accompanied by an affidavit and cuttings from the newspaper in which the advertisement is published. Provided that a candidate who has not been a regular student of any Department/College/Recognised institution may apply direct to the Controller of Examination.

16.1.18 **CHANGE IN DATE OF BIRTH**

Date of birth as entered in the University records of students shall not be altered except:

16.1.18.1 on the Controller of Examinations being satisfied that there has been a clerical error in either a College office or the University Department office; or

16.1.18.2 on the Controller of Examinations receiving information from the Secretary of the Jammu & Kashmir Board of Secondary Education or any other recognised Board/Body or the Registrar of a recognised University, from where the student has passed the Matriculation to the effect that the University/Board/Body has ordered an alteration in the date of birth of the candidate concerned.

16.1.19 **INTER-COLLEGE MIGRATION**

No student shall be allowed to migrate from one College or Institution to another without an inter-college migration certificate in the form prescribed. The Principal concerned shall not issue the transfer certificate until the migration has been sanctioned by the University. Provided that no student shall ordinarily be allowed to migrate during the session from one college or institution to another after his/her application
for admission to the ensuing examination has been forwarded to the University. In genuine cases, however, as that of transfer of a parent/guardian, a student could be permitted to be admitted to a College or Institution located at the place to which the parents have been transferred. Such a student shall be treated as a student of the college/institution to which he migrates.

Provided further that attendance of such a student in the college or institution from where he/she migrates shall be taken into account by the institution where he/she is admitted after migration.

16.1.19.1 A student desiring to leave the college or a recognised institution, of which he has become a member and joins another college or other recognised institution during an academic year, shall
   a) apply for migration on the prescribed form,
   b) make payment of all college fees, if any, due upto date; and
   c) refund whatever scholarship or bursary has been paid to him/her from the college or recognized institution funds, if required by the college or recognized institution to do so.

16.1.19.2 Every application for inter-college migration must be accompanied with a prescribed fee which shall not be refunded even if the application is rejected.

16.1.19.3 Migration shall not be sanctioned unless the Principals of both the Colleges/Institutions agree and prescribed fee has been paid.

16.1.19.4 When migration of a student has been sanctioned by the University, he/she must join the new College or Institution immediately and not later than the 15th day after the migration certificate has been sanctioned.

16.1.19.5 If a student changes his/her mind for migration, he/she must inform the Registrar immediately through the institution from which he/she intended to migrate.

16.1.19.6 No migration certificate can be issued unless the student has been registered already.

16.1.19.7 Inter-college migration shall be allowed only once in an academic year.

16.1.19.8 Tuition fee, if any, shall be payable by the student to the Principal of the College or the Recognised institution from which he/she migrates upto and including the month in which he/she obtains the migration certificate. Tuition fee, if any, for the same month shall not be charged by the College or the Recognised institution to which he/she migrates.
16.1.19.9 When migration has been sanctioned by the University and student has made all payments required by these Statues/Regulations, the Principal shall grant a transfer certificate on the prescribed form.

16.1.19.10 No student once admitted to a particular University Department for Post-graduate study shall be allowed transfer to another Department.

16.1.20 ADDITIONAL CREDITS

A candidate who is pursuing course in any of the faculty under the CBCS and desire to appear in additional subject(s)/paper(s) prescribed for different semester examination as additional credits, shall appear in different semesters during or after passing the course as per upper limit prescribed by UGC, provided he/she fulfils the other conditions prescribed under Statues.

Provided that in the case of subject(s)/paper(s) involving practical examination a candidate must have attended at least minimum number of practical sessions prescribed for the subject(s)/paper(s).

16.1.21 INTER – UNIVERSITY / MIGRATION TRANSFER

If a student wishes to join another University or Educational Institute, he/she may be granted a migration certificate on his/her applying on the prescribed form and paying prescribed fee. In the case of an applicant who is on the rolls of a University Department, College or any other recognized institution, such application shall be forwarded by the Head of the University Department or the Principal of College/Institution concerned.

The certificate shall ordinarily be issued within a week after the receipt of the application form and the fee, provided that the form is complete.

No person is entitled to apply on behalf of another person or to receive his/her own or another person’s certificate personally from the office. The certificate will always be sent by registered post.

Provided that the Controller of Examination may, in exceptional circumstances, authorise personal delivery of the certificate to the student or his/her guardian.

Provided further that when a transfer certificate is not demanded by the particular University which a student intends to join, he/she may be granted the following certificates by the Head of the University Department/ College / Institution last attended by him/her.

16.1.21.1 that he/she has not been debarred, rusticated or otherwise disqualified from continuing his/her studies, by the University for any malpractice at any University examination or for any kind of misbehaviour; and that he /she does not owe any amount to the University.
The Head of the University Department/College/Institution shall communicate to the Registrar the particulars of each such candidate, including his registration No. to whom such a certificate is granted.

16.1.22 DUPLICATE INTER-UNIVERSITY MIGRATION CERTIFICATE
Duplicate copy of the Inter-University Migration Certificate shall be granted on payment of prescribed fee.
Provided that duplicate copy of Inter-University Migration Certificate shall not be granted except in cases in which the Controller of Examination is satisfied by the production of an affidavit on a stamp paper of proper value required by law for the time being in force, that the applicant has not utilized the original certificate for appearing at an examination and has lost the same or that the same has been destroyed and that applicant has a real need for a duplicate:
Provided further that in cases where the Controller of Examination is satisfied that the original certificate was miscarried in post and did not reach the applicant, the requirement of an affidavit may be dispensed with.

16.1.23 LAPSE OF MEMBERSHIP
In the case of a student who migrates to another University, his/her membership of the University shall lapse until such time as he/she may subsequently produce a migration certificate from that University or clearance certificate from the institution of that University where he has been studying, in order to take some further examination of this University. No fresh registration in such cases shall be necessary:
Provided that this lapse of membership shall not debar a student from appearing at an examination of the University in an additional subject of an examination already taken in the University, or from completing an examination of the University for which permission has been granted to him/her migration.
16.2 STATUTES GOVERNING ADMISSIONS TO THREE YEAR B.A./B.SC./ B.SC HOME SCIENCE/ B.COM.(GEN.)/ BBA /BCA PROGRAMMES IN THE CONSTITUENT COLLEGES

The University has adopted the Choice Based Credit System (CBCS) from the Academic Session 2017-18 for undergraduate courses offered in various constituent colleges of the University.

16.2.1 ELIGIBILITY CONDITIONS

16.2.1.1 B.A. PROGRAMME

The admission to B.A. (General) Programme Semester-I shall be open to a candidate who has passed the Higher Secondary Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognized as equivalent thereto.

a) No candidate will offer Mathematics/Applied Mathematics for B.A. Semester-I Course unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics.

b) No candidate will opt Statistics for B.A. Semester-I unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics/Business Mathematics/Statistics.

16.2.1.2 B.SC. PROGRAMME

The admission to B.Sc. Programme Semester-I shall be open to a candidate who has passed the Higher Secondary Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognized as equivalent thereto with Science Stream. Except in the case of Geology & Geography no candidate for the B.Sc. Semester-I examination, shall take up any subject unless he had taken up same subject in Higher Secondary Part-II of 10+2 pattern or an equivalent examination, provided that a candidate having passed Higher Secondary Part-II examination with-

a) Biology based subjects in Hr Sec Part II will be eligible to take up Botany or Zoology or Biotechnology in the B.Sc. Semester-I.

b) Mathematics and Physics as subjects in Hr. Sec Part II will be eligible to take up Electronics in the B.Sc. Semester-I.

c) No candidate will offer Mathematics/Applied Mathematics for B.Sc. Semester-I Course unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics.
d) No candidate will opt Statistics for B.A./B.Sc. Semester-I unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics/Business Mathematics/Statistics.

e) No candidate will opt Geology for B.Sc. Semester-I unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Science Stream.

16.2.1.3 **B.COM PROGRAMME**
The admission to B.Com.(General) Programme Semester-I shall be open to a candidate who has passed the Higher Secondary Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognized as equivalent thereto with Commerce stream. A candidate after having passed Higher Secondary Part-II examination in stream other than Commerce stream with at least 50% Marks in the aggregate shall be allowed to seek admission to the B.Com. Semester-I. Only 10% of such candidates shall be allowed in each of the constituent colleges.

16.2.1.4 **BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAMME**
Admission to Semester-I of BBA Programme, shall be open to those candidates who have passed Higher Secondary Part-II examination (under 10+2 pattern) of the J&K State Board of School Education or an examination recognized by the University as equivalent thereto and has obtained not less than 50% of the aggregate points in the qualifying examination in case of General Category candidates and 45% Marks in case of SC/ST candidates.

16.2.1.5 **BACHELOR OF COMPUTER APPLICATIONS (BCA) PROGRAMME**
Admission to Semester-I of BCA Programme shall be open to those candidates who have passed Higher Secondary Part-II examination (under 10+2 pattern) of the J&K State Board of School Education or an examination recognized by the University as equivalent thereto with Mathematics as one of the elective subjects and has obtained not less than 50% of the aggregate points in the qualifying examination in case of General Category and 45% Marks in case of SC/ST candidates.

16.2.1.6 **B.SC HOME SCIENCE**
Admission to Semester-I of B.Sc Home Science Programme, shall be open to a candidate who has passed Higher Secondary Part-II examination (10+2 pattern) of the Jammu & Kashmir Board of School Education or an examination recognized as equivalent thereto with full Home Science or Home Science or Science (Medical / Non-Medical) as a subject(s).
16.2.2 SUBMISSION OF APPLICATION FORM
Application for admissions to Three Year B.A./B.Sc./ B.Sc Home Science/ B.Com.(Gen.)/ BBA /BCA Programmes in the Constituent Colleges shall be submitted online as per the dates specified in the admission notification.

16.2.3 DATES OF ADMISSION FOR STUDENTS
The admission of students to B.A./B.Sc./B.Com./BBA/BCA etc course Odd Semesters, under CBCS, of Constituent Colleges shall start as per the dates specified in the admission notification. The Principal of a College may grant late admission to the students who fail to seek admission within the statutory period on payment of late fee, as admissible from time to time, subject to availability of seats, for a period of 10 days after the last date of admission. The Vice-Chancellor may consider grant of late admission for one month only after the expiry of last date on payment of such fee as prescribed at that time.

16.2.4 SEATS: NUMBER AND DISTRIBUTION
The number of seats in the constituent colleges under different programmes of study shall be determined before the commencement of the academic session.

16.2.5 RESERVED CATEGORY SEATS
An increment of 5% Marks shall be given to students belonging to reserved categories as listed in SRO-126 dated 28-06-1994 and 294 of 2005 dated 21-10-2005. This benefit shall only be considered on the basis of documentary proof. In no case Under Process Certificate shall be considered.

16.2.6 ASSESSMENT IN SPORTS CATEGORY
Credit for achievement in Sports category (an increment of 5% marks) shall be given to a candidate seeking admission under this reserved category subject to participation of the candidate in the following Event/Activity during 2-year tenure of the qualifying degree/diploma programme as a regular student.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Event/Activity participated</th>
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<tbody>
<tr>
<td>1.</td>
<td>National School Games under the auspices of School Games Federation of India.</td>
</tr>
<tr>
<td>2.</td>
<td>Vijay Hazare U-17 Tournament under Board of Central for Cricket.</td>
</tr>
<tr>
<td>5.</td>
<td>Women Sports Competition under Sports Authority of India or Federation Cup or All India Open Tournament Under respective Federation.</td>
</tr>
</tbody>
</table>
6. All India Rural Sports competition under Sports authority of India.

7. Mini National Championship under respective Federation.


16.2.7 GENERAL

16.2.7.1 No candidate who wishes to enter a course of study prescribed by the University shall be admitted to a Constituent college unless he/she has passed the qualifying examination for admission to such course as prescribed by the Statues/Regulations.

16.2.7.2 A candidate shall be deemed to be student of a constituent college as soon as he/she has been accepted for enrolment by the Principal and has paid the prescribed fee for the course. The admission shall, however, be provisional unless regularized by the University. Provided that nothing in this Statute shall be deemed to require the colleges to admit to any course of study not more than the sanctioned intake capacity in a particular course in the college.

Provided further that a student of a constituent college, who remains absent or fails in an examination of the University, shall cease to be a student of that college or institution thereafter and the question of his/her re-admission to the same class of the college shall rest with the Principal of the college.

Provided also that payment made in shape of fee paid by a student (which is refundable in case admission or re-admission is refused) does not automatically confirm the right of admission or continuation as a student in the college.

16.2.7.3 PRODUCTION OF CONDUCT CERTIFICATE ON ADMISSION

a) A candidate, while applying for admission to a constituent college, shall submit with his/her application a certificate of his/her conduct signed by the Head of the Institution in which he/she was studying during the year previous to his/her joining the college.

b) Provided that a student who has not previously attended any college as a regular student shall, in lieu thereof furnish to the Principal of the College in which he/she desires to pursue his/her studies, a certificate of conduct signed by a First Class Magistrate or Principal of any Constituent/Affiliated college.

c) The Principal of a constituent college shall be competent to cancel admission of a student enrolled for a programme of study in the college if he/she remains absent continuously for a period of 20 days without permission of the Principal concerned.
16.2.8 **NOTIFICATION AND FEE:** Names of the candidates selected for admission shall be notified from time to time on the Notice Board of the Concerned Department/website of the University. The candidates shall be required to watch such notifications and comply with the instructions given in all respects failing which their selection shall be cancelled and no complaint will be entertained in this regard.

Admission fee and other charges payable by each student selected for admission to a program of study shall be such as may be prescribed from time to time.

Provided that if a student having been admitted to a program in a teaching department and having deposited the required fees is selected subsequently, in the same session, in any other department/constituent college of the University, shall be allowed transfer of fee deposited by him/her, by the Admission Committee.

16.2.9 **REFUND OF FEE**

If a student having been admitted to a program discontinues, deduction of fee deposited shall be as under:

<table>
<thead>
<tr>
<th>Open/Reserved Categories</th>
<th>Refund</th>
<th>Amount to be deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within the period of admission</td>
<td>Rs.1000/-</td>
<td></td>
</tr>
<tr>
<td>Thereafter no refund claim shall be entertained.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16.2.10 **MERIT DETERMINATION**

Admission to various undergraduate courses of the University shall be made on the basis of academic merit of the eligible candidates in the qualifying examination. The merit shall be calculated considering English and four Core Courses taken together.

16.2.11 **APPELLATE COMMITTEE**

In case a candidate has any specific grievance regarding deviation from Statues/Regulations governing admission, he may appeal to the Appellate Committee through Head of the concerned Department, on the prescribed form along with the requisite fee by the date notified for the purpose. Such an appeal along with the observation of the Head of the Department shall be considered by the Appellate Committee whose decision in the matter shall be final and binding. It shall be obligatory for the appellant to appear in person before the Committee if called upon to do so.

16.2.12 **INTERPRETATION OF STATUTES**

In case of interpretation of Statutes the matter will be referred to the Vice-Chancellor whose decision shall be final and binding.
16.3 STATUES GOVERNING ADMISSION TO MASTER, HONOURS AND INTEGRATED DEGREE PROGRAMS OF STUDY IN THE CONSTITUENT COLLEGES AND PG SCHOOLS.

The University has adopted the Choice Based Credit System (CBCS) from the Academic Session 2017-18 for Master, Honours and Integrated Degree Programs.

16.3.1 ELIGIBILITY FOR 2 YEAR PG PROGRAMS

16.3.1.1 M.A. ENGLISH

For admission to the program, the first preference will be given to the candidates who have passed/appeared in BA (Hons) in English, the second preference will be given to the candidates who have passed /appeared the qualifying examination with English Literature as the main, elective, or additional subject irrespective of whether the examination passed is in Arts, Science or Commerce stream. A candidate who has passed/appeared in the qualifying examination without English Literature subject may also be considered subject to the availability of seats left vacant, if any, provided the candidate has secured a minimum of 60% in the qualifying examination.

16.3.1.2 M.A. MUSIC (VOCAL & INSTRUMENTAL)

A candidate seeking admission to the program must have passed/appeared in final year of bachelor degree in the stream of Music. The candidate with Music as an elective/additional subject at Under Graduate Level or Honours in Music is also eligible. (Only Female candidates are eligible for the course)

16.3.1.3 M.SC. FOOD SCIENCE & TECHNOLOGY

A candidate seeking admission to the program must have passed/ appeared in the final year of bachelor degree examination with Food Science & Quality Control as an elective subject / B.Sc. Home Science as full stream/B.Sc. Medical stream.

16.3.1.4 M.SC. GEOLOGY

A candidate seeking admission to the program must have passed/ appeared in the final year of B.Sc examination with Geology as one of the elective subjects.

16.3.1.5 M.SC./MA MATHEMATICS

A candidate seeking admission to the program must have passed/appeared in the final year of Bachelor Degree Examination with mathematics as one of the elective subjects.
16.3.1.6 M.SC. TEXTILE & APPAREL SCIENCE

A candidate seeking admission to the program must have passed B.Sc Home Science. Candidate with Home Science as one of the subject in B.A are also eligible.

16.3.1.7 M.COM.

a) A candidate seeking admission to the program must have passed/appeared in the final year of qualifying B.Com (Gen.) & B.Com (Hons.) under 10+2+3 pattern.

b) 10% of the total number of seats will be available to the students who have passed/appeared in B.A/ B.Sc/ B.B.A/ BCA/ any other recognized Bachelor's Degree with not less than 60% Marks.

16.3.1.8 M.ED.

A candidate seeking admission to M.Ed program must have passed B.Ed with 50% marks.

16.3.2 ELIGIBILITY FOR 3 YEAR HONOURS PROGRAMS

16.3.2.1 B.SC. CHEMISTRY (HONS)

Admission to B.Sc. Chemistry (Honours) Course shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of The Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with Chemistry as one of the subject & 50% Marks (45% in case of SC/ST).

16.3.2.2 B.SC. GEOLOGY (HONS)

Admission to B.Sc. Geology (Honours) Course shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) with science stream of The Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with at least 50% Marks (45% in case of SC/ST).

16.3.2.3 B.SC. MATHEMATICS (HONS)

Admission to B.Sc. Mathematics (Honours) Course shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of The Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with Physics, Chemistry & Mathematics & 50% Marks (45% in case of SC/ST).
16.3.2.4 **B.SC. PHYSICS (HONS)**

Admission to B.Sc. Physics (Honours) Course shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of The Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with Physics, Chemistry & Mathematics with 50% Marks (45% in case of SC/ST).

16.3.2.5 **B.A. ENGLISH (HONS)**

Admission to B.A. English (Honours) Course shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of The Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with at least 50% Marks (45% in case of SC/ST).

16.3.2.6 **B.COM. (HONS)**

Admission to B.Com. (Honours) Course shall be open to a candidate who has passed/appeared in the Higher School Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognised as equivalent thereto, with atleast 50% Marks along with papers in the subject of Commerce (45% in case of SC/ST). However, in case of candidates who have not qualified higher Secondary part II examination in Commerce stream are also eligible against 25% of the total seats provided they have 60% of Marks in their qualifying examinations (55% in case of SC/ST).

16.3.3 **ELIGIBILITY FOR INTEGRATED PROGRAMS**

16.3.3.1 **INTEGRATED M.ED. (B.ED. + M.ED.)**

Admission to 3 Year Integrated M.Ed. Course (B.Ed.+ M.Ed.) shall be open to a candidate who has passed/appeared in PG Examination of any recognized University with atleast 55% Marks.

16.3.3.2 **INTEGRATED M.SC. IN CHEMISTRY (B.SC. HONS. + M.SC. HONS.)**

Admission to 5 Year Integrated M.Sc. Course in Chemistry shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of The Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with Physics, Chemistry and Mathematics/ Physics, Chemistry and Biology/ Physics, Chemistry, Biology and Mathematics with 50% Marks (45% in case of SC/ST).
16.3.3.3 INTEGRATED M.SC. IN GEOLOGY (B.SC. HONS. + M.SC. HONS.)
Admission to 5 Year Integrated M.Sc. Course in Geology shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) with Science Stream of The Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with atleast 50% Marks (45% in case of SC/ST).

16.3.3.4 INTEGRATED M.SC. IN MATHEMATICS (B.SC. HONS. + M.SC. HONS.)
Admission to 5 Year Integrated M.Sc. Course in Mathematics shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of The Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with Physics, Chemistry & Mathematics & with atleast 50% Marks (45% in case of SC/ST).

16.3.3.5 INTEGRATED M.SC. IN PHYSICS (B.SC. HONS + M.SC. HONS.)
Admission to 5 Year Integrated M.Sc. Course in Physics shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of The Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with Physics, Chemistry & Mathematics and with atleast 50% Marks (45% in case of SC/ST).

16.3.3.6 INTEGRATED M.SC. IN FAMILY & COMMUNITY SCIENCE (HOME SCIENCE) (B.SC. HONS + M.SC.)
Admission to 5 Year Integrated M.Sc. in Course Family & Community Science shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of The Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with Home Science/Science & with atleast 50% Marks (45% in case of SC/ST).

16.3.3.7 INTEGRATED M.A. IN ENGLISH (B.A. HONS. + M.A. HONS.)
Admission to 5 Year Integrated M.A. Course in English shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of The Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with atleast 50% Marks (45% in case of SC/ST).
16.3.3.8 INTEGRATED M.COM. (B.COM. HONS. + M.COM. HONS.)

Admission to 5 Year Integrated M.Com Course shall be open to a candidate who has passed/appeared in the Higher School Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognised as equivalent thereto, with at least 50% Marks along with papers in the subject of Commerce (45% in case of SC/ST). However, in case of candidates who have not qualified higher Secondary part II examination in Commerce stream are also eligible against 25% of the total seats provided they have 60% of Marks in their qualifying examinations (55% in case of SC/ST).

Note: Candidates who are not permanent residents of the territorial jurisdiction of the Cluster University of Jammu, but has passed the qualifying examination with not less than 60% Marks from a Board/University shall also be considered for admission subject to the condition that the number of seats under this category shall not exceed 10% of the total number of seats available in the program of study.

16.3.4 SUBMISSION OF APPLICATION FORM

Applications for admission to Master, Honours and Integrated programs in the Constituent Colleges and PG Schools shall be submitted online as per the dates specified in admission notification.

16.3.5 GENERAL

After the declaration of the result of Cluster University of Jammu Entrance Test (CLUJET), the applicant shall have to apply online through university website. The detailed procedure for the same will be available on the website.

16.3.6 SEATS: NUMBER AND DISTRIBUTION

The number of seats in a program of study shall be determined before the commencement of the academic session.

16.3.7 OPEN MERIT SEATS

Sixty-Seven percent (67%) of total number of seats available in a course of study shall be filled up on the basis of open merit.

16.3.8 RESERVED CATEGORY SEATS

16.3.8.1 After selection of candidates is made on the basis of open merit, the remaining thirty-three percent (33%) seats has to be filled under reserved categories given below
16.3.8.2 BREAK-UP OF THE RESERVED CATEGORIES

(i) Scheduled Caste 8%

(ii)
   a) Sports 4%
   b) Persons who have excelled in Cultural & Literary Activities 2%

(iii)
   a) Persons who have participated with distinction in NCC activities 2%
   b) Persons who have participated with distinction in National Service Scheme/Bharat Scouts & Guides Activity 2%

(iv) Defence Service Personnel including Ex-Servicemen and their children who are permanent residents of the State and have had a satisfactory service record. 2%

(v) Candidates belonging to the Areas adjoining the Actual Line of Control. 2%

(vi) Candidates belonging to Scheduled Tribes (Gujjar, Bakerwals, Gaddies, Baltis, Sippi) 5%

(vii) Candidates belonging to ST (Resident of the Districts of Leh & Kargil) 2%

(viii) Candidates belonging to Backward area other than that of districts Leh & Kargil 2%

(ix) Candidates belonging to Weak and Under-privileged Classes as notified in S.R.O.by the State from time to time. 2%

16.3.8.3 SUPERNUMERARY SEATS:

In addition to normal intake following supernumerary seats will be available to the eligible candidates:

(i) Candidates with disabilities (Orthopedically Handicapped and Blind candidates) 3%

(ii) Single Girl Child (one seat in each program)

(iii) Kashmiri Migrant (one seat in each program)

(iv) Self-financing (30% seat in each program)

NOTE:

a) Candidate suffering a degree of disability of 40% and above and visually impaired candidates are eligible for admission under category 16.3.8.3 (i). Certificate of an Orthopedically Handicapped or visually impaired shall be considered only if it is issued by the Head of the Department of Orthopaedics or that of Ophthalmology...
of a Government Medical College/District Hospital. The Vice-Chancellor, if he/she so desires, may seek advice in the matter, of a Committee to be appointed by him/her on the recommendations of the Registrar.

b) Visually impaired and physically challenged candidates as defined in the Statues/Regulations shall be exempted from payment of the entire fee including charges for supervision and amanuensis.

c) Copy of Ration Card on account of proof for having single girl child and an affidavit duly sworn in before the First Class Magistrate (Annexure-13).

Explanation:
(i) In case only one seat is available under category (ii) or category (iii) the same shall be filled on the basis of comparative merit of all the candidates under category (ii) (a) and (b), or category (iii) (a) and (b) put together, as the case may be.

(ii) For determining the number of seats under any reserved category mentioned at 16.3.8.1, fraction of less than one-half shall be ignored and fraction of one half and more shall be treated as one.

The benefit of fraction shall be given to each category separately even if it means an overall marginal increase in seats in any course of study.

(ii) In case any of the seats remains vacant in a reserved category for want of eligible candidates, the same will be offered to the candidates of non-reserved i.e. open merit group.

16.3.8.3 Selection of candidates against reserved seats specified at 16.3.8.2 shall be made on the basis of comparative merit in the respective category which will be determined in accordance with the criteria prescribed for categories (i), (iv), (v), (vi), (vii), (viii) & (ix) and for categories (ii) and (iii) as under explanation in statutes 16.3.12

16.3.8.4 To be a beneficiary of reservation, the candidate must be a permanent resident of J&K State, except when applying under categories (ii) i.e. Sports/Cultural & Literary activities and (iii) i.e. N.C.C./National Service Scheme/Bharat Scouts & Guides activities, for which he must have passed the qualifying examination from any recognized Board/University within the Jammu Province.

16.3.9 LEFT OVER SEATS
Under no circumstances, the seats lying vacant in the Constituent Colleges & PG Schools on the last prescribed date for completion of admission as notified will be filed up by the Head of the Department/Centralized Admission Committee unless the candidate falls immediately next in merit to the last admitted candidate. If some seats still remain vacant, these will be referred to the Appellate Committee for consideration.
16.3.10 **APPELLATE COMMITTEE**

In case a candidate has any specific grievance regarding deviation from Statues governing admission, he may appeal to the Appellate Committee through Head of the concerned Department, on the prescribed form along with the requisite fee by the date notified for the purpose. Such an appeal along with the observation of the Head of the Department shall be considered by the Appellate Committee whose decision in the matter shall be final and binding. It shall be obligatory for the appellant to appear in person before the Committee if called upon to do so.

16.3.11 **ASSESSMENT IN ACHIEVEMENT CATEGORIES**

16.3.11.1 Credit for achievement in Sports/Cultural and Literary, and N.C.C./National Service Scheme/ Bharat Scouts & Guides activities, i.e. reserved categories (ii) and (iii) at Statute 16.3.8 shall be given to a candidate seeking admission under these reserved categories subject to the following conditions as per statutes 16.3.12 below, subject to the following conditions:

(i) Credit shall accrue only for those events/activities which the candidate has participated during the three (3) year tenure of the qualifying degree when he has remained a regular student on the rolls of a College/Institution at the undergraduate level. In case of admission to 2 Year PG Programs, and in case of admission to Honours and Integrated Programs Course, on the basis of last two years of qualifying degree i.e. class 11th and 12th. Extra time spent for the qualifying degree and achievement during that period in the above activities will not fetch any credit and thus, shall not count in determining comparative merit of the candidates.

(ii) Credit for being active in the field of Sports to a candidate shall be given only for those games/sports which the University recognises/participates at various levels.

See Annexure 15 & 16

(iii) The College, where a candidate applying under reserved categories Sports/Cultural and N.C.C./National Services Scheme/ Bharat Scouts and Guides has been a regular student during the 3 year tenure of the qualifying degree, should maintain a record of participation and performance by the candidates in these activities to be signed by Teacher incharge of the activity and the Principal concerned. One counterfoil of the record is retained in the College and the other being sent to Sports/Cultural and N.C.C. /N.S.S. wing of the university every quarter of the year so that claims of the candidates, if need be, could be verified.
(iv) The candidate seeking admission under achievement category shall have to furnish an affidavit (Annexure 14) at the time of admission to the effect that he/she shall continue to take part in respective achievement category for which the candidate has taken the benefit of admission till he or she is otherwise eligible for participation. Failing which, his/her admission shall be liable to be cancelled. For this purpose, he/she has to secure a certificate from the concerned office for seeking subsequent year/years.

16.3.11.2 The Point/points for achievement in Sports/Cultural and Literary, and N.C.C./National Services Scheme/ Bharat Scouts and Guides fields shall be calculated by a Committee to be constituted by the Vice-Chancellor, whose decision in the matter shall be final and binding on the candidates. Separate Point/points for achievement in each event/activity mentioned in the Schedule given hereinafter shall be awarded on the basis of relevant certificate(s) submitted by a candidate applying under the reserved categories (ii) (sub-categories (a) Sports, (b) Cultural and Literary activities) and iii) (sub-categories (a) N.C.C., (b) National Services Scheme/ Bharat Scouts and Guides). Achievement in an event/activity participated in more than once, shall also be awarded separately. All these achievements, however, MUST pertain only to the three (3) year tenure of the qualifying degree spent as a regular student. Also, each relevant certificate shall be evaluated ONLY for the event/activity for which it has been issued. (See Statute 16.3.12)

16.3.12 SCHEDULE FOR CALCULATION OF MARKS/POINTS FOR ACHIEVEMENTS MADE BY A CANDIDATE DURING 3-YEAR TENURE OF THE QUALIFYING DEGREE PROGRAMME AS A REGULAR STUDENT, IN SPORTS/CULTURAL AND LITERARY/ N.C.C./ NATIONAL SERVICE SCHEME/ BHARAT SCOUTS AND GUIDES ACTIVITIES.

SPORTS

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Event/Activity participated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Represented the country in any Sport/Game competition recognized by the Indian Olympic Association and organized by concerned International Federation - 8 Point</td>
</tr>
<tr>
<td>2</td>
<td>Performance /participation at individual/team level in any sport/game in a Senior National Competition recognized by concerned All India Sports Federation/Association/ Board of Cricket Control of India (B.C.C.I)</td>
</tr>
</tbody>
</table>
First Position - 7 Point;  
Second Position – 6.5 Point;  
Third Position – 6 Point;  
Participation only without securing any position – 5 Point

3 Performance /participation at individual/team level in any sport/Game in an All India Competition /Federation Cup Competition recognized by concerned All India Sports Federation/Association/Association of Indian Universities (AIU)/BCCI  
First Position – 6 Point;  
Second Position - 5.5 Point;  
Third Position – 5 Point;  
Participation only without securing any position – 4 Point

4 Performance/participation at individual/team level in any sport/Game in Inter-zonal competition recognised by AIU/BCCI  
First Position – 6 Point;  
Second Position - 5.5 Point;  
Third Position – 5 Point;  
Participation only without securing any position – 4 Point

5 Performance/participation at individual/team level in any sport/Game in Inter-State North Zone competition recognized by concerned All India Sports Federation/ Association/BCCI  
First Position – 6 Point;  
Second Position - 5.5 Point;  
Third Position – 5 Point;  
Participation only without securing any position – 4 Point

6 Performance/participation at individual/team level in any sport/Game in Inter-University North Zone competition recognized by AIU/ BCCI  
First Position – 6 Point;  
Second Position - 5.5 Point;  
Third Position – 5 Point;  
Participation only without securing any position – 4 Point

7 Having attended an All India Coaching Camp organised by concerned All India Sports Federation /Association/AIU/BCCI for selection to represent the country in any sport/game, or having been member of a Combined Universities team/ contingent constituted /recognized by AIU for any sport/game – 6 Point

8 Performance/participation at individual/team level in any sport/Game in Junior National competition recognized by concerned All India Sports Federation/Association/ BCCI/ Athletic Federation of India.
First Position – 3 Point;
Second Position- 2.5 Point;
Third Position – 2 Point;
Participation only without securing any position - 1.5 Point

9  Performance/participation at individual/team level in any sport/game in Inter-College competition organized by Jammu University.
First Position – 2 Point;
Second Position - 1.5 Point;
Third Position – 1 Point;
Participation only without securing any position - 0.5 Point

NOTE: Outstanding Sports persons having played in any Senior National event in any of the games shown in Annexure-15 & 16 shall also be considered for admission under Sports category

CULTURAL & LITERARY ACTIVITIES:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Event/Activity participated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Having attended Youth Cultural Exchange Programme at International Level or having participated &amp; performed in any International Youth Festival organized through Association of Indian Universities (AIU)/State/Central Govt. Agencies – 12 Point</td>
</tr>
<tr>
<td>2</td>
<td>Having participated and performed as a member of the State/Jammu University contingent in any solo/group item in National competition, organized by the Association of Indian Universities (AIU)/ State/Central Govt. agency. First Position – 10 Point; Second Position – 9 Point; Third Position – 8 Point ; Fourth Position – 7 Point; Participation only without securing any position – 6 Point</td>
</tr>
<tr>
<td>3</td>
<td>Having participated and performed as a member of the Jammu University contingent in any solo/group item in an Inter University Zonal Competition, First Position – 9 Point; Second Position – 8 Point; Third Position – 7 Point; Participation only without securing any position – 4 Point</td>
</tr>
<tr>
<td>4</td>
<td>Having participated and performed as a member of the contingent of an affiliate College/ University/ Teaching Department in any solo/group item in a competition namely &quot;Display Your Talent&quot; or any other competition organized by the Department of Students Welfare of University.</td>
</tr>
</tbody>
</table>
First Position – 8 Point*;
Second Position – 7 Point *;
Third Position – 6 Point *;
Certificate of Merit/Consolation Prize – 4 Point *

5 Such of the candidates who distinguish themselves individually in a team event shall get awards in addition to the above score in the team event – 3 Point;
For overall best performance – 3 Point;
For Acting Award in One Act Play or Skit - 2.5 Point;
Best Actor/Actress - 2.5 Point;
2nd Best Actor/Actress – 2 Point;
3rd Best Actor/Actress - 1.5 Point;
Certificate of Merit/Consolation – 1 Point

6 Having participated and performed as a member of the contingent of an affiliated college / university team in any solo / group item in a competition organised by the J&K Academy of Art, Culture and Languages
First Position – 7 Point;
Second Position – 6 Point;
Third Position – 5 Point

7 Having secured recognition as approved Music/Drama Artist of Akashwani (Primary Service)/Doordarshan Kendra as certified/ countersigned by the Dean Radio Kashmir Jammu/ Doordarshan Kendra, Jammu – 4 Point

*Student Accompanists will get only 50% marks
Cultural and Literary activities shall include:
FINE ARTS: Painting, Sketching, Poster-making, Cartooning, Collage, Clay modeling: Rangoli, Flower arrangement, Installation & Photography.
MUSIC: Light Vocal (Solo), Semi-Classical Vocal (Solo), Classical Vocal (Solo), Western Vocal (Solo), Western Group Song, Indian group song, Classical instrumental (Solo) (Percussion and Non-Percussion). DANCES: Classical Dance (Solo), Creative Dance (Solo) and Folk/Group Dance
THEATRICALS: Mime, Skit, Monoacting, Mimicry and One Act Play presentation.
LITERARY: Short Story and Essay Writing, Debate, Elocution, Poetry recitation, Quiz competitions and Youth Parliament. Participation in the aforesaid activities will fetch credits only if these are organized and/or authenticated by the concerned Wing/Authority of the University i.e. Office of the Dean Students Welfare. Certification to that effect by any other Organization, Body, Society, Club, University Teaching Department, College, Institution, NGO etc shall not be entertained. Concerned Govt. Departments/Agencies organizing competitions in such activities and awarding participants therein, shall have to provide the list of prize winners/participants to the Office of the Dean Students Welfare of the University within a month from the date of completion of such a competition, failing which no credit shall accrue to a candidate seeking admission under Cultural and Literary Activities, though participated therein.
NATIONAL CADET CORPS (NCC)

S. No.  Event/Activity participated

1  Having attended NCC Youth Exchange Programme in foreign countries: 9 Point

2  Having attended Republic Day (RD) camp at Delhi and adjudged / Secured position in an individual/team competition as under 7 Point
   - Best Cadet – 7 Point;
   - First Position - 6.5 Point;
   - Second Position – 6 Point;
   - Third Position - 5.5 Point;
   - Participation only without securing any position – 5 Point;
   - Participation in Local Republic Day and Independence Day Parade - 3 Point

NOTE:
Cadets attend minimum 10 to 15 days preparatory parades for participation in local Republic Day and Independence Day parades held at all District Levels. The certificates must be issued /authenticated by Divisional Commissioner / DC of the concerned districts.

Thal Sainik (TSC) / Vayu Sainik (YSC) / Nau Sainik (NSC) Camps:

1. TSC / YSC / NSC: These are all India Camps held every year, and are for duration of 12 days. In these camps cadets represent their Directorate in Inter- Directorate Competitions. The Following All India Inter- Directorate Competitions are held during these camps:
   a) Shooting
   b) Map Reading
   c) Communication
   d) Health & Hygiene
   e) Obstacle Course
   f) Line Area

NOTE: To select and prepare cadets for the above competitions, three camps of 12 days duration each are held at the Group and Directorate level. Hence, a cadet who finally represents the Directorate at Delhi has to attend four camps of 12 days duration each.

S. No  Event/Activity participated

1  The process of selection and nomination is akin to Republic Day (RD) Camp. Hence TSC/YSC/NSC should be treated at par with RD Camp and points awarded should be equivalent to RD Camp - 7 Point
2 Having been awarded Defence Secretary's/Dean General's (DG) medal/commendation card – 6.0 Point

3 Having received/been awarded any of the following:
   2. Medal of Duke of Edinburgh Award 5.0 Point
   3. Governor's/Chief Minister's Medal. 5.0 Point
   4. Best cadet cash Award on overall performance from Deputy DGNCC, J&K - 5.0 Point
   5. Participation in Slithering/Parasailing/Para diving 3.0 Point

(These are individual events that are not included in the list. A cadet has to undergo 7 to 10 days training prior to undertaking this adventure activity).

4 Having passed "C" certificate examination of NCC in:
   A - grade 5.0 Point;
   B - grade 4.5 Point;
   C - grade 4.0 Point;

5 Having attended any of the following All India NCC Camps of not less than 10 days duration and adjudged / secured position therein in an individual/team competition as under:
   Best cadet – 5.0 Point;
   First Position – 4.5 Point;
   Second Position – 4.0;
   Third Position – 3.5 Point;
   Participation only without securing any position – 3.0 Point


6 Having successfully undergone NCC para-training course at Agra / courses conducted at IMA/Women Training Camp at Gwalior.
   (i) Basic Mountaineering Course-4 (This is a 15-day camp held at various mountaineering institutes).
   (ii) Pre-TSC-I, II and Pre-RDC, I to III-4 These camps are of 12 days duration each. They should be treated at par with Annual Training Camp (ATC) which is also of 12 days duration: 4 Point

7 Having passed "B" certificate examination of NCC in:
   A – grade 3.0 Point;
   B - grade 2.5 Point;
   C - grade 1.0 Point
8 Having secured position in an Inter-Collegiate Competition Organised by the University through NCC:
  First Position 2.0 Point;
  Second Position 1.5 Point;
  Third Position 1.0 Point

9 Having attended NCC Annual Training Camp (ATC) of not less than 10 days duration - 2 Point

10 Having donated blood in a camp organised by NCC, subject to a maximum of three donations per year to be assessed @ 2 marks/point per donation. (Certificate of the donation must be issued by designated Red Cross Authority/Chief Medical Officer of the District/Blood Bank Officer of Medical College and duly authenticated by the camp incharge – 2 Point

NOTE:
1. No provisional certificates shall be entertained for 'B' and 'C' certificate examination.
2. A candidate has to earn minimum score of eight credits to be eligible for consideration for Admission under NCC category.
3. No certificate shall be entertained unless issued by the concerned authorities / agency with proper seal and signature.
4. The highest Point of an event in the same category shall be awarded.
5. RD/ ID Certificates issued only by Divisional Commissioner/ Deputy Commissioner shall be considered.
6. For admission under the category of NCC participation during the 3 year tenure of B.A./ B.Sc/B.Com./ B.B.A./ B.C.A.(General course 10+2+3) shall be considered – 2 Point

NATIONAL SERVICE SCHEME (NSS)

S. No. Event/Activity participated

1 Having participated in international NSS Youth Exchange Programme 9 Point

2 Having been awarded for NSS activities with any of the following:
   a) Governor's Medal 8.0 Point;
   b) Education Secretary's Commendation card/Medal 6.0 Point
   c) Certificate of rendering 120 hours of social service continuously for 2 years (Vice-Chancellor's Commendation Certificate) 5.0 Point

EXPLANATION: To obtain 120 hours social service certificate as mentioned above, report concerning 120 hours social service rendered in addition to the regular, special and NSS camping activities along with 'NSS Work Diary' certified and verified by concerned NSS Programme Officer, Principal/Chairman, along with documentary evidence, shall be submitted to the NSS...
Coordinator. The Chairman, NSS Advisory Committee/Vice-Chancellor shall issue such a certificate on the basis of the report of NSS, Programme Coordinator. All documents as per directions & norms should be submitted in the month of April.

3 Having participated in Republic Day Camp, New Delhi as follows: 
   Attended & been adjudged as Best NSS Volunteer/Commander in the RD. Camp 7.0 Point; 
   Attended the Camp only 6.0 Point 
   Attended Pre-Republic Day camp organised by Govt. of India 5.0 Point; 
   Attended Two day selection workshop for Pre RD. Camp organised by the University 3.0 Point

4 Having participated in all India Camp such as National Integration Camp/All India Youth Camp/Youth Festival organised by University/Regional Centre, NSS in collaboration / sponsored by Govt. of India, Ministry of Youth Affairs and Sports. Best Volunteer (overall) 6 Point; Participation 5 Point; Participated in Inter College NSS Camp organised by University/College for duration of not less than seven days & sponsored by University/State Govt. 5 Point; Overall Best Volunteer 5 Point, Participation 4 Point

5 Having participated in NSS Camp of not less than 10 Days duration organised by the College. (Subject to the submission of list of the participants with their full description in the office of NSS, Programme Coordinator.) No credit will be given in case of such colleges where the records of the Special Camps have not been submitted in the NSS Office within one month of the organisation of such camps. 
   A maximum of three Annual Camps (10 days duration) at U.G. level shall be considered for admission under NSS achievement category – 4 Point

6 Having secured in any recognised individual intercollegiate/collaboration with Govt. of India/State Govt. / any Govt. Deptt. 
   First Position 3.0 Point; 
   Second Position 2.5 Point; 
   Third Position 2.0 Point

7 Having participated in a Two/Three Days Training Workshop on Youth Leadership or on any relevant Social issue organised in the Office of the Programme Coordinator, NSS in collaboration with State Govt. / GOI / NGO's. OR Having participated in a Two/Three Day Training Workshop Course on Youth Leadership or on any relevant Social Issue organised by the college NSS units. Provided that permission for such workshop has been obtained 15 days prior to the commencement from the Programme Coordinator (NSS) of University on the recommendations of the Programme Officer of the concerned college. The list of the participants has to be
submitted in the office of the Programme Coordinator (NSS) of University within Ten days of the completion of workshop. 3 Point

8 Having participated as a member of the NSS unit of College in camps/courses of not less than seven (7) days duration organised by Govt./Semi Govt. agencies/NGO’s/ Social Organisation in coordination/collaboration with NSS, Programme Coordinator/Regional Centre. Provided that permission for such participation has been obtained 15 days prior to the commencement of the camp/course from the Programme Coordinator, NSS on the recommendation of the Programme Officer of the concerned unit and the Principal of the concerned college. 3 Point

9 Having donated blood through NSS unit of the colleges subject to a maximum of 3 donations per year, to be assessed @ 2 Point/points per donation, on the production of a certificate to be issued by District Chief Medical Officer/Blood Bank Officer of a Medical College/Red Cross Authority and duly authenticated by Incharge NSS Unit P.O./Principal. 2 Point

NOTE:
1. The certificate issued with effect from 2007-08 session should bear the VEC (Volunteer Enrolment Code) number issued by the office of NSS Programme Coordinator. No certificate without VEC number will be eligible for the admission purpose.
2. The highest Point of an event in same category shall be awarded.
3. Each certificate issued by the NSS units should be authenticated by the office of NSS Programme Coordinator. No certificate without proper authentication shall be considered for admission under NSS category.
4. The Programme Officer/s, NSS of the college & concerned has to submit a list of participants of an event duly forwarded by the Principal along with the certificates to by authenticated by the Programme Coordinator (NSS) of University
5. No inter college activity can be organised at the college level without the prior permission of the office of the Programme Coordinator (NSS) of University. For admission under the category of NSS participation during the 3 year tenure of B.A./B.Sc./B.Com./B.B.A./B.C.A. (General course 10+2+3) shall be considered.

BHARAT SCOUTS & GUIDES
The admission under the Bharat Scouts & Guides may be offered to such students, who fulfill the eligibility conditions to be determined on the basis of the list of activities given below:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Event/Activity participated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participated in International Events organised by National HQRS of Bharat Scouts &amp; Guides - 9 Point</td>
</tr>
<tr>
<td>2</td>
<td>President Awardee (Scouts &amp; Guides / Rovers &amp; Rangers) - 8 Point</td>
</tr>
</tbody>
</table>
3  Vice-President Awardee (Rovers & Rangers) 7 Point

4  Prime Minister Shield Competition Awardee (Scouts & Guides) 6 Point

5  Governor's Rajya Purskar & Certificate of Honour (Scouts & Guides) 6 Point

6  Participation in Jamboree / National Camps organised by National HQRS of Bharat Scouts & Guides (Scouts & Guides / Rovers & Rangers). 5 Point

7  Participation in State Level Special Camps organized by J&K Bharat Scouts & Guides (Scouts & Guides/Rovers & Rangers). 4 Point

8  Having completed Parvesh, Parveen and Nipun stages of Rovers & Rangers of J&K Bharat Scouts & Guides (Rovers & Rangers). 3 Point

9  Blood donation through Bharat Scouts & Guides to a maximum of 3 donations per year to be assessed @ 2 Marks / points per donation on the production of a certificate to be issued by District Chief Medical Officer/Blood Bank Officer of a Medical College/Red Cross Authority and duly authenticated by State Chief Commissioner J&K Bharat Scouts & Guides. 2 Point

SCHEDULE FOR CALCULATION OF MARKS/POINTS FOR ACHIEVEMENTS MADE BY A CANDIDATE DURING 2-YEAR TENURE OF THE QUALIFYING DEGREE/DIPLOMA PROGRAMME AS A REGULAR STUDENT IN SPORTS ACTIVITIES

<table>
<thead>
<tr>
<th>S. No</th>
<th>Event/Activity participated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>National School Games under the auspices of School Games Federation of India: 1st position - 7 Point; 2nd position - 6 Point; 3rd position - 5 Point; Participation only without securing any position - 4 Point</td>
</tr>
<tr>
<td>2</td>
<td>Vijay Hazare U-17 Tournament under Board of Central for Cricket: 1st position - 7 Point; 2nd position - 6 Point; 3rd position - 5 Point; Participation only without securing any position - 4 Point</td>
</tr>
</tbody>
</table>
3 Vijay Merchant Tournament U-17/U-15/U-14
   1st position - 7 Point;
   2nd position - 6 Point;
   3rd position - 5 Point;
   Participation only without securing any position - 4 Point

4 U-19 C.K.K. Naidu Trophy or U-19 Coach Bihar
   1st position - 7 Point;
   2nd position - 6 Point;
   3rd position - 5 Point;
   Participation only without securing any position - 4 Point

5 Women Sports Competition under Sports Authority of India or
   Federation Cup or All India Open Tournament Under respective
   Federation.
   1st position - 7 Point;
   2nd position - 6 Point;
   3rd position - 5 Point;
   Participation only without securing any position - 4 Point

6 All India Rural Sports competition under Sports authority of India
   1st position – 6 Point;
   2nd position - 5.5 Point;
   3rd position – 5 Point;
   Participation only without securing any position – 4 Point

7 Mini National Championship under respective Federation.
   1st position – 5 Point;
   2nd position – 4 Point;
   3rd position – 3 Point;
   Participation only without securing any position – 2 Point

8 National Sub Junior Championship under respective Federation
   1st position – 6 Point;
   2nd position - 5.5 Point;
   3rd position – 5 Point;
   Participation only without securing any position – 4 Point

NATIONAL CADET CORPS (NCC)

S. No  Event/Activity participated
1     Having attended NCC Youth Exchange Programme in foreign
      countries 9 Point

2     Having attended Republic Day (RD) camp at Delhi and
      adjudged/secured position in an individual/ team competition as
      under
Best Cadet – 8 Point;
First Position – 7 Point;
Second Position – 6 Point;
Third Position - 5.5 Point;
Participation only without securing any position – 5 Point;
Participation in Local Republic Day and Independence Day Parade – 3 Point

NOTE: Cadets attend minimum 10 to 15 days preparatory parades for participation in local Republic Day and Independence Day parades held at all District Levels. The certificates must be issued /authenticat ed by Divisional Commissioner / Deputy Commissioner of the concerned districts. The certificate must have date, number and stamp of the issuing authority, failing which it shall be treated as invalid.

3 Having been awarded Defence Secretary's/ Dean General's (DG) medal/ commendation card 7 Point

4 Having attended any of the following All India NCC Camps like Army Attachment Training Camp; National Integration Camp; Advanced Mountaineering Camp; Trekking Expedition Camp; Basic and Advanced Leadership courses Camp; Snow Skiing and Water Sports courses Camp; Rock Climbing Camp; NCC National Games; Camel Safari; Yachting Regatta; Ship Attachment; Sea Training Camp and adjudged / secured position therein in an individual/team competition as under:
   Best Cadet – 5 Point;
   First Position - 4.5 Point;
   Second Position – 4 Point;
   Third Position - 3.5 Point;
Participation only without securing any position – 3 Point

5 Having passed "A" certificate examination of NCC 5 Point

6 Having attended NCC Annual Training Camp ATC/CATC of not less than 10 days duration 4 Point

7 Having donated blood in a camp organised by NCC, subject to a maximum of three donations per year to be assessed @ 2 marks/point per donation. (Certificate of the donation must be issued by designated Red Cross Authority/Chief Medical Officer of the District/Blood Bank Officer of Medical College and duly authenticated by the camp in charge 2 Point

NOTE:
   i. No provisional certificates shall be entertained for ‘A’ certificate examination.
   ii. No certificate shall be entertained unless issued by the concerned authorities / agency with proper seal and signature.
   iii. The highest Point of an event in the same category shall be awarded.
iv. RD/ ID Certificates issued only by Divisional Commissioner/ Deputy Commissioner with seal/stamp and signature shall be considered.

v. For admission under the category of NCC participation during the 2 year tenure of 11th and 12th shall be considered.

**NATIONAL SERVICE SCHEME (NSS)**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Event/Activity participated in Maximum Marks/Points per Event/Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>Having participated in international NSS Youth Exchange Programme 9 Point</td>
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</table>
| 2     | Having been awarded for NSS activities with any of the following: a) Governor's Medal 8.0 Point  

b) Education Secretary's Commendation card/Medal 7.0 Point |
| 3     | Having participated in all India Camp such as National Integration Camp/All India Youth Camp/Youth Festival organised by Regional Centre, NSS/Dean, School Education in collaboration / sponsored by Govt. of India, Ministry of Youth Affairs and Sports. Overall Best Volunteer 6.0 Point; Participation 5.0 Point |
| 4     | Having participated in Inter school NSS Camp organised by NSS Unit of the School for duration of not less than 10 (Ten) days & sponsored by State Govt. authorities Overall Best Volunteer 5.0 Point; Participation 4.0 Point |
| 5     | Having participated 10 days NSS School special Camp organised by NSS Unit of the School 4 Point |
| 6     | Having participated in Civil Defence Training Camp of not less than 07 Days duration organised by the School in collaboration with the authorities - 3 Point |
| 7     | Having participated in a Two/Three Days Training Workshop on Youth Leadership or on any relevant Social issue organised by the State Govt. / GOI / NGO's or the School NSS units – 3 Point |
| 8     | Having donated blood through NSS unit of the School subject to a maximum of 3 donations per year, to be assessed @ 2 marks/points per donation, on the production of a certificate to be issued by District Chief Medical Officer/Blood Bank Officer of a Medical College/Red Cross Authority and duly authenticated by Incharge NSS Unit/ Principal – 2 Point |
## BHARAT SCOUTS & GUIDES

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<td>2</td>
<td>President Awardee (Scouts &amp; Guides) - 8 Point</td>
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<td>3</td>
<td>Vice-President Awardee (Scouts &amp; Guides) - 7 Point</td>
</tr>
<tr>
<td>4</td>
<td>Prime Minister Shield Competition Awardee (Scouts &amp; Guides) /Governor's Rajya Purskar &amp; Certificate of Honour (Scouts &amp; Guides) - 6 Point</td>
</tr>
<tr>
<td>5</td>
<td>Participation in Jamboree / National Camps organised by National HQRS of Bharat Scouts &amp; Guides (Scouts &amp; Guides) – 5 Point</td>
</tr>
<tr>
<td>6</td>
<td>Participation in State Level Special Camps organised by J&amp;K Bharat Scouts &amp; Guides (Scouts &amp; Guides) – 4 Point</td>
</tr>
<tr>
<td>7</td>
<td>Having donated blood through Bharat Scouts &amp; Guides to a maximum of 3 donations per year to be assessed @ 2 Marks / points per donation on the production of a certificate to be issued by District Chief Medical Officer / Blood Bank Officer of a Medical College/Red Cross Authority and duly authenticated by State Chief Commissioner J&amp;K Bharat Scouts &amp; Guides – 2 Point</td>
</tr>
</tbody>
</table>

## CULTURAL AND LITERARY ACTIVITIES

<table>
<thead>
<tr>
<th>S. No</th>
<th>Event/Activity participated in Maximum Marks/Points per Event/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Having attended Youth Cultural Exchange Programme in Foreign Countries – 12 Point</td>
</tr>
</tbody>
</table>
| 2     | Having participated and performed as a member of the State/School contingent in any solo/group item in National competition, organised by State/Central Govt. agency,  
1st Position – 10 Point;  
2nd Position – 9 Point;  
3rd Position – 8 Point;  
4th Position – 7 Point;  
Participation only without securing any position – 6 Point |
| 3     | Having participated and performed as a member of the State/School contingent in any solo/group item in Zonal competition, organised by State/Central Govt. agency, |
1st Position – 9 Point;  
2nd Position – 8 Point;  
3rd Position – 7 Point;  
Participation only without securing any position – 4 Point 

4 Having participated and performed as a member of State/School contingent in any solo/group item, organised by State/Central Govt. agency item in a competition organized by the Dean School Education, J&K State/CBSE/ or any Government organization  
1st Position -8* Point;  
2nd Position - 7* Point;  
3rd Position - 6* Point;  
Certificate of Merit/Consolation Prize - 4* Point  
*Student Accompanists will get only 50% Points 

5 Having participated and performed as a member of the contingent of an affiliated college / university team in any solo / group item in a competition organised by the J&K Academy of Art, Culture and Languages,  
1st Position – 7 Point ;  
2nd Position – 6 Point;  
3rd Position – 5 Point 

6 Having secured recognition as approved Music/Drama Artist of Akashwani (Primary Service)/ Doordarshan Kendra as certified/ countersigned by the Dean Radio Kashmir Jammu/ Doordarshan Kendra, Jammu – 4 Point 

16.3.13 MERIT DETERMINATION  

Admission to 2 Year PG, Honours and Integrated Program of the Cluster University of Jammu shall be made on the basis of merit of the eligible candidates. The following weightage shall be given for admission to the various courses: i). Academic Merit of the qualifying examination 70% ii). Entrance Test 30%. 

16.3.13.1 ACADEMIC MERIT AS SELECTION CRITERION  

The criteria to determine merit shall be as follows: The Point secured by a candidate in the qualifying degree examination shall be calculated in the manner and out of the base specified hereunder against each course of study. Admission shall be made in descending order of merit thus calculated. 

16.3.13.2 SELECTION CRITERIA FOR ACHIEVEMENT CATEGORIES.  

Merit of the candidates applying under reserved categories of Sports/Cultural & Literary, and NCC/NSS/ Bharat Scouts and Guides activities as specified at Statute 6 shall be determined on the basis of
a) Marks/points awarded to such a candidate for these activities, plus

b) one-fourth (1/4) of the composite merit (70% of the qualifying examination + 30% of CLUIET Score). The composite score thus calculated, shall form the basis of admission, PROVIDED that the candidate seeking admission unless covered under Statute 11 has not been admitted to any programme of study in the University in an earlier session under the aforesaid reserved categories. PROVIDED also, that where candidates have obtained equal composite score, the tie shall be resolved by reference to their achievement merit in the respective activity determined as per Statute. Higher achievement merit shall determined priority in admission.

16.3.14 Notwithstanding anything contained in these Statutes, a student who having fallen short of attendance for reasons beyond his/her control becomes ineligible to appear in the University examination shall be considered for fresh admission in the next consecutive year in the same program of study in which he/she fell short of lectures in the preceding year along-with those who apply for admission to a program of study in the University for the first time. This concession shall be available to a candidate only once PROVIDED that he/she figures in the merit list and also, that conduct of such a candidate during his/her previous stay in the department has been to the entire satisfaction of the Head of the Department concerned.

16.3.14.1 The University may, subject to fulfilment of eligibility conditions, consider the admission of one candidate in each program belonging to Kashmiri migrant families, in the order of merit, not exceeding one in a particular program, provided that such a candidate produces documentary evidence of belonging to a family registered as Kashmiri migrant subject to production of the said Certificate from the Relief Commissioner. Such admission may be authorised by the Registrar against a seat which shall be supernumerary in a program of study in the department.

16.3.14.2 The University may, subject to fulfilment of eligibility conditions consider the admission of single girl child in each program, in order of merit, not exceeding one in a particular program, provided that such a candidate produces documentary evidence and an affidavit duly sworn in before the First Class Magistrate for being single girl child. Such admission may be authorized by the Registrar against a seat which shall be supernumerary in a program of study in the Department.
16.3.15 Any person in employment or self employment or engaged in a business or profession, is not eligible for admission to any whole time program i.e. a program conducted during the day time, in the University teaching departments. Such a person may, however, be considered for admission, PROVIDED that:

16.3.15.1 if in employment, he/she will produce a certificate from his/her employer that the employer has no objection to his/her pursuing a whole time program in the University, and that the employee is on authorised leave for the purpose of study in the University;

16.3.15.2 if self employed or engaged in a business or a profession, he/she will give a written undertaking to devote his/her whole time for studies as a student during the period he/she remains on rolls of the University teaching department and he/she shall not engage in any business or profession or a vocation during this period or engage in any activity which is likely to interfere with his/her studies in the University. Such cases will be examined by the Admission Committee which will make appropriate recommendations to the Registrar. (EXPLANATION: All programs shall be treated as whole time programs of study, except if provided otherwise).

16.3.16 CANCELLATION OF ADMISSION

Each candidate who is granted admission shall not take up any employment or engage in any business or profession so long as he/she is on the rolls of the University. Any student who takes up an employment or engages in business or profession in violation of the Statues, his/her name shall be struck off from the rolls of the teaching department of the University.

The Admission Committee concerned, with the approval of the Vice-Chancellor, shall have the authority to refuse or cancel admission of a candidate/student who:

16.3.16.1 either fails to produce the requisite certificate in original within the time prescribed or provides information in his/her application form which is found incorrect or produces a certificate which is not genuine.

16.3.16.2 in the opinion of the Admission Committee, has taken up employment or a vocation which is likely to interfere with his/her studies in the University.

16.3.16.3 fails to pay the fees and deposits including Hostel fees and deposits, within the time prescribed by the Warden of the Hostel concerned.
16.3.16.4 The Head of the Department shall be competent to cancel admission of a student enrolled for a program of study in the department if the student remains absent without permission of the Head of the Department concerned for a period of 15 days continuously and/or does not attend less than 50% of the total lectures delivered in the Semester concerned, PROVIDED that before cancellation of admission, the concerned Head of the Department will provide an opportunity to such a candidate to explain within 07 days why action be not taken against him/her.

16.3.17 NOTIFICATION AND FEE
Names of the candidates selected for admission shall be notified from time to time on the Notice Board of the Concerned Department. The candidates shall be required to watch such notifications and comply with the instructions given in all respects failing which their selection shall be cancelled and no complaint will be entertained in this regard.
Admission fee and other charges payable by each student selected for admission to a program of study shall be such as may be prescribed from time to time.
Provided that if a student having been admitted to a program in a teaching department and having deposited the required fees is selected subsequently, in the same session, in any other department of the University, shall be allowed transfer of fee deposited by him/her, by the Admission Committee.

16.3.18 Refund of Fee: If a student having been admitted to a program discontinues, deduction of fee deposited shall be as under:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Open/Reserved Categories</th>
<th>Self-Financing Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Refund</td>
<td>Amount to be deducted</td>
</tr>
<tr>
<td>1</td>
<td>Within the period of admission</td>
<td>Rs.550/-</td>
</tr>
<tr>
<td>2</td>
<td>After the last date of admission but before the meeting of Appellate Committee</td>
<td>Rs.1100/-</td>
</tr>
<tr>
<td>3</td>
<td>Within five days after the Appellate Committee meeting</td>
<td>Rs.3300/-</td>
</tr>
</tbody>
</table>

Thereafter no refund claim shall be entertained.

16.3.19 INTERPRETATION OF STATUTES
In case of interpretation of statutes the matter will be referred to the Vice-chancellor whose decision shall be final and binding.
AFFIDAVITS

ANNEXURE-1

FOR ALL CANDIDATES

"I ______________ son/daughter of _______________ R/O ________________

hereby declare:

1. that I am seeking provisional admission to ________________ class of
   the ________________ course in the ________________ College in
   the academic session ________ on the basis of my merit in the qualifying
   examination

2. That I have not sought admission in any academic /professional /technical/
   Government/ private institution inside or outside the state.

3. That in case I seek admission or get selected academic /professional /technical/
   Government/ private institution inside or outside the state, I shall immediately
   bring to the notice of the College authorities and get myself discharged from the
   College before getting myself admitted to any of the above mentioned
   institutions.

4. That I shall abide by the rules and norms of the College in order to keep the
   decorum and discipline of the institution.

5. I further undertake that I shall not misbehave/indulge in any unlawful and anti-
   social activity. In case I am found involved in such like activities, I shall be
   punished.

DEPONENT
ANNEXURE-2

FOR CANDIDATES PASSING CLASS-XII OTHER THAN JKBOSE

"I _______________________ son/daughter of ____________________________ R/O ________________________________ hereby declare that I am seeking provisional admission to __________________________ class of the __________________________ course in the __________________________ College on the understanding that my admission to the semester-I is provisional and is subject to confirmation on the issue of certificate of eligibility by the University under rules. If for any reason, whatsoever, the University declines to issue the said certificate, my provisional admission will automatically stand cancelled". Such provisional admission shall entitle a candidate to join the college at his/her own risk and responsibility on the condition that he/she obtains a final certificate of eligibility before the declaration of the result of the University examination to which the candidate has been admitted:

Provided further that the request for grant of provisional admission should be made to the University immediately as soon as the candidate applies to the Principal of the College for seeking admission to the University: Provided also that the conditions governing the issue of Eligibility Certificate shall not apply to such students who have passed an examination of the Jammu and Kashmir Board of School Education.

DEPONENT
ANNEXURE-3

ANTI RAGGING AFFIDAVIT

I, ___________________________________________ (full name of student) s/o d/o Mr./Mrs./Ms. ______________________________

______________________________________________ having been admitted to ________________________________College

1a) I will not indulge in any behaviour or act that may be constituted as ragging under Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging Regulations.

2) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

3) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

4) Along with the above mentioned points I do hereby declare that

a) I will obey the code of conduct of the institute and do not indulge in any kind of indisciplined activity while in and off the institution campus.

b. I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause(4.a).

DEPONENT
ANNEXURE-4

FOR CANDIDATES WITH GAP

I……………………………………………Son/Daughter of……………………………………………..resident of …………………………… do hereby solemnly declare as under:

(a) that I have passed 10+2 examination during the session…………….. in the year ………….. from…………….Board.

(b) that I am seeking admission in ……………………………………………………………………… during the session ______.

(c) that during the gap period I was neither employed nor sought admission in any Academic/Professional/Technical/Private Institution or got it cancelled before applying for admission.

DEPONENT

*For candidates applying for admission after a lapse of time following graduation.
ANNEXURE-05

FOR CANDIDATES WITH GAP

a) I................................................... son/daughter of................................................... resident of ........................................ hereby solemnly declare that I have passed/appeared in the final year of my qualifying examination, in the year ................................from the University of ..............................I further declare that I have neither been admitted to any course/program of study of this University/any other University nor have passed any post graduate examination as a private candidate, after passing my graduation examination in the previous year. The above statement made by me is true to the best of my knowledge and belief and in the event of this having been proved otherwise, my admission shall stand automatically cancelled besides any other action that may be taken against me under law for my civil or criminal liability.

b) I further hereby solemnly declare that I was not involved in any criminal / antisocial activities prior to submission of this application form.

DEPONENT

*For candidates applying for admission after a lapse of time following graduation.
ANNEXURE-06

FOR CANDIDATES SEEKING ADMISSION UNDER RESERVED CATEGORY

a) I........................................... son/daughter of.............................................. resident of........................................ hereby solemnly declare that I am seeking admission to the course/program of study namely........................................ in the Department of ............................................... Cluster University of Jammu on the basis of ........................................ Reserved Category. I further declare that Reserved Category Certificate submitted by me is genuine and in the event of this having been proved otherwise, my admission shall stand automatically cancelled, besides any other action may be taken against me under law for my civil or criminal liability.

b) I further hereby solemnly declare that I was not involve in any criminal/ antisocial activities prior to the submission of application form.

DEPONENT
FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE IN SUPPORT OF HIS/HER CLAIM

This is to certify that Mr./Ms./Mrs............................................Son/Daughter of ...........................................of Village/Town ..................... ..... . District/Division...................... of the State.......................belongs to the ........... Caste which is recognised as Scheduled Caste under the constitution (Jammu & Kashmir) Scheduled Caste Order, 1956. SIGNATURE..........................

DESIGNATION......................

(With seal of the Officer)

(Competent authority for issuing of Certificate is Revenue Officer not below the rank of Tehsildar) Date..........................
FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED TRIBES IN SUPPORT OF HIS/HER CLAIM

This is to certify that.................................................Son/Daughter of .............................................. of Village/Town....................... District/Division....................... of the State................................belongs to the ................................. Tribes which is specified as a Scheduled Tribes under the constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989 as amended from time to time.

SIGNATURE..............................
DESIGNATION......................
(with seal of the Officer)

(Competent authority for issuing of Certificate is Revenue Officer not below the rank of Tehsildar) Date...........................
ANNEXURE-09

CERTIFICATE OF BEING A MEMBER OF THE SOCIALLY AND EDUCATIONALLY BACKWARD CLASS

This is to certify that Mr./Ms./Mrs.............................................. Son/Daughter of ...................................................... of Village/Town...........................................District/Division.............................. of the State.............................. belongs to the....................... is a member of the Socially and Educationally Backward Class, falling under the category:

i) Resident of Backward Areas;

ii) Resident of area adjoining Line of Actual Control;

iii) Weak and Under privileged class (Social Caste)

This is also certified that the said Mr./Ms./Mrs.............................................. (on behalf of applicant) submitted his application for grant of this certificate to this Office on...........................................and the certificate has been delivered to him under my hand and seal today on the ..........................................................

SIGNATURE.................................................................

DESIGNATION...........................................................

Name in Block Letters..........................................................

Authorised Officer
(with seal)

*(Competent authority for issuing of Certificate is Revenue Officer not below the rank of Tehsildar)

* No certificate other than the competent authority shall be entertained/considered.
CERTIFICATE OF BEING CHILD OF DEFENCE PERSONNEL

This is to certify that Mr./Ms./Mrs.............................................................son/daughter of ................................................ of Village/Town............................... District/Division......................
of the State..............................serving or has served as member of Army/Navy/Air Force.

Authorised Officer (with seal)

* (Competent authority for issuing of Certificate is authorised Officer of Zila Sainik Board/Commanding Officer of the Unit where serving or served)

* No certificate other than the competent authority shall be entertained/ considered.
CERTIFICATE OF BEING AN EX-SERVICEMAN

This is to certify that Mr./Ms./Mrs................................................................. son/daughter of ...................................... of Village/Town.................................

District/Division.................... of the State...............................is an ex-serviceman of the............... Force and has been honourably discharged from the service of the said Force on................................................... Signature of the Authorised Officer (with seal)

*(Competent authority for issuing of Certificate is authorised Officer of Zila Sainik Board/Commanding Officer of the Unit where serving or served)

* No certificate other than the competent authority shall be entertained/considered.
FOR ALL CANDIDATES

I................................................... son/daughter of .......................................... resident of.................................................. have solemnly declare that - a) I have passed/appeared in the final year of my last qualifying examination from.......................................... b) I have gone through the contents of the Brochure-cum-Application Form, published by the Cluster University of Jammu and read the Statutes thoroughly. I shall abide by the instructions mentioned therein. c) I have personally filled in the Admission Form. d) I shall attend the Department concerned as per the schedule to be notified separately by the Cluster University of Jammu. e) If I fail to attend the Department concerned as per the notified date, I shall automatically lose the right of admission to the course / courses for which I have applied. f) I have not been debarred/disqualified by the any University. g) I have applied for admission in open category/reserved category/payment seat category (mention whichever are applicable) ________________ I declare that the certificates submitted by me are genuine and the above statements made by me are true to the best of my knowledge and belief. In the event of this being proved otherwise, my admission shall stand automatically cancelled; besides, I shall be responsible for any other action that may be taken against me under law. h) I shall not indulge in Ragging: In case of any violation, I shall be liable to any action under law, including cancellation of my admission.

WITNESSES: ____________________________

DEPONENT
FOR CANDIDATE SEEKING ADMISSION UNDER SINGLE GIRL CHILD CATEGORY

Duly sworn in before the First Class Magistrate

I .................................................. son/daughter of ..................................................
resident of ........................................ hereby solemnly declare that I am seeking
admission in the course/program of study namely .............................................. in the
Department of ........................................ Cluster University of Jammu on the basis of
being Single Girl Child of my parents. I further declare that the Certificate submitted by
me is genuine and in the event of this having been proved otherwise, my admission shall
stand automatically cancelled, besides any other action may be taken against me under
law for my civil or criminal liability.

DEPONENT
FOR CANDIDATES SEEKING ADMISSION UNDER ACHIEVEMENT CATEGORY

a) I......................................... son/daughter of........................................ resident of........................................ hereby solemnly declare that I am seeking admission to the course/program of study namely........................................ in the Department of ........................................ Cluster University of Jammu on the basis of my achievements in the field of ........................................ (Sports / Cultural and Literary Activities/ NCC/ NSS/ Bharat Scouts and Guides). I further declare that the Certificate submitted by me in favour of my achievement category is/are genuine and in the event of this having been proved otherwise, my admission shall stand automatically cancelled, besides any other action may be taken against me under law for my civil or criminal liability.

b) I further hereby solemnly declare that I shall continue to take part in respective achievement category i.e........................................ for which I am taking the benefit of admission, otherwise eligible for participation, failing which, my admission shall liable to be cancelled.

DEPONENT
## ANNEXURE-15

**LIST OF GAMES/SPORTS WHICH THE UNIVERSITY RECOGNISES/PARTICIPATES AT VARIOUS LEVEL FOR PG COURSES**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Games (Men)</th>
<th>Games (Women)</th>
<th>S. No</th>
<th>Games (Men)</th>
<th>Games (Women)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>American Football</td>
<td>---</td>
<td>25</td>
<td>Gymnastics and Malkhamb</td>
<td>Gymnastics and Malkhamb</td>
</tr>
<tr>
<td>2</td>
<td>Aquatics</td>
<td>Aquatics</td>
<td>26</td>
<td>Handball</td>
<td>Handball</td>
</tr>
<tr>
<td>3</td>
<td>Archery</td>
<td>Archery</td>
<td>27</td>
<td>Hockey</td>
<td>Hockey</td>
</tr>
<tr>
<td>4</td>
<td>Athletics</td>
<td>Athletics</td>
<td>28</td>
<td>Hockey 5’s</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Badminton</td>
<td>Badminton</td>
<td>29</td>
<td>Judo</td>
<td>Judo</td>
</tr>
<tr>
<td>6</td>
<td>Ball Badminton</td>
<td>Ball Badminton</td>
<td>30</td>
<td>Kabaddi</td>
<td>Kabaddi</td>
</tr>
<tr>
<td>7</td>
<td>Baseball</td>
<td>Baseball</td>
<td>31</td>
<td>Kho-Kho</td>
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<tr>
<td>8</td>
<td>Basketball</td>
<td>Basketball</td>
<td>32</td>
<td>Korfbal</td>
<td>Korfbal</td>
</tr>
<tr>
<td>9</td>
<td>Best Physique</td>
<td>---</td>
<td>33</td>
<td>Netball</td>
<td>Netball</td>
</tr>
<tr>
<td>10</td>
<td>Boxing</td>
<td>Boxing</td>
<td>34</td>
<td>Power &amp; Weight Lifting</td>
<td>Power &amp; Weight Lifting</td>
</tr>
<tr>
<td>11</td>
<td>Canoeing &amp; Kayaking</td>
<td>Canoeing &amp; Kayaking</td>
<td>35</td>
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</tr>
<tr>
<td>12</td>
<td>Chess</td>
<td>Chess</td>
<td>36</td>
<td>Sepak Takraw</td>
<td>Sepak Takraw</td>
</tr>
<tr>
<td>13</td>
<td>Cycle Kabaddi</td>
<td>Cycle Kabaddi</td>
<td>37</td>
<td>Soft Ball</td>
<td>Soft Ball</td>
</tr>
<tr>
<td>14</td>
<td>Pistol &amp; Air Rifle Shooting</td>
<td>Pistol &amp; Air Rifle Shooting</td>
<td>38</td>
<td>Squash Rackets</td>
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<td>39</td>
<td>Soft Tennis</td>
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<td>16</td>
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<td>17</td>
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<td>42</td>
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</tr>
<tr>
<td>19</td>
<td>E-Sports</td>
<td>E-Sports</td>
<td>43</td>
<td>Tug of war</td>
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<tr>
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<td>Fencing</td>
<td>Fencing</td>
<td>44</td>
<td>Volleyball</td>
<td>Volleyball</td>
</tr>
<tr>
<td>21</td>
<td>Football</td>
<td>Football</td>
<td>45</td>
<td>Wrestling</td>
<td>Wrestling</td>
</tr>
<tr>
<td>22</td>
<td>Gatka (Demo)</td>
<td>Gatka (Demo)</td>
<td>46</td>
<td>Wushu</td>
<td>Wushu</td>
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<tr>
<td>23</td>
<td>Gawker</td>
<td>---</td>
<td>47</td>
<td>Yachting</td>
<td>Yachting</td>
</tr>
<tr>
<td>24</td>
<td>Greco Roman Style Wrestling</td>
<td>Greco Roman Style Wrestling</td>
<td>48</td>
<td>Yoga</td>
<td>Yoga</td>
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### ARTISTIC

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
<th>RHYTHMIC</th>
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<tbody>
<tr>
<td>Floor Exercise</td>
<td>Pummelied Horse</td>
<td>Beam Balance</td>
</tr>
<tr>
<td>Horizontal Bar</td>
<td>Roman Rings</td>
<td>Floor Exercise</td>
</tr>
<tr>
<td>Parallel Bar</td>
<td>Vaulting Horse</td>
<td>Uneven Bar</td>
</tr>
<tr>
<td>S. No</td>
<td>Games (Men)</td>
<td>S. No</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>1</td>
<td>Athletics</td>
<td>25</td>
</tr>
<tr>
<td>2</td>
<td>Badminton</td>
<td>26</td>
</tr>
<tr>
<td>3</td>
<td>Basketball</td>
<td>27</td>
</tr>
<tr>
<td>4</td>
<td>Cricket</td>
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<td>5</td>
<td>Football</td>
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<td>6</td>
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<td>8</td>
<td>Table Tennis</td>
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</tr>
<tr>
<td>9</td>
<td>Volley ball</td>
<td>33</td>
</tr>
<tr>
<td>10</td>
<td>Tennis</td>
<td>34</td>
</tr>
<tr>
<td>11</td>
<td>Weight Lifting</td>
<td>35</td>
</tr>
<tr>
<td>12</td>
<td>Wrestling (International Style)</td>
<td>36</td>
</tr>
<tr>
<td>13</td>
<td>Boxing</td>
<td>37</td>
</tr>
<tr>
<td>14</td>
<td>Cycling</td>
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<td>15</td>
<td>Gymnastics</td>
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<td>16</td>
<td>Judo</td>
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</tr>
<tr>
<td>17</td>
<td>Shooting</td>
<td>41</td>
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<tr>
<td>18</td>
<td>Archery</td>
<td>42</td>
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<tr>
<td>19</td>
<td>Equestrian Sports</td>
<td>43</td>
</tr>
<tr>
<td>20</td>
<td>Handball</td>
<td>44</td>
</tr>
<tr>
<td>21</td>
<td>Rowing</td>
<td>45</td>
</tr>
<tr>
<td>22</td>
<td>Roller/Ice Skating</td>
<td>46</td>
</tr>
<tr>
<td>23</td>
<td>Skiing</td>
<td>47</td>
</tr>
<tr>
<td>24</td>
<td>Squash</td>
<td></td>
</tr>
</tbody>
</table>
CHAPTER - 17

CHOICE BASED CREDIT SYSTEM (CBCS) FOR UNDERGRADUATE GENERAL/ UNDER GRADUATE HONOURS / INTEGRATED HONOURS/POST GRADUATE DEGREE PROGRAMS

STATUTES

17.1 TITLE AND COMMENCEMENT

17.1.1 These Statutes shall be called “Statutes Governing the Choice Based Credit System (CBCS) for U.G. (General)/ U.G (Honours)/ P.G / Integrated (Hons) courses to be run in the University/Constituent Colleges/Affiliated Colleges”.

17.1.2 These Statutes shall come into force w.e.f. session 2017-18 and thereon.

17.1.3 These Statutes shall apply to following programmes:

17.1.3.1 B.A./B.Sc./B.Com./B.Sc.(Home Science) ;
17.1.3.2 B.A./B.Sc./B.Com. Honors ;
17.1.3.3 B.C.A./B.B.A.;
17.1.3.4 M.A./M.Sc./M.Com.; and
17.1.3.5 Integrated Honors Programmes.

17.2 DEFINITIONS OF KEY WORDS

“Academic Year” means two consecutive (one odd + one even) semesters constituting one academic year;

“Semester” means academic work of 15-16 weeks, equivalent to 90 actual teaching days. In a bi-semester system, an academic year consists of two semesters. The odd semesters shall be scheduled from June/July to November/ December, and even semester from November/ December to April/May;

“Programme” means an educational programme leading to award of a Degree, Diploma or Certificate in a discipline;

“Course” means a component of a programme or in other words “Course” refers to a subject offered under the degree programme. Each course is identified by a unique course code and course title. All courses need not carry the same weight. The courses should define learning objectives and students learning outcomes. A course may be designed to comprise Lectures/ Tutorials/Laboratory work/ Field work/ Outreach activities/ Project work/ Vocational training/Viva/ seminars/Term papers/Assignments/ Presentations/ Self-study etc. or a combination of some of these;
“Choice Based Credit System (CBCS)” means a system which provides choice for students to select from the prescribed courses (Core, Elective or Minor or Soft skill courses);

“Credit” means the quantum of content/syllabus prescribed for the course. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or 2.0 hours of practical work/field work per week;

“Credit Point” means the product of grade point and number of credits for a course;
“Credit Based Semester System (CBSS)” means the requirement for awarding a Degree or Diploma or Certificate in terms of number of credits to be completed by the students;
“Grade Point” means numerical weight allotted to each letter grade on a 10-point scale;
“Letter Grade” means an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F;

“Semester Grade Point Average (SGPA)” means a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places;

“Cumulative Grade Point Average (CGPA)” means a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places;
“Transcript or Grade Card or Certificate” means a grade certificate based on the grades earned, to be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

17.3 SCOPE AND COVERAGE

17.3.1 The CBCS is applicable to all full-time Undergraduate, Undergraduate Honors, Postgraduate, Five year Integrated Postgraduate Honors, B.Ed., M.Ed. and B.Ed.-M.Ed. Integrated, Programmes of study approved by the University.

17.3.2 It is also applicable to any other Programme of study approved by the Academic Council that has been prescribed to follow the CBCS pattern.

17.3.3 The learning and evaluation is based on the Semester pattern.

17.3.4 Eligibility, qualifications and admission procedure for each Program of study is as approved by the University.
17.4 COURSE STRUCTURE

17.4.1 TYPES OF COURSES FOR UG(General)/UG(Hons)[including integrated UG(Hons)]

The courses offered under a Programme of Study will be:

17.4.1.1 Core Course

There will be a Core Course in every semester. A course which should be compulsorily studied by a candidate as a core requirement to complete the requirement of a degree in a said programme/ discipline of study is termed as a “Core Course or a Discipline Specific Course (DSC)”. The Core Course cannot be substituted by any other course. Number of core papers constituting a Course for General Programme in Science there shall be 12 core papers for U.G(Genral). For General Programmes in Arts & Commerce there shall be only 8 Core Papers each. Besides, there will be 2 Papers each of General English and MIL to be studied by all the students of General Programmes in Arts and Commerce as Compulsory Courses. Number of core papers constituting a course for all UG(Hons) programme is 14. The curriculum designed for courses under this category shall aim to cover the basics that a student is expected to imbibe in that particular discipline.

17.4.1.2 Elective Course

An Elective course is generally a course that can be chosen from a pool of courses and are:

a) Very specific or specialized or advanced to the discipline/ subject of study;

b) Supportive to the discipline/ subject of study;

c) Providing an expended scope;

d) Enabling an exposure to some other discipline/subject/domain; and

e) Nurturing candidate's proficiency/skill.

An elective course may be:

(i) Discipline Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. 2 DSEs related to each Core Course for General Courses and 4 DSEs in case of all Honors courses.

(ii) ¹Generic Elective (GE) Course (An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure/ add generic proficiency is called a

¹ P.S: A Core course offered in a discipline/subject may be treated as a Generic Elective for other disciplines/subjects and vice versa and such electives may also be referred to as Generic Electives.
Generic Elective. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective. (2 each for B.A./B.Com. General Course and 4 for Honours Courses).

(iii) Dissertation/Project: An elective course designed to acquire special/advanced knowledge, such as Project work/ Dissertation work is carried out by a candidate on his/her own with an advisory support from the faculty member. The Project work/ Dissertation work involving application of knowledge in solving/analyzing/exploiting a real life situation/difficult problem can be of two types

Minor Project work (4-8 credits)
Major Project work (10-12 credits)

17.4.1.3 Ability Enhancement Courses (AEC):
The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). “AECC” courses are based upon the content that leads to Knowledge enhancement, such as:

a) Environmental Science
b) Communication English
c) 2MIL Communication
d) Disaster Management etc.

These are mandatory for all Undergraduate (Honours, General, Integrated) programs.

(i) Ability Enhancement Compulsory Courses (AECC):
1. Environmental Science
2. Communication English/MIL(Hindi, Urdu, Punjabi, Dogri, Kashmiri) Communication

(ii) Skill Enhancement Courses (SEC) (4 for Regular Courses and 3 for Honours Course): These courses shall be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and shall contain both theory and lab/hands-on training/field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase employability. The lists provided under this category are suggestive in nature and the respective Boards of Undergraduate Studies shall have complete freedom to suggest their own papers under this category based on the availability of expertise, specialization, requirements, scope and need.

2MIL is defined as Hindi/Urdu/Dogri/Punjabi/Kashmiri
(iii) **Practicals/Tutorials** (One each with every Core and Discipline Specific / Generic Elective Course): The respective Boards of Under-graduate Studies shall have the freedom to add / subtract from the list suggested by UGC depending on their faculty and infrastructure available. Addition should, however, be of similar nature.

17.4.1.4 **Introducing Research Component in Under-Graduate Courses**

Project work/Dissertation is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper at least in one semester for UG (Honours) Programme.

17.4.2 **COURSE STRUCTURE FOR P.G(General) and P.G (Hons) Program**

Post Graduate Boards of Studies in all subjects shall identify courses of the following three categories:-

i. Core Courses
ii. Elective Courses
iii. Research Courses

17.4.2.1 **Core Course**

There will be a Core Course in every semester. A course which should be compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in a PG(Masters) Degree (Hons or General) for a discipline of study is termed as a “Core Course or a Discipline Specific Course (DSC)”. The Core Course cannot be substituted by any other course. The curriculum designed for courses under this category shall aim to cover the basics that a student is expected to imbibe in that particular discipline. Core courses comprise a set of at least twelve(12) courses that are identified as compulsory for the students registered for the PG (Honours or General) degree in a particular subject. The category of core courses may further be divided into two sub-categories, namely:

a) **Hard Core**

These are a set of compulsory core courses that have to be done by all students doing master’s degree in a subject. There is no choice available in this category. Degree is not completed without doing all the Hard Core Courses.
b) **Soft Core**

These are a set of courses in which there is a choice or option available to the student. The student may choose some courses out of this set.

The total number of core courses to be completed by a student doing PG Honours/Integrated PG Honours degree in a subject will be such that he/she accumulates at least 52 credits (say 13 courses of four credit each).

The total number of core courses to be completed by a student doing master’s degree in a subject will be such that accumulates at least 48 credits (say 12 courses of four credit each).

**Note:** Core courses of subject other than the subject of a student’s Master’s Degree will be considered as elective course for a student’s PG (Hons and General) programme.

17.4.2.2 **Elective Course**

An Elective course is generally a course that can be chosen from a pool of courses and are;

a) Very specific or specialized or advanced to the discipline/subject of study;

b) Supportive to the discipline/subject of study;

c) Providing an expended scope;

d) Enabling an exposure to some other discipline/subject/domain; and

e) Nurturing candidate’s proficiency/skill.

**An elective course may be:**

A course that can be chosen from a number of options from a student’s subject of Master’s (Honours or General) degree or from outside (subjects other than a student’s Master’s Honours or General subject) is known as elective course. In choosing the course here, student has considerable freedom of choice. He/ she does not need to remain confined to his/her subject of PG (Honours or General) degree only. These may be very specific or specialized or advanced or supportive to the discipline/subject of a student’s PG (Honours or General) degree or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures a candidate’s proficiency/skill etc. All courses that a candidate takes after completing the core requirements will be considered as elective courses in case of a student’s Master’s programme.
An elective course chosen from an unrelated discipline / subject with an intention to seek exposure is called an Open Elective.

An elective course that is specially designed to acquire special / advanced knowledge (might be for the specialization required for a particular student’s programme) as a supplement study / support study to a project work or an elective course for which no teacher is available in the department and so a candidate studies such a course on his / her own (with might be an advisory support by a teacher) is called a Self Study Elective.

All courses (core as well as elective) offered in the disciplines / subjects other than the subject of a student’s PG (Honours or General) degree are treated as elective courses for the PG programme of that student.

17.4.2.3 **Practicals/Tutorials**

(These are courses with Core or Discipline Specific / Generic Elective Course): The respective Boards of Studies shall have the freedom to add / subtract from the list suggested by UGC depending on their faculty and infrastructure available. Addition should, however, be of similar nature.

17.4.2.4 **Introducing Research Component in Post Graduate Courses**

Project work/Dissertation is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation/difficult problem. There will be no prescribed syllabus for the research course. However, the contents of these courses will be governed by the directions of the Department. Project work/ Dissertation work is carried out by a candidate on his/her own with an advisory support from the faculty member. The Project work/ Dissertation work involving application of knowledge in solving/analyzing/ exploring a real life situation/difficult problem can be of two types

- Minor Project work (4-8 credits)
- Major Project work (10-12 credits)
17.5 IMPLEMENTATION OF THE CBCS

17.5.1 The implementation of the CBCS to follow a Common Minimum Curriculum and syllabi of the Core papers provided by the UGC. The allowed deviation from the syllabi being 30% at the maximum.

17.5.2 University has the flexibility to add to the list of elective papers prescribed by the UGC, as per the available facilities.

17.5.3 Number of Core papers for UG Honours and UG Regular Courses has to be same across the Universities.

17.5.4 Credit score earned by a student for any elective paper has to be included in the student’s overall score tally irrespective of whether the paper is offered by the parent University (Degree awarding University/Institute) or not.

17.5.5 For the introduction of AE Courses in the Undergraduate Programs, they may be divided into two categories:

17.5.5.1 AE Compulsory Courses: The University shall have the following compulsory courses in 1st & 2nd semester.
   a) English/MIL Communication,
   b) Environmental Studies.

AECC should compulsorily be studied by a candidate to complete the requirement of an Undergraduate degree in a said programme/discipline of study. AECC cannot be substituted by any other course.

17.5.5.2 Skill Enhancement Courses:
The University/Department/Colleges shall decide the papers they may want to offer from a common pool of papers as prepared by the concerned BOS and approved by the Academic Council. The university shall offer two or more than two paper per semester for these courses.

17.5.6 The students will choose any course offered by a University School/Colleges under CBCS as Elective Course with the advice of his/her Faculty Mentor and the course instructor.

17.5.7 The University School/Colleges/Institute shall plan the number of seats per elective paper as per the facilities and infrastructure available.
17.5.8 An undergraduate degree in Science disciplines shall be awarded if a student completes 4 core papers each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective papers based on three disciplines of choice selected above, respectively.

17.5.9 An Undergraduate degree in Humanities/ Social Sciences/ Commerce shall be awarded if a student completes 4 core papers each in two disciplines of choice, 2 core papers each in English and MIL, respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SECs), 2 papers each from a list of Discipline Specific Elective papers based on the two disciplines of choice selected above, respectively, and two papers from the list of Generic Electives.

17.5.10 A Post-Graduate (General) degree in Humanities/Arts/Social Sciences shall be awarded if a student completes 11 Hard Core papers in discipline, 1 Project work (Hard Core), 6 Soft Core papers each from a list of Discipline Specific Elective based on specialization and 2 Open Elective papers from the list of Open electives from other departments.

17.5.11 A Post-Graduate (General) degree in Sciences shall be awarded if a student completes 10 Hard Core papers in discipline, 2 Hard Core Practicals, 1 Soft Core Practicals, 1 Project Work (Soft core), 4 Soft Core papers each from a list of Discipline Specific Elective based on specialization and 2 Open Elective papers from the list of Open electives from other departments.

17.5.12 An undergraduate degree with Honours in any discipline shall be awarded if a student completes 14 Core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), minimum of 3 Skill Enhancement Courses (SEC) and 4 papers each from a list of Discipline Specific Elective and Generic Elective papers, respectively.

17.5.13 A Post-graduate degree with Honours (Integrated Programme) shall have 12 Hard Core Courses, 6 Soft Core Courses from a pool of courses offered by the Department and 2 Open Electives offered by other departments.

17.5.14 An Integrated degree with Honours in any discipline shall be awarded if a student completes the list of papers as prescribed under Statutes.

17.5.15 The credit(s) for each theory paper/practical/tutorial/project/dissertation will be as per the details given in Table 17.18 for B.Sc./ B.A. /B.Com and Table 17.19 for BBA/BCA respectively.
17.5.16 The credit(s) for each theory paper/practical/tutorial/project/dissertation will be as per the details given in Table 17.20 for M.Sc and for M.A/M.Com Programs as per Table 17.21.

17.5.17 The credit(s) for each theory paper/practical/tutorial/project/dissertation will be as per the details given in Table 17.22 for B.Sc. Honours, B.A./B.Com. Honours and Table 17.23 for M.Sc (Hons) and Table 17.24 for M.A/M.Com(Honours) respectively.

17.5.18 An applicant for a particular M.A. /M.Sc. /Technical/Professional course should have studied a specific discipline at the undergraduate level, a requirement of obtaining 24 credits in the concerned discipline at the undergraduate level shall be deemed sufficient to satisfy such a requirement for admission to the M.A./M.Sc./Technical/Professional course.

17.5.19 The University shall review the course structure and syllabi for UG/PG graduate courses after one academic session in order to rectify anomalies, if any, based on the feedback from stakeholders.

17.5.20 For the purpose of computation of work-load the following mechanism shall be adopted:

- 1 Credit = 1 Theory period of one hour duration per week for a minimum of 15 weeks.
- 1 Credit = 1 Tutorial period of one hour duration per week for a minimum of 15 weeks.
- 1 Credit = 1 Practical period of two hours duration per week for a minimum of 15 weeks.

The duration of classes may be decided accordingly by respective Principal of the Colleges/Head of the School Department.

17.5.21 As per standard, the size of tutorial/practical is 8 to 10 students. The Principals of respective Colleges/Head of the School Department may decided about the class-size and tutorial/practical size as per their requirements according to the prescribed standards.

17.5.22 The generic/open elective courses offered by the department will be taught by teachers of the same department.

17.5.23 Depending on the course/availability of faculty, the Principal of colleges/Head of the School Department may take decision for offering a pool of two or more than two Generic Elective Papers/Skill Enhancement Elective/Open Elective/Soft Core to be opted by students in each semester.
17.5.24 A student admitted in a particular department can opt for generic Elective paper offered by other department, for example a student admitted under B.A English cannot opt for Generic Elective courses offered by department of English or a student admitted under M.A English can opt for Open Elective courses offered by Department of Psychology or for example a student admitted under B.A (Hons) English cannot opt for Generic Elective courses offered by department of English.

17.5.25 The generic papers offered by different specialization of Family & Community Science Course/Home Science course can be opted as open Elective courses by student admitted in M.Sc Food Science & technology considering that different specialization as different department and in confirmation with Statutes.

17.5.26 The students admitted under BBA/BCA programme can opt for Generic papers offered by the specialization different from the one in which they are admitted.

17.5.27 The core papers of English/MIL as part of two languages required to be studied is different from the courses of English/Hindi/MIL Communication under ability enhancement compulsory course (AECC). In view of the above a student of B.A. (programme) can opt for English language as his/her one of the core papers and also opt for English as AECC under the scheme mentioned as in Table 17.1, Table 17.2, Table 17.3.

17.5.28 The students admitted under B.Sc programme and willing to pursue PG in Physics/Chemistry/Electronics must opt a paper of Mathematics as Generic Elective, if Mathematics is not one of the core subjects being studies.

17.5.29 The students of B.Sc /B.A /B. Com in order to be eligible for PG in any discipline may opt for generic Elective of a particular subject in each semester to earn 24 credits in the concerned discipline.

17.6 CHOICE BASED CREDIT SYSTEM (CBCS)
17.6.1 APPLICABILITY OF CBCS AND GRADING SYSTEM

17.6.1.1 The Regulation herein specified applies to all full – time, Integrated Postgraduate Honors, Undergraduate Honors, Undergraduate General, B.Ed., M.Ed. and B.Ed.- M.Ed. Integrated Programmes under choice Based Credit System by the Cluster University of Jammu herein after referred to as the University.
17.6.1.2 The Colleges that will cater to various Undergraduate General, Undergraduate (Honors) and Postgraduate General/Honours Courses, hereinafter, shall be referred to as Constituent Colleges. The Various Constituent Colleges are:

a) Government Gandhi Memorial Science College (GGM), Jammu;

b) Mulana Azad Memorial College (MAM), Jammu;

c) Government College for Women (GCW), Gandhi Nagar, Jammu;

d) Sri Pratap Memorial Rajput (SPMR) College of Commerce, Jammu; and

e) Government College of Education (COE), Jammu.

17.6.1.3 The Schools of the University that will cater to Five year integrated Postgraduate (Honors) courses, hereinafter, shall be referred to as Schools of University. The various Schools of Cluster University are:

a) School of Sciences;

b) School of Humanities and Liberal Arts;

c) School of Social Sciences;

d) School of Engineering Technology & Computer Technology; and

e) School of Teacher Education.

17.6.2 PROGRAMMES OF STUDY

The list of programs offered by the University is:

17.6.2.1 Integrated M.Sc/M.A/M.Com (Honors) Programmes (after 10+2)

Each five year integrated Honors programme (10 semesters) shall be of 256 Credits and Three-Year Integrated B.Ed-M.Ed Programme (6 Semesters) shall be of 165 credits

a) Integrated M.Sc. Honors Programme in Physics

b) Integrated M.Sc. Honors Programme in Chemistry

c) Integrated M.Sc. Honors Programme in Geology

d) Integrated M.Sc. Honors Programme in Mathematics

e) Integrated M.A. Honors programme in English

f) Integrated M.Com Honors programme in Commerce

g) Integrated M.Sc. in Family and Community Science (Three year B.Sc (Honors) and Two-Year M.Sc General)

h) Integrated B.Ed-M.Ed Programme after Post Graduation
17.6.2.2 **M. Sc/M.A General Programmes (after Graduation)**

Each Two year PG programme (04 semesters) shall be of **96 Credits** except M.Ed Programme which shall be 86 Credits.

a) M.Sc. Mathematics  
b) M.Sc. Geology  
c) M.A. Music  
d) M.Com.  
e) M.A English  
f) M.Sc. Textile and Apparel Science  
g) M.Sc. Food Science and Technology  
h) M.Ed

17.6.2.3 **Undergraduate Honors/General Programmes**

Each Three year UG Honors programme (06 semesters) shall be of 152 Credits and Three year UG General Programme shall be of 132 Credits. The three year BBA Programme (06 semesters) shall be of 148 Credits. The two year B.Ed Programme (04 semesters) shall be of 90 Credits

a) B. Sc. (Honors) Physics  
b) B. Sc. (Honors) Chemistry  
c) B. Sc. (Honors) Mathematics  
d) B. Sc. (Honors) Geology  
e) B. A. (Honors) English  
f) B.Com (Honors)  
g) B.Sc  
h) B.A.  
i) B.Com  
j) B.Ed.  
k) BCA  
l) BBA

17.6.3 **DURATION (TIME FRAME)**

Each Semester shall be of about six months duration including the Admission Process, Classification, Conduct of Examinations and the Preparation of Results with a provision of Teaching-Learning Activity of at least 15 Weeks as reflected in the Academic Calendar:

17.6.3.1 The duration of the UG programme (General/Hons) for a regular student shall be for a period of three years (6 semester) and the maximum duration of upto five years (10 semesters) period from the date of admission of the candidate.
17.6.3.2 The minimum duration for completion of any PG Programme (Hons/General) shall be 4 semesters (2 academic years) and the maximum duration shall be 8 semesters (4 academic years). Each academic year shall comprise of two semesters, viz. Odd and Even semesters.

17.6.3.3 The minimum duration for completion of any Integrated Honours Programme shall be 10 semesters (5 academic years) and the maximum duration shall be 14 semesters (7 academic years) with an option of an exit from the program after U.G(Hons).

17.6.3.4 Each academic year shall comprise of two semesters, viz. Odd and Even semesters.

17.6.3.5 Odd Semesters shall be from June / July to October / November and the Even Semester shall be from November / December to April / May.

17.6.3.6 In respect of candidates who had discontinued for a valid reason (with the permission of competent authority) and are readmitted to the programme by the School, the period for which such candidates had discontinued shall not be counted while calculating the maximum period prescribed in clause.

17.6.3.7 A semester(s) may be declared a zero semester(s) in case of a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship or any other valid reason accepted by the Vice-Chancellor subject to the fulfillment of requirements as laid down by the relevant rules. Such zero semester(s) shall not be counted for calculation of the duration of the programme in case of such a student.
### ACADEMIC CALENDAR UNDER SEMESTER SYSTEM

<table>
<thead>
<tr>
<th>Events</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period for Odd Semesters including Admission &amp; Examinations</td>
<td>June to December</td>
</tr>
<tr>
<td>Admission to Odd Semesters, Classification &amp; Finalization of Time Tables</td>
<td>May – June</td>
</tr>
<tr>
<td>Class Work of Odd Semesters</td>
<td>July to November</td>
</tr>
<tr>
<td>Commencement and Completion of Semester-end Examination of Odd Semesters</td>
<td>November – December</td>
</tr>
<tr>
<td>Period for Even Semesters including Examinations / Evaluation</td>
<td>January – May</td>
</tr>
<tr>
<td>Class work of Even Semesters</td>
<td>January to April</td>
</tr>
<tr>
<td>Commencement and Completion of Semester End Examination of Even Semesters</td>
<td>April – May</td>
</tr>
<tr>
<td>Supplementary Examination of Semester-V &amp; VI</td>
<td>May/December</td>
</tr>
<tr>
<td>Summer Breaks</td>
<td>45 days (1st June to 15 July)</td>
</tr>
<tr>
<td>Winter Breaks</td>
<td>10 days (26th Dec to 4th January)</td>
</tr>
<tr>
<td>Holi Breaks</td>
<td>2 Days Preceding Holi</td>
</tr>
<tr>
<td>Diwali (Pooja Holidays)</td>
<td>1 Day before and 2 Days after Diwali</td>
</tr>
</tbody>
</table>
17.6.5 **AUTHORITY FOR PRESCRIPTION OF COURSES OF STUDIES**

The Courses of Study and the Syllabi for each course (UG/PG/Integrated) shall be prescribed and revised, as per need, by different Board of Studies of the University & approved by the Academic Council, in tune with the UGC guidelines. In case where text-books are prescribed, a candidate shall be required not only to show a thorough knowledge of text-books but also to have ability to answer questions of a similar standard set with a view to testing his/her general knowledge as well as understanding of the course. However, the concerned Boards of Studies shall ensure that the course content of each theory paper, irrespective of the Credit weightage, is uniformly distributed into 5 (Five) units with equal weightage.

17.6.6 **ADDITIONAL COURSES**

17.6.6.1 A candidate who has already qualified all the semesters of the B.A. / B. Sc. / B. Com. General/Honours Programme shall be permitted to appear in one additional course for different Semesters as a casual student after having registered him/herself and having attended the minimum essential contact classes. No formal certificate shall be issued in lieu of having passed Semester-I, II, III, IV & V examination in an additional course. However, a candidate who qualifies all the six Semesters of additional course shall be conferred a formal certificate of having qualified the additional course concerned.

17.6.6.2 A candidate who has already qualified all the semesters of the M.A. / M. Sc. / M. Com. (General) Programme shall be permitted to appear in one additional course for different Semesters as a casual student after having registered him/herself and having attended the minimum essential contact classes. No formal certificate shall be issued in lieu of having passed Semester-I, II, III, IV & V examination in an additional course.

17.7 **COURSE AND CREDITS**

a. Course structure for each General/Honours/Integrated Programme shall be designed by the respective Boards of Studies, keeping in view the curriculum proposed by the UGC, the currency and relevance of course/s, the expertise and the infrastructural facilities available in the Colleges in accordance with the scheme and procedure prescribed in relevant Regulations;
b. Provided that Boards of Studies shall have, subject to prior authorization and approval of the Vice-Chancellor, power to affect from time to time, such minor change/s in course/s offered as are deemed desirable in the academic interest.

c. Except in the cases for which a different structure is provided under the regulations, the course matter of each course shall be divided into different units/credits, which shall also include the practical / tutorial component/s to be evaluated in accordance with the relevant Regulations.

d. Each level of certification for a given duration has a typical structure of courses of study with well-defined name for each course/paper, instruction hours per week translated into credits, marks for comprehensive continuous assessment and term end examination as percentage of total marks/grades.

e. Every course offered will have three components associated with the teaching-learning process of the course, namely:

    (i) Lecture – L
    (ii) Tutorial - T
    (iii) Practicals – P

Where L stands Lecture session. T stands Tutorial session consisting participatory discussion / self study/ desk work/ brief seminar presentations by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the Lecture classes. Normally, the tutorial sheets prepared by the teacher are distributed in advance to help learner prepare for interaction systematically. P stands Practice session and it consists of Hands on experience / Laboratory Experiments / Field Studies / Case studies that equip students to acquire the much required skill component.

f. Credit defines the quantum of content/syllabus prescribed for the course. It may be a unit prescribed for a course and is determined by the number of hours of instruction required per week. Thus, in each course credits will be assigned on the basis of the number of hours required per week for lectures/tutorials/lab work/field work to complete the course in a single semester. In terms of credits, every one hour session of L or T amounts to 1 credit per semester and a minimum of two hour session of P amounts to 1 credit per semester, over a period of one semester of 16 weeks for teaching-learning process.

    1 credit = 1 hour of direct teaching per week
    1 credit = 2 hours of lab work/field work/project work per week

Thus, 1 credit course requires 1 hour per week during a 15-18 week semester and accordingly a 3 credit or 4 credit courses requires 3 or 4 hours per week during a 15 week semester. The total duration of a semester is 20 weeks inclusive of semester-end examination.
g. A course shall have either or all the three components. That means a course may have only lecture component, or only practical component or combination of any two or all the three components.

h. The total credits earned by a student at the end of the semester upon successfully completing the course are $L + T + P$. The credit pattern of the course is indicated as $L: T: P$. If a course is of 4 credits then the different credit distribution patterns in $L: T: P$ format could be

- $4:0:0$, $1:2:1$, $1:0:3$, $1:3:0$,
- $2:1:1$, $2:2:0$, $2:0:2$, $3:1:0$, $3:0:1$,
- $0:2:2$, $0:4:0$, $0:0:4$, $0:1:3$, $0:3:1$,

A course of 3 credits may be so designed that; all 3 credits are assigned for theory or 2 credits for theory and 1 credit for lab work/field work/project work or 1 credit each for Theory, Tutorial and lab work/field work/project work. A course of 2 credits may be designed either 2 credits for theory or 2 credits for lab work/field work/project work.

i. The Concerned Board of Studies shall choose the convenient credit pattern for every course based on the requirement. However, generally a full course shall be 2, 3, 4 or 6 credits. The courses offered for 5 year integrated PG and other PG programs carry 2, 3, 4 or 5 credits. Normally no theory course shall have more than 5 credits. Typically a course will comprise of 5 (five) units. PG programs wherein project work is included may carry 4 to 8 credits. Up to 12 credits can be assigned if an entire semester is assigned for Project work. The Project includes submission of a written Project Report and a Viva-voce examination (one credit is assigned for the Viva-voce).

j. The total number of minimum credits for various courses is given in the Table 17.18 to Table 17.24.

k. A candidate who has successfully completed all the Core courses and a Project work, if any, and accumulated not less than minimum number of Credits prescribed shall be eligible to receive the Degree.

l. All departments shall provide a brief write-up about each paper (Course Hand Out), outlining the salient features, learning objectives, course outcome, pre-requisites Each course shall carry certain number of credits. Credits normally represent the weightage of a course and are a function of teaching, learning and evaluation strategies such as the number of contact hours, the course content, teaching methodology, learning expectations, maximum marks etc. In the proposed programs, generally 1 to 2 hours of instructions per week in a semester is assigned one credit. On this basis, generally, a three-year (six-semester) UG(General) degree program will have 132 credits( except BBA Program that will have 148 credits). A Three-year (six-semester) Honors programme will be of 152 credits, a five-year (ten-semester) master’s degree programme will have 256 credits. A Two year (4 Semester) PG General Program will have 96 Credits.
The general features of the Credit Based Semester Scheme are

i). The relative importance of subjects of study are quantified in terms of credits.
ii). The subjects of study include foundation, core and skill development courses
iii). The students shall take part in co-curricular and extension activities.
iv). The declaration of result is based on the Aggregate Percentage of marks obtained as well as on Aggregate or Cumulative Grade Point Average (CGPA) earned.

17.7.1 **Curriculum structure**

Curriculum structure in different programmes shall contain different types of courses as under:

17.7.1.1 **B.Sc. Programme (General)/BCA Programme:**

a) Core Courses: There will be 4 papers each of the three Core Subjects from 1\textsuperscript{st} to 4\textsuperscript{th} Semester carrying a weightage of 6 credits (4 Credits for Theory & 2 Credits for Practicals) each.
b) Elective Courses: There will be 3 Discipline Specific Elective Courses each of 6 credits to be taught in the 5\textsuperscript{th} and 6\textsuperscript{th} semesters. These are the courses which can be chosen from a pool of such courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study chosen in the core group.
c) Ability Enhancement Courses (AECs): The Ability Enhancement (AE) Courses may be of two kinds:

Ability Enhancement Compulsory Courses (AECCs) and Skill Enhancement Courses (SECs).

a) **Ability Enhancement Compulsory Courses (AECC)** These include 2 papers of 4 credits, each based upon the content that leads to Knowledge enhancement in the below mentioned fields. The Candidate is required to choose one of the two in 1\textsuperscript{st} Semester and the other in the 2nd Semester:

i. Environmental Studies

ii. Communicative English/ Communicative MIL

b) **Skill Enhancement Courses (SEC)**: These include 4 papers of 4 credits each to be taught from the 3\textsuperscript{rd} to 6\textsuperscript{th} Semester based upon the content that leads to Knowledge enhancement. These courses shall be to seek knowledge of different Open / Soft Skill based courses from a basket of such courses.
Table 17.1 The model format of the B. Sc. General/BCA Programme could be as under (Illustration at ANNEXURE 17.1)

<table>
<thead>
<tr>
<th>Semester</th>
<th>CORE COURSES (12) 4+2=6 Credits Each</th>
<th>Ability Enhancement Compulsory Course (AECC) (2) 4 credits for each course</th>
<th>Skill Enhancement Course (SEC) (4) 4 Credits Each</th>
<th>Discipline Specific Elective (DSE) (6) 4+2= 6 Credits Each</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DSC- 1 A</td>
<td>Environmental Studies or Communicative English/ Communicative MIL.</td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>DSC- 2 A</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>DSC- 3 A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>DSC- 1 B</td>
<td>Communicative English /Communicative MIL or Environmental Studies</td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>DSC- 2 B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DSC- 3 B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>DSC- 1 C</td>
<td>SEC-1</td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>DSC- 2 C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DSC- 3 C</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>DSC- 1 D</td>
<td>SEC-2</td>
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</tr>
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<td></td>
<td>DSC- 3 D</td>
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</tr>
<tr>
<td>5</td>
<td>SEC-3</td>
<td>DSE-1 A</td>
<td></td>
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<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DSE-2 A</td>
<td></td>
<td></td>
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</tr>
<tr>
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<td></td>
<td>DSE-3 A</td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>SEC-4</td>
<td>DSE-1 B</td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DSE-2 B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DSE-3 B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>6 x 12 = 72 4 x 2 = 8 4 x 4 = 16 6 x 6 = 36</td>
<td></td>
<td></td>
<td></td>
<td>132</td>
</tr>
</tbody>
</table>

17.7.1.2 B.A/B.Com. Programme (General) and BBA Programme:

a) **Core Courses**: There will be 4 papers each of the two Core Subjects from 1st to 4th Semester carrying a weightage of 6 credits each. In addition there will be a paper of MIL of 6 Credits each to be taught in 1st & 3rd Semesters or 2nd and 4th Semester and a 6 Credit Paper of General English to be taught in 2nd and 4th Semesters or 1st & 3rd Semesters. Candidate who opts for MIL in 1st and 3rd Semester will opt for English in 2nd and 4th Semester. Candidate opting for any of the languages (Hindi/Sanskrit/Persian/Urdu/Punjabi/Dogri/Kashmiri) as core papers cannot opt for the same language as a MIL paper. He/she will opt for another language as the MIL paper.
b) **Elective Courses**: There will be 4 Discipline Specific Elective Courses each of 6 credits, 2 Courses to be taught in the 5th and 2 Courses to be taught in 6th semesters. These are the courses which can be chosen from a pool of such courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study chosen in the core group. In addition, there will be 2 Generic Elective Courses to be taught in 5th and 6th Semester each of 6 credits from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice.

c) **Ability Enhancement Courses (AECs)**: The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECCs) and Skill Enhancement Courses (SECs).

   a) **Ability Enhancement Compulsory Courses (AECC)**
   These include 2 papers of 4 credits, each based upon the content that leads to Knowledge enhancement in the below mentioned fields. The Candidate is required to choose one of the two in 1st Semester and the other in the 2nd Semester:
   i. Environmental Studies
   ii. Communicative English/Communicative MIL

   b) **Skill Enhancement Courses (SECs)** courses are 4 papers of 4 credit each to be taught from the 3rd to 6th Semester based upon the content that leads to Knowledge enhancement. These courses shall be to seek knowledge of different Open / Soft Skill based courses from a basket of such courses as per his/her likings.

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Table 17.2 The model format of the BA/B. Com General (Illustration at ANNEXURE 17.1)

<table>
<thead>
<tr>
<th>Semester</th>
<th>CORE COURSES (12)</th>
<th>Ability Enhancement Compulsory Course (AECC) (2) 4 credits for each course in each semester examination</th>
<th>Skill Enhancement Course (SEC) (4) 4 Credits each</th>
<th>Discipline Specific Elective (DSE) &amp; Generic Elective (6) 4+2 or 5+1 = 6 Credits Each</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DSC-1 A</td>
<td>Communicative English/ Communicative MIL or Environmental Studies</td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>DSC-2 A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIL/ENG -1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>DSC-1 B</td>
<td>Environmental Studies- or Communicative English/Communicative MIL</td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>DSC-2 B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENG/MIL -1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>DSC-1 C</td>
<td>SEC-1</td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>DSC-2 C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIL/ENG-2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>DSC-1 D</td>
<td>SEC-2</td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>DSC-2 D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENG/MIL-2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>SEC-3</td>
<td>DSE-1 A</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DSE-2 A</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GE-1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>SEC4</td>
<td>DSE-1 B</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DSE-2 B</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GE-2</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>6 x 12 = 72</td>
<td>4 x 2 = 8</td>
<td>4 x 4 = 16</td>
<td>6 x 6 = 36</td>
<td>132</td>
</tr>
</tbody>
</table>

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BBA Programme:

a) Core Courses: There will be 2 papers each of the Core Subjects from 1st, 2nd, 5th and 6th Semester and 3 papers each of core subjects in 3rd and 4th Semester carrying a weightage of 6 credits (4 Credits for Theory & 2 Credits for Practicals) each.

b) Elective Courses:
   i. There will be 4 Discipline Specific Elective Courses each of 6 credits, two courses to be taught in the 5th and 6th semesters. These are the courses which can be chosen from a pool of such courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study chosen in the core group.
   ii. There will be 4 Generic Elective Courses each of 6 credits one each to be taught in the 1st to 4th semesters. These are the courses which can be chosen from a pool of such courses and which may be very generic nature to be taken from other subjects not related to your core courses. The general elective courses will be offered by other departments and will be taught by teachers of the department offering the same.
   iii. Ability Enhancement Courses (AECs): The Ability Enhancement (AE) Courses may be of two kinds:

c) Ability Enhancement Compulsory Courses (AECCs) and Skill Enhancement Courses (SECs).

(i) Ability Enhancement Compulsory Courses (AECC) These include 2 papers of 4 credits, each based upon the content that leads to Knowledge enhancement in the below mentioned fields. The Candidate is required to choose one of the two in 1st Semester and the other in the 2nd Semester:
   i. Environmental Studies
   ii. Communicative English/ Communicative MIL

(ii) Skill Enhancement Courses (SEC): These include 2 papers of 4 credits each to be taught in the 3rd and 4th Semester based upon the content that leads to Knowledge enhancement. These courses shall be to seek knowledge of different Open / Soft Skill based courses from a basket of such courses.
### Table 17.3 The model format of the BBA Programme (Illustration at ANNEXURE 17.1)

<table>
<thead>
<tr>
<th>Semester</th>
<th>CORE COURSE (14) 4+2 = 6 Credits Each</th>
<th>Ability Enhancement Compulsory Course (AECC) (2) 4 Credits each</th>
<th>Skill Enhancement Course (SEC) (2) 4 Credits each</th>
<th>Discipline Specific Elective/DSE (4) 4+2 = 6 Credits Each</th>
<th>Generic Elective: (GE) (4) 4+2 = 6 Credits Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DSC-1, DSC-2</td>
<td>Communicative English/MIL (4 credits) or Environmental Studies-(4 credits)</td>
<td></td>
<td></td>
<td>GE-1</td>
</tr>
<tr>
<td>2</td>
<td>DSC-3, DSC-4</td>
<td>Environmental Studies-II (4 credits) or Communicative English/MIL. (4 credits)</td>
<td>SEC-1</td>
<td></td>
<td>GE-2</td>
</tr>
<tr>
<td>3</td>
<td>DSC-5, DSC-6</td>
<td></td>
<td>SEC-2</td>
<td></td>
<td>GE-3</td>
</tr>
<tr>
<td>4</td>
<td>DSC-7, DSC-8</td>
<td></td>
<td></td>
<td></td>
<td>GE-4</td>
</tr>
<tr>
<td>5</td>
<td>DSC-9, DSC-10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>DSC-11, DSC-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DSC-13, DSC-14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Credits</td>
<td>6 x 14 = 84</td>
<td>4 x 2 = 8</td>
<td>4 x 2 = 8</td>
<td>6 x 4 = 24</td>
</tr>
<tr>
<td></td>
<td>Grand Total</td>
<td>148 Credits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17.7.1.4 **M.A/M.Com Programme (General) except M.A Music**

**a) Hard Core Courses:** There will be 11 Hard Core papers from 1st to 4th Semester out of which 6 papers are carrying a weightage of 6 credits (These could be 6 credits of Theory or 5 Credits for Theory & 1 Credits for Tutorials or 4 credits of theory and 2 credits of seminar) each. Besides this there will be 1 Hard Core Project in the last semester carrying a weightage of 8 credits.

**b) Elective Courses**

(i) **Soft Core Papers**: There will be 6 Soft Core Elective Courses(2 Soft core Courses theory each in 1st and 4th Semester and one soft core theory course in each 2nd and 3rd semester) of 4 credits to be taught from the 1st to 4th semesters. These are the courses which can be chosen from a pool of such courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study chosen in the core group.

(ii) **Open Courses**: There will be 2 Open Elective Courses which can be chosen from a pool of courses. These Courses may be very generic in nature to be taken from other subjects not related to your core courses. The general elective courses will be offered by other departments and will be taught by teachers of the department offering the same.
Table 17.4 The model format of the M.A/M.Com General Programme could be as under (Illustration at ANNEXURE 17.1)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hard CORE THEORY COURSES (HC)</th>
<th>Soft Course (SC)</th>
<th>Practicals/Projects/Seminars (Soft/Hard)</th>
<th>Open Elective OE</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HC-1 (6)</td>
<td>SC-1 and SC-2</td>
<td>1 OE(4)</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC-2 (6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HC-3 (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>HC-4 (6)</td>
<td>SC-3</td>
<td></td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC-5 (6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HC-6 (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HC-7 (6)</td>
<td>SC-4</td>
<td></td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC-8 (6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HC-9 (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>HC-10 (4)</td>
<td>SC-5 and SC-6</td>
<td>1 Proj(H)(8)</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC- 11 (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>6 x 6+5x4 = 56</td>
<td>6 x 4 = 24</td>
<td>1 x 8 = 8</td>
<td>2x 4 = 8</td>
<td>96</td>
</tr>
</tbody>
</table>

17.7.1.5 M.Sc Programme (General):

a) **Hard Core Courses**: There will be 10 Hard Core papers from 1st to 4th Semester carrying a weightage of 4 credits each. Besides this there will be 2 Hard Core Project in the 1st and 2nd Semester carrying a weightage of 8 credits each.

b) **Elective Courses**

(i) **Soft Core Papers**: There will be 4 Soft Core Elective Courses of 4 credits two each to be taught in the 3rd and 4th semesters. These are the courses which can be chosen from a pool of such courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study chosen in the core group. Besides this there will be 1 Soft Core Practical Course in the 3rd semester carrying a weightage of 8 credits and 1 Soft Core Project in the 3rd semester carrying a weightage of 8 credits.

(ii) **Open Courses**: There will be 2 Open Elective Courses which can be chosen from a pool of courses. These Courses may be very generic in nature to be taken from other subjects not related to your core courses. The general elective courses will be offered by other departments and will be taught by teachers of the department offering the same.
Table 17.5 The model format of the M.Sc General Programme could be as under (Illustration at ANNEXURE 17.1)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hard CORE THEORY COURSES (HC) (10) 4 credits each</th>
<th>Soft Course (SC) (6) 4 credits for each course</th>
<th>Practicals/Projects/Seminars (Soft/Hard) (Prac/Proj/Sem) 8 Credits each</th>
<th>Open Elective OE (2) 4 Credits Each</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HC-1</td>
<td></td>
<td>1 Prac-HC</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC-2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HC-3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HC-4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>HC-5</td>
<td></td>
<td>1 Prac-HC</td>
<td>1 OE(4)</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC-6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HC-7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HC-8</td>
<td>SC-1 and SC-2</td>
<td>1 Prac-SC</td>
<td>1 OE(4)</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>SC-1 and SC-2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SC-3 and SC-4</td>
<td></td>
<td>1 Proj-SC</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>10 x 4 = 40</td>
<td>4 x 4 = 16</td>
<td>4 x 8 = 32</td>
<td>2 x 4 = 8</td>
<td>96</td>
</tr>
</tbody>
</table>

17.7.1.6 B.A(Hons)/B.Com(Hons)/B.Sc(Hons) Programme:

a) **Core Courses:** There will be 2 papers each of the Core Subjects from 1st, 2nd, 5th and 6th Semester and 3 papers each of core subjects in 3rd and 4th Semester carrying a weightage of 6 credits (4 Credits for Theory & 2 Credits for Practicals) each.

b) **Elective Courses:**

I) There will be 4 Discipline Specific Elective Courses each of 6 credits, two courses to be taught in the 5th and 6th semesters. These are the courses which can be chosen from a pool of such courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study chosen in the core group. A candidate is required to select the project work/dissertation as one of the Discipline specific elective course in either of the semester.

II) There will be 4 **Generic Elective Courses** each of 6 credits one each to be taught in the 1st to 4th semesters. These are the courses which can be chosen from a pool of such courses and which may be very generic nature to be taken from other subjects not related to your core courses. The general elective courses will be offered by other departments and will be taught by teachers of the department offering the same.
c) **Ability Enhancement Courses (AECs):** The Ability Enhancement (AE) Courses may be of two kinds:

    a. **Ability Enhancement Compulsory Courses (AECC):** These include 2 papers of 4 credits, each based upon the content that leads to Knowledge enhancement in the below mentioned fields. The Candidate is required to choose one of the two in 1st Semester and the other in the 2nd Semester:
       (i) Environmental Studies
       (ii) Communicative English/ Communicative MIL

    b. **Skill Enhancement Courses (SEC):** These include 3 papers of 4 credits each to be taught from the 3rd to 5th Semester based upon the content that leads to Knowledge enhancement. These courses shall be to seek knowledge of different Open / Soft Skill based courses from a basket of such courses.
Table 17.6 The model format of the BA/B.Sc/B. Com Honours Programme (Illustration at ANNEXURE 17.1):

<table>
<thead>
<tr>
<th>Semester</th>
<th>CORE COURSE (14) 4+2 = 6 Credits Each</th>
<th>Ability Enhancement Compulsory Course (AECC) (2) 4 Credits each</th>
<th>Skill Enhancement Course (SEC) (3) 4 Credits each</th>
<th>Discipline Specific Elective: DSE (4) 4+2 = 6 Credits Each</th>
<th>Generic Elective: (GE) (4) 4+2 = 6 Credits Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DSC-1</td>
<td>Communicative English (4 credits) or Environmental Studies (4 credits)</td>
<td></td>
<td></td>
<td>GE-1</td>
</tr>
<tr>
<td></td>
<td>DSC-2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>DSC-3</td>
<td>Environmental Studies-II (4 credits) or Communicative English (4 credits) &amp;</td>
<td>SEC-1</td>
<td></td>
<td>GE-2</td>
</tr>
<tr>
<td></td>
<td>DSC-4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>DSC-5</td>
<td>SEC-2</td>
<td></td>
<td></td>
<td>GE-3</td>
</tr>
<tr>
<td></td>
<td>DSC-6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DSC-7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>DSC-8</td>
<td>SEC-3</td>
<td></td>
<td></td>
<td>GE-4</td>
</tr>
<tr>
<td></td>
<td>DSC-9</td>
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<td>DSC-10</td>
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<tr>
<td>5</td>
<td>DSC-11</td>
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<td>DSE-1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DSC-12</td>
<td></td>
<td></td>
<td>DSE-2</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>DSC-13</td>
<td></td>
<td></td>
<td>DSE-3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DSC-14</td>
<td></td>
<td></td>
<td>DSE-4</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>6 x 14 = 84</strong></td>
<td><strong>4 x 2 = 8</strong></td>
<td><strong>4 x 3 = 12</strong></td>
<td><strong>6 x 4 = 24</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>152 Credits</strong></td>
</tr>
</tbody>
</table>

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M.Sc (Hons) Programme:

a) Hard Core Courses: There will be 12 Hard Core papers from 1st to 4th Semester each carrying a weightage of 4 credits and 2 Practical Courses each in the 1st and 2nd semester carrying a weightage of 8 credits.

b) Elective Courses

(i) Soft Core Papers: There will be 6 Soft Core Elective Courses (4 Soft core Courses theory two in each 3rd and 4th Semester of 4 credits and Two Projects* soft core course in each 3rd and 4th semester of 8 credits) to be taught from the 1st to 4th semesters. These are the courses which can be chosen from a pool of such courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study chosen in the core group.

(ii) Open Courses: There will be 2 Open Elective Courses which can be chosen from a pool of courses. These Courses may be very generic in nature to be taken from other subjects not related to your core courses. The general elective courses will be offered by other departments and will be taught by teachers of the department offering the same.

Table 17.7 The model format of the M.Sc(Hons) General Programme could be as under (Illustration at ANNEXURE 17.1)
17.7.1.8 M.A/M.Com(Hons) Programme:

a) **Hard Core Courses:** There will be 12 Hard Core papers from 1\textsuperscript{st} to 4\textsuperscript{th} Semester out of which 6 papers are carrying a weightage of 6 credits (These could be 6 credits of Theory or 5 Credits for Theory & 1 Credits for Tutorials) and 6 papers of 4 credits each. Besides this there will be 2 Hard Core Seminars in the 1\textsuperscript{st} and 2\textsuperscript{nd} semester carrying a weightage of 2 credits.

b) **Elective Courses**

(i) **Soft Core Papers:** There will be 6 Soft Core Elective Courses (4 Soft core Courses theory two in each 3\textsuperscript{rd} and 4\textsuperscript{th} Semester of 4 credits and Two soft core Project* course in each 3\textsuperscript{rd} and 4\textsuperscript{th} semester of 8 credits) to be taught from the 1\textsuperscript{st} to 4\textsuperscript{th} semesters. These are the courses which can be chosen from a pool of such courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study chosen in the core group.

(ii) **Open Courses:** There will be 2 Open Elective Courses which can be chosen from a pool of courses. These Courses may be very generic in nature to be taken from other subjects not related to your core courses. The general elective courses will be offered by other departments and will be taught by teachers of the department offering the same.

17.7.1.9 M.A Music Programme (General):

a) **Hard Core Courses:** There will be 08 Hard Core papers from 1\textsuperscript{st} to 4\textsuperscript{th} Semester each carrying a weightage of 4 credits each. Besides there will be 01 Hard Core Project in the last Semester carrying a weightage of 08 Credits and 02 Hard Core Practical’s of 04 Credits each in each Semester from 1\textsuperscript{st} to 3\textsuperscript{rd}.

b) **Elective Courses**

(i) **Soft Core Papers:** There will be 6 Soft Core Practical Courses of 4 credits each. 02 Soft Core practicals in semester 1\textsuperscript{st}, 01 Soft core Practical each in Semester 2\textsuperscript{nd} and 3\textsuperscript{rd} and 02 Soft Core Practicals in semester 4\textsuperscript{th}.

(ii) **Open Courses:** There will be 02 Open Elective Courses in Semester 2\textsuperscript{nd} and 3\textsuperscript{rd} (one each) and which can be chosen from a pool of courses. These Courses may be very generic in nature to be taken from other subjects not related to your core courses. The general elective courses will be offered by other departments and will be taught by teachers of the department offering the same.
Table 17.8 (A) The model format of the M.A/M.Com(Hons) General Programme could be as under (Illustration at ANNEXURE 17.1)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hard CORE THEORY COURSES (HC) (12) 6 of 4 credits each</th>
<th>Soft Course (SC) (4) 4 credits for each course</th>
<th>Practicals/ Projects/Seminars (Soft/Hard)(Prac/Proj/Sem) 4 Credits each</th>
<th>Open Elective OE (2) 4 Credits Each</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HC-1(6)</td>
<td></td>
<td>1 Seminar(HC)(2)</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC-2(6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HC-3(6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HC-4(4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>HC-5(6)</td>
<td></td>
<td>1 Seminar(HC)(2)</td>
<td></td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>HC-6(6)</td>
<td></td>
<td></td>
<td>1 OE(4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HC-7(6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HC-8(4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HC-9(4)</td>
<td></td>
<td>SC-1 and SC-2</td>
<td>1 OE(4)</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>HC-10(4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>HC-11(4)</td>
<td></td>
<td>1 Proj (H)(8)*</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC-12(4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>6 x 6+6x4 = 60</td>
<td>4 x 4 = 16</td>
<td>2 x 8+2x2 = 20</td>
<td>2 x 4 = 8</td>
<td>104</td>
</tr>
</tbody>
</table>

* For M.A/M.Sc/M.Com(H) the Project Work will begin in 3rd Semester and will be continued in the 4th Semester. The weightage in each semester will be 100 marks in each semester. At the end of the 3rd Semester, student will submit their literature work in form of a review on the topic selected. There will be a presentation before the panel of teachers appointed by the Head of the School. At the end of Fourth semester the Student will present a dissertation followed by the Presentation/Viva Voce examination before the panel of teachers (including the external expert) appointed by the Head of the School.

Table 17.8 (B) The model format of the M.A Music Programme (Illustration at ANNEXURE 17.1)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hard CORE THEORY COURSES (HC) (08) of 4 credits each</th>
<th>Practicals/ Projects/Seminars (Soft/Hard) (Prac/Proj/Sem) 4/8 Credits</th>
<th>Open Elective OE (2) 4 Credits Each</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HC-1 (4)</td>
<td>HP-1 (4)</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC-2 (4)</td>
<td>HP-2 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SP-1 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SP-2 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>HC-3 (4)</td>
<td>HP-3 (4)</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC-4 (4)</td>
<td>HP-4 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SP-3 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HC-5 (4)</td>
<td>HP-5 (4)</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC-6 (4)</td>
<td>HP-6 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SP-4 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>HC-7 (4)</td>
<td>SP-5 (4)</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>HC-8 (4)</td>
<td>SP-6 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Proj (H)(8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>4x8= 32</td>
<td>4x12=48, 1x8=8</td>
<td>2x4=8</td>
<td>96</td>
</tr>
</tbody>
</table>
17.7.2 **SUBJECT COMBINATIONS**

**Table 17.9 Subject Combinations for B.Sc. General Programme (Life/Earth Sciences Group)**

Core Subjects: Any three courses from Groups I to VI with maximum of one from a group and one Ability / Skill Course from Group VII in each Semester.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Ability / Skill Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group I</td>
<td>Group II</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Botany</td>
</tr>
<tr>
<td>Group III</td>
<td>Group IV</td>
</tr>
<tr>
<td>Zoology</td>
<td>Geology</td>
</tr>
<tr>
<td>Group IV</td>
<td>Group V</td>
</tr>
<tr>
<td>Geology</td>
<td>Group VI</td>
</tr>
<tr>
<td>Group V</td>
<td>Group VII</td>
</tr>
<tr>
<td>Group VI</td>
<td>Food Science &amp; Quality Control</td>
</tr>
<tr>
<td>Group VII</td>
<td>Industrial Chemistry</td>
</tr>
<tr>
<td>Communication English/MIL &amp; Environmental Studies in 1st &amp; 2nd Semesters</td>
<td></td>
</tr>
<tr>
<td>Biotechnology</td>
<td>Fruit Preservation and Mushroom Cultivation</td>
</tr>
<tr>
<td>Remote Sensing and GIS</td>
<td>Skill Enhancement Courses from 3rd to 6th Semesters</td>
</tr>
</tbody>
</table>
Table 17.10  Subject Combinations for B.Sc. General Programme (Physical/Earth Sciences Group)

Core Subjects: Any three courses from Groups I to VI with maximum of one from a group and one Ability / Skill Course from Group VII in each Semester. Any Student opting for Physics or Electronics or Information Technology shall have to compulsorily take up Mathematics also as a Core (DSC) Course:

<table>
<thead>
<tr>
<th>Group I</th>
<th>Group II</th>
<th>Group III</th>
<th>Group IV</th>
<th>Group V</th>
<th>Group VI</th>
<th>Group VII</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Physics</td>
<td>Chemistry</td>
<td>Geology</td>
<td>Statistics</td>
<td>Geography</td>
<td>Communicative English/MIL &amp; Environmental Studies in 1st &amp; 2nd Semesters</td>
</tr>
<tr>
<td>Electronics</td>
<td>Remote Sensing and GIS</td>
<td></td>
<td></td>
<td></td>
<td>Computer Applications</td>
<td></td>
</tr>
</tbody>
</table>
Table 17.11  Subject Combinations for B.A. General Programme:

Compulsory Course (Group-I): MIL in 1st & 3rd (or 2nd and 4th) General English in 2nd & 4th (or 1st & 3rd) Semesters each; Core Courses: Any two courses from other groups G II to G VIII with a maximum of one from a group, one Ability / Skill Course from Group IX in 1st or 2nd Semester

<table>
<thead>
<tr>
<th>Compulsory Core Subjects</th>
<th>Ability / Skill Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group I</td>
<td>Group II</td>
</tr>
<tr>
<td>MIL (6 Credits)</td>
<td>Education</td>
</tr>
<tr>
<td>(Urdu/Kashmiri/Hindi/Punjabi/Dogri) (1st &amp; 3rd Semester or 2nd &amp; 4th Semester)</td>
<td>Philosophy</td>
</tr>
<tr>
<td>General English (6 Credits)</td>
<td>Marketing Management</td>
</tr>
<tr>
<td>(2nd &amp; 4th Semester or 1st &amp; 3rd Semester)</td>
<td></td>
</tr>
<tr>
<td>Generic Elective (6 Credits)</td>
<td>5 &amp; 6th Semesters each</td>
</tr>
</tbody>
</table>

Note: The option of selection of core subjects shall be available to the students pursuing the B.A. / B.Sc. (General) Programmes alone. Whereas for rest of the Programmes, including Honours Programmes in different subjects, B.Sc. Home Science (General), B.Com. (General) and the Specialised Programmes of BCA, BBA, and the combination of core subjects to be pursued during a Programme shall be as specified for the programme. In addition every Student, irrespective of the Programme, shall have to study one of the 4 Credit Ability Enhancement / Skill Enhancement Course compulsorily in each Semester. The students of B. Com. (General Programme) shall have to take up the Compulsory MIL in 1st and 3rd (or 2nd and 4th) Semesters and General English in 2nd & 4th (or 1st and 3rd) Semesters in addition to Discipline Specific / other as is applicable to the students of B.A. (General) Programme.
### Open Elective Combinations for Post Graduate Programs

**Table 17.12  Open Electives for M.Sc Programme**

For each core subject the Open Electives is: Any one subject from Groups II (2 papers from each subject to be taken in 2\(^{nd}\) and 3\(^{rd}\) semester)

<table>
<thead>
<tr>
<th>Core Subjects</th>
<th>Generic Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group I</strong></td>
<td><strong>Group II</strong></td>
</tr>
<tr>
<td>Geology</td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
</tr>
<tr>
<td></td>
<td>English</td>
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<tr>
<td></td>
<td>Zoology</td>
</tr>
<tr>
<td></td>
<td>Botany</td>
</tr>
<tr>
<td></td>
<td>Biotechnology</td>
</tr>
<tr>
<td></td>
<td>Computer Applications</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td>Statistics</td>
</tr>
<tr>
<td></td>
<td>Geography</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td>Statistics</td>
</tr>
<tr>
<td></td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>Computer Applications/science</td>
</tr>
<tr>
<td></td>
<td>Economics</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
</tr>
<tr>
<td></td>
<td>Electronics</td>
</tr>
<tr>
<td></td>
<td>Botony</td>
</tr>
<tr>
<td></td>
<td>Biotechnology</td>
</tr>
<tr>
<td>Apparel Science</td>
<td>Sociology</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
</tr>
<tr>
<td></td>
<td>Food Science and Technology</td>
</tr>
<tr>
<td></td>
<td>Biotechnology</td>
</tr>
<tr>
<td></td>
<td>Computer Applications/science</td>
</tr>
<tr>
<td></td>
<td>Statistics</td>
</tr>
<tr>
<td>Food Science and Technology</td>
<td>Chemistry</td>
</tr>
<tr>
<td></td>
<td>Biotechnology</td>
</tr>
<tr>
<td></td>
<td>Computer Applications/science</td>
</tr>
<tr>
<td></td>
<td>Botany</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td>Statistics</td>
</tr>
</tbody>
</table>
Table 17.13  Open Electives for M.A. Programme

For each Masters Degree in a discipline subject the Open Electives is: Any one subject from Groups II (2 papers from each subject to be taken in 2nd and 3rd semester)

<table>
<thead>
<tr>
<th>Core Subjects</th>
<th>Open Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group I</td>
<td>Group II</td>
</tr>
<tr>
<td>English</td>
<td>Political Science</td>
</tr>
<tr>
<td></td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>Education</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
</tr>
<tr>
<td></td>
<td>MIL literature</td>
</tr>
<tr>
<td></td>
<td>Economics</td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
</tr>
<tr>
<td></td>
<td>Sanskrit</td>
</tr>
<tr>
<td>Music</td>
<td>Philosophy</td>
</tr>
<tr>
<td></td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td>Sanskrit</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
</tr>
</tbody>
</table>

Table 17.14  Open Electives for M.Com. Programme

For each Masters degree in Commerce subject the Open Electives is: Any one subjects from Groups II (2 papers each to be taken in 3rd and 4th semester)

<table>
<thead>
<tr>
<th>Core Subjects</th>
<th>Open Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group I</td>
<td>Group II</td>
</tr>
<tr>
<td>Commerce</td>
<td>Political Science</td>
</tr>
<tr>
<td></td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>Economics</td>
</tr>
<tr>
<td></td>
<td>Statistics</td>
</tr>
<tr>
<td></td>
<td>Computer Applications</td>
</tr>
<tr>
<td></td>
<td>English</td>
</tr>
</tbody>
</table>
17.7.4 General/Open Elective Combinations for Bachelors (Hons)/Masters (Hons)/Integrated(Hons) Programs

Table 17.15 General Electives for B.Sc. (Hons) Programme

For each core subject the Generic Electives is: Any two subjects from Groups II (2 papers from each subject to be taken in 1st to 4th semester) and one Ability Enhancement Compulsory Course in 1st and 2nd semester and Skill Course from in each of the Semester 2nd to 4th. For Each Subject in Group I The open Elective is: Any one subject from Group II (1 paper each in semester 2nd and 3rd)

<table>
<thead>
<tr>
<th>Core Subjects</th>
<th>Generic Elective</th>
<th>Ability / Skill Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group I</td>
<td>Group II</td>
<td>Group III</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Physics</td>
<td>Communicative English/MIL or Environmental Studies in 1st &amp; 2nd Semesters</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Skill Enhancement Courses from 3rd to 4th Semesters</td>
</tr>
<tr>
<td></td>
<td>English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zoology</td>
<td></td>
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<tr>
<td></td>
<td>Botony</td>
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<td></td>
<td>Biotechnology</td>
<td></td>
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<td></td>
<td>Computer Applications</td>
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<td></td>
<td>Geology</td>
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<td></td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geography</td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>Chemistry</td>
<td>Communicative English/MIL or Environmental Studies in 1st &amp; 2nd Semesters</td>
</tr>
<tr>
<td></td>
<td>Electronics</td>
<td>Skill Enhancement Courses from 2nd to 4th Semesters</td>
</tr>
<tr>
<td></td>
<td>English</td>
<td></td>
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<tr>
<td></td>
<td>Mathematics</td>
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<tr>
<td></td>
<td>Economics</td>
<td></td>
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<tr>
<td></td>
<td>Computer Applications</td>
<td></td>
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<tr>
<td></td>
<td>Botany</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statistics</td>
<td></td>
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<tr>
<td></td>
<td>Geology</td>
<td></td>
</tr>
<tr>
<td>Geology</td>
<td>Physics</td>
<td>Communicative English/MIL or Environmental Studies in 1st &amp; 2nd Semesters</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
<td>Skill Enhancement Courses from 3rd to 4th Semesters</td>
</tr>
<tr>
<td></td>
<td>English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zoology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Botony</td>
<td></td>
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<tr>
<td></td>
<td>Biotechnology</td>
<td></td>
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<tr>
<td></td>
<td>Computer Applications</td>
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<tr>
<td></td>
<td>Mathematics</td>
<td></td>
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<tr>
<td></td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geography</td>
<td></td>
</tr>
</tbody>
</table>
Table 17.16 General Electives for B.A. (Hons) Programme

For each core subject the Generic Electives is: Any two subjects from Groups II (2 papers from each subject to be taken in 1st to 4th semester) and one Ability Enhancement Compulsory Course in 1st and 2nd semester and Skill Course from in each of the Semester to 2nd to 4th:

For Each Subject in Group I The open Elective is: Any one subject from Group II (1 paper each in semester 2nd and 3rd).

<table>
<thead>
<tr>
<th>Core Subjects</th>
<th>Generic Elective</th>
<th>Ability / Skill Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group I</td>
<td>Group II</td>
<td>Group III</td>
</tr>
<tr>
<td>English</td>
<td>Political Science</td>
<td>Communication English/MIL or Environmental Studies in 1st &amp; 2nd Semesters</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>Skill Enhancement Courses from 3rd to 4th Semesters</td>
</tr>
<tr>
<td></td>
<td>Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Botany</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td></td>
</tr>
</tbody>
</table>

Table 17.17 General Electives for B.Com. (Hons) & B.B.A Programme

For each core subject the Generic Electives is: Any two subjects from Groups II (2 papers from each subject to be taken in 1st to 4th semester) and one Ability Enhancement Compulsory Course in 1st and 2nd semester and Skill Course from in each of the Semester to 2nd to 4th:

<table>
<thead>
<tr>
<th>Core Subjects</th>
<th>Generic Elective</th>
<th>Ability / Skill Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group I</td>
<td>Group II</td>
<td>Group III</td>
</tr>
<tr>
<td>English</td>
<td>Political Science</td>
<td>Communication English/MIL or Environmental Studies in 1st &amp; 2nd Semesters</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>Skill Enhancement Courses from 3rd to 4th Semesters</td>
</tr>
<tr>
<td></td>
<td>Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Botany</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sanskrit</td>
<td></td>
</tr>
</tbody>
</table>
### Core Subjects

<table>
<thead>
<tr>
<th>Core Subjects</th>
<th>Group I</th>
<th>Group II</th>
<th>Group III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commerce &amp; B.B.A</td>
<td>Political Science</td>
<td>History</td>
<td>Communicative English/MIL or Environmental Studies in 1\textsuperscript{st} &amp; 2\textsuperscript{nd} Semesters Skill Enhancement Courses from 3\textsuperscript{rd} to 4\textsuperscript{th} Semesters</td>
</tr>
<tr>
<td></td>
<td>Economics</td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computer Applications</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td>Commerce for BBA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
<td>Geology</td>
<td></td>
</tr>
</tbody>
</table>

### Generic Elective

### Ability / Skill Courses

### Group I

### Group II

### Group III

### 17.7.5 Number of Courses with Credit weightage

#### Table 17.18 Number of courses with credit weightage for BA/B.Com./B.Sc. (General) Programmes

<table>
<thead>
<tr>
<th>Programme</th>
<th>B. Sc. (General) Programme</th>
<th>B. A. / B. Com. (General) Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>No. of Courses</td>
<td>No. of Credits</td>
</tr>
<tr>
<td>1\textsuperscript{st}&amp; 2\textsuperscript{nd} Semesters</td>
<td>4 each</td>
<td>22 each</td>
</tr>
<tr>
<td>3\textsuperscript{rd}&amp; 4\textsuperscript{th} Semesters</td>
<td>4 each</td>
<td>22 each</td>
</tr>
<tr>
<td>5\textsuperscript{th}&amp; 6\textsuperscript{th} Semesters</td>
<td>4 each</td>
<td>22 each</td>
</tr>
<tr>
<td>Total</td>
<td>2 x 3 x 4 = 24</td>
<td>6 x 22 = 132</td>
</tr>
</tbody>
</table>

#### Table 17.19 Number of courses with credit weightage for BBA/BCA Programme

<table>
<thead>
<tr>
<th>Programme</th>
<th>BBA Programme</th>
<th>BCA Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>No. of Courses</td>
<td>No. of Credits</td>
</tr>
<tr>
<td>1\textsuperscript{st} Semester</td>
<td>4</td>
<td>22</td>
</tr>
<tr>
<td>2\textsuperscript{nd} Semester</td>
<td>5</td>
<td>26</td>
</tr>
<tr>
<td>3\textsuperscript{rd} Semester</td>
<td>5 each</td>
<td>28</td>
</tr>
<tr>
<td>4\textsuperscript{th}, 5\textsuperscript{th} &amp; 6\textsuperscript{th} Semesters</td>
<td>4 each</td>
<td>24</td>
</tr>
<tr>
<td>Total</td>
<td>5x2 +4x4 = 26</td>
<td>1x22 +1x26+1x28+3x24 = 148</td>
</tr>
</tbody>
</table>

#### Table 17.20 Number of courses with credit weightage M.Sc (General) Programmes

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hard Core Courses (HC)</th>
<th>Soft Core Courses (SC)</th>
<th>Open Elective (OE)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of Courses</td>
<td>No. of Credits</td>
<td>No. of Courses</td>
<td>No. of Credits</td>
</tr>
<tr>
<td>1\textsuperscript{st} to 4\textsuperscript{th} semester</td>
<td>Theory 10</td>
<td>40</td>
<td>Theory 04</td>
<td>16</td>
</tr>
</tbody>
</table>
### Table 17.21  Number of courses with credit weightage M.A/M.Com (General) Programmes

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hard Core Courses (HC)</th>
<th>Soft Core Courses (SC)</th>
<th>Open Elective(OE)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of Courses</td>
<td>No. of Credits</td>
<td>No. of Courses</td>
<td>No. of Credits</td>
</tr>
<tr>
<td>1st to 4th semester</td>
<td>Theory 11</td>
<td>56</td>
<td>Theory 06</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Project 01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Practical 02</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 17.22 Number of courses with credit weightage for BA/B.Com. (Hons) Programme

<table>
<thead>
<tr>
<th>Programme</th>
<th>B. Sc. (Hons) Programme</th>
<th>B. A. / B. Com. (Hons) Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>No. of Courses</td>
<td>No. of Credits</td>
</tr>
<tr>
<td>1st Semester</td>
<td>4</td>
<td>22</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>5</td>
<td>26</td>
</tr>
<tr>
<td>3rd &amp; 4th Semesters</td>
<td>5 each</td>
<td>28 each</td>
</tr>
<tr>
<td>5th &amp; 6th Semesters</td>
<td>4 each</td>
<td>24 each</td>
</tr>
<tr>
<td>Total</td>
<td>5x3 + 4x3 = 27</td>
<td>1x22 + 26 + 2x28 + 2x24 = 152</td>
</tr>
</tbody>
</table>

### Table 17.23 Number of courses with credit weightage M.Sc (Hons) Programmes

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hard Core Courses (HC)</th>
<th>Soft Core Courses (SC)</th>
<th>Open Elective(OE)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of Courses</td>
<td>No. of Credits</td>
<td>No. of Courses</td>
<td>No. of Credits</td>
</tr>
<tr>
<td>1st to 4th semester</td>
<td>Theory 12</td>
<td>48</td>
<td>Theory 04</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Practicals 02</td>
<td>16</td>
<td>Project 01</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>(*spread over 2 semester)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 17.24 Number of courses with credit weightage M.A/M.Com (Hons) Programmes

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hard Core Courses (HC)</th>
<th>Soft Core Courses (SC)</th>
<th>Open Elective(OE)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of Courses</td>
<td>No. of Credits</td>
<td>No. of Courses</td>
<td>No. of Credits</td>
</tr>
<tr>
<td>1st to 4th semester</td>
<td>Theory 12</td>
<td>60</td>
<td>Theory 04</td>
<td>08</td>
</tr>
<tr>
<td></td>
<td>Seminar 02</td>
<td>04</td>
<td>Project 01</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>(*spread over 2 semester)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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17.8 GUIDELINES FOR COURSE SELECTION

17.8.1 Each student, on admission shall be assigned to a mentor who shall be a permanent faculty member of the respective department. The faculty mentor shall advise her/him about the academic programmes and counsel on the choice of courses considering the academic background and student's career objectives.

17.8.2 With the advice and consent of the Faculty Mentor the student shall register for a set of courses he/she plans to take up for the Semester.

17.8.3 If a student finds that he/she has registered for more courses than possible to study in a semester, he/she can drop one or more of courses before the end of 3rd week of the semester.

17.8.4 A student, to retain his/ her status, should register for at least a minimum of 12 credits in a semester.

17.8.5 The maximum number of students to be registered in each course shall depend upon the infrastructure facilities/faculty available.

17.8.6 The information on list of all the courses offered in every department specifying the course code, course title, credits, the prerequisites, a brief description of syllabus or list of topics, the instructor who is offering the course and the time slot may be made available in the University website.

17.8.7 In any department preference for registration shall be given to those students of that department for whom the course is a Core course.

17.8.8 The registration for the Elective course shall be on first come first served basis, provided the student fulfils prerequisites for that course, if any. The number of students to be registered shall be based on the class room and laboratory capacity. Every effort shall be made by the Department/Centre to accommodate as many students as possible.

17.8.9 Normally, every Lecture-based course shall, normally be given by one teacher.

17.8.10 No course shall be offered unless a minimum of 5 students are registered.

17.9 ATTENDANCE

17.9.1 Students are required to attend at least 75% of the classes actually held, seminars, sessional and practical in each courses of study as may be prescribed and at least 60% in the redo course.

17.9.2 Attendance shall not be mandatory for students repeating only the end semester examination.

17.9.3 Absence on medical reasons should be supported by a medical certificate which has to be submitted within 5 working days after recovery/ re-joining after illness.
17.9.4 No student who has less than 75% attendance in any course shall be permitted to appear in the end-semester examination and She/he shall be given grade of FA-failure due to lack of attendance.

17.9.5 He/She shall be asked to appear in that course by enrolling for it the next time it is offered.

17.9.6 If a student attends NCC/NSS/Sports Activities/Cultural Activities attendance will be given as per Statutes 0

17.9.7 Condonation of shortage of attendance below 75% may be considered by the Vice Chancellor on valid medical reasons and other reasons such as personal calamities on case to case basis as per Statutes 17.11

17.10 CONDONATION

17.10.1 In particular & without prejudice to the generality of Statutes or any clause of these Statutes where any candidate falls short of attendance in any semester, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the:

17.10.1.1 Principal of the College/Head of the School Department up to a maximum of 5 lectures in theory and 3 in practicals in each course for a semester end examination;

17.10.1.2 Vice-Chancellor up to a Maximum of 5 lectures in theory and 3 in practicals in each course for a semester end examination, beyond the competence of the Principal;

17.10.1.3 Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Principal of the College.

17.10.2 No candidate shall be eligible for condonation of shortage in attendance more than once in an academic year.

17.10.3 Any candidate, who falls short of attendance beyond condonable limits or whose shortage in attendance is not condoned by the competent authorities and wants to pursue the programme, shall be required to re-join the course along with the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she had fallen short. This provision shall however, be applicable only in respect of such of the candidates who have attended at least 50% classes in the said course/s. Candidates having attended less than 50% of the lectures in a particular course/s shall be considered for re-admission for making up the deficiency after depositing afresh the prescribed admission fee for the Semester / Course. However, such candidate/s shall appear in the examination along with the candidates of the semester, with which he/she has been readmitted, in regular capacity.
17.10.4 Proviso-Provided a student who has not completed the required attendance in a course/s or paper/s of a particular semester and whose deficiency in attendance is not condoned shall be allowed to appear in the examination of the course/s only in which he/she has completed the required attendance.

17.10.5 Proviso- Provided that the Principal Concerned/Head of the School Department, if satisfied, shall be competent to condone shortage on account of health grounds where the period of absence exceeds the prescribed limit.

17.11 CONCESSIONS IN ATTENDANCE
Concession in attendance for participating in different activities will be subject to the following conditions:

17.11.1 Participation in Co- / Extra-Curricular Activities:
Inter-University, Intra- and Inter-College Sports Tournaments, Debates, Seminars, Youth Festivals, Cultural Programmes and Sports Tournaments organized by the J&K Sports Council etc;

17.11.2 Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India Inter-University / Inter-College Debates, Seminars, Youth Festivals and Cultural Programmes, etc.;

17.11.3 Participation in N.S.S. programmes;

17.11.4 Participation in Mountaineering / Hiking / Trekking / skiing / Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University;
A candidate who participates in above mentioned activities may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days of his/her absence on such account subject to a maximum of twelve days in an academic semester.

17.11.5 Participation in N.C.C. programmes:
The students having actually attended N.C.C. camps during working/non vacation days shall be treated on duty subject to a maximum of 15 days including journey days for purposes of condoning deficiency in attendance;

17.11.6 Participation in more than one activity:
A candidate who has participated in more than one activities as prescribed above may for the purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days in a semester, during the period of his/her absence on such account. Provided further that if one of the activities is participation in NCC camps he/she shall be treated as present on all working days not exceeding 20 days including the days of travel.
17.11.7 That the Vice-Chancellor, if satisfied, shall be competent to condone shortage on such account in such cases where the period exceeds the limit prescribed above.

17.11.8 Provided further that Special Examination shall be conducted in favour of such students who miss their examination due to participation in various NSS/NCC/Sports/Other activities organized at the State and Inter University/National and International level.

Note: The candidate/s participating in such events must produce a copy of the certificate to the Head of University School/Principal of the College within one month from the end of the event, failing which no such benefit shall be given. The authority competent to issue the candidate's participation certificate shall bring to the notice of the College the Name, Roll No of the candidate and the Date (s) on which the activities were conducted within a month's period from the end of the event.

17.12 EXAMINATION

17.12.1 MEDIUM OF INSTRUCTION
17.12.1.1 English shall be the medium of instruction and examination in all papers/courses except in Oriental Classical and Modern Indian Languages where the medium of instruction and examination shall be in the language concerned. Project report / Dissertation / Field work report/ Training report etc. if any, shall have to be written in English except in case of the programmes of study in languages/literature, where the same may be required to written in the respective languages.

17.12.1.2 It shall be incumbent upon all the candidates to cross the bank pages of Answer Script, if any, during the Examination. If any candidate leaves any page/s between any two written pages in the Answer book blank without crossing or does not write the Correct Roll Number / Subject at the relevant place on the title page or writes a wrong Roll Number / Subject or commits any other similar mistake which goes against the guidelines already issued for the purpose, by the University, it shall entail a punishment in terms of the guidelines including the cancellation of the concerned paper.

17.12.1.3 Preservation Period of an Answer Script shall be defined on the basis of whether an examinee applies /does not apply for re-evaluation during the stipulated time period. The Answer Scripts of L.O./N.A./D.E. & other such categories cases shall be preserved up to their result declaration and completion of the re-evaluation process. In all other cases the Answer Scripts shall be disposed of immediately after the last date prescribed for re-evaluation is over.
17.12.1.4 In addition to determination of basic eligibility for appearing in the Semester-end examination a minimum of 75% attendance is required.

17.12.1.5 The Attendance award record thereof shall be maintained in accordance with the regulations prescribed for the purpose. In case of failure/re-appear category the attendance marks earned by the candidate as a regular student shall be carried forward to the subsequent examination.

17.12.1.6 In case of industry related / field related courses, as prescribed by the university from time to time, appropriate attendance shall be reserved for internship / field work / internal assessment etc.

17.12.2 EXAMINATION FEE

The examination fees shall be as prescribed by the University from time to time and shall have to be paid by each student at the time of admission to the Odd Semesters within the stipulated time. In addition to the examination fee prescribed for each end Semester examination every candidate shall have to pay the Degree Certificate Fee, Degree Verification Fee and the Transcription Fee at the time of admission to the 5th Semester for U.G Courses (Honours/General) and 3rd Semester for P.G Courses (Honours/General)

17.12.3 DATES OF EXAMINATIONS

The examination for all the semesters will be held as per the prescribed Academic Calendar every year. However, exact dates and the centres of examination shall be notified by the Controller of Examinations. Ordinarily the University shall not deviate from the prescribed academic calendar and the conduct of examinations subsequent to the issuance of Date Sheets in order to ensure time bound declaration of results, however, in the event of any unforeseen exigency the Controller of Examination shall be competent to effect minor adjustments in the schedule.

17.12.4 EXEMPTION TO RE-APPEAR IN PRACTICAL EXAMINATION ONCE QUALIFIED

A candidate who appears and passes in the Practical Examination of a course but fails to qualify in the theory course shall be exempted from appearing in the practical examination of the course subsequently and the marks obtained by him/her in the practical examination shall be carried over. Consequently, he/she shall be required to appear in the theory part of that course only at the subsequent examination.
17.12.5  RE-APPEAR CATEGORY FOR FAILURES
A candidate who passes in any component of a course/s in a end Semester Examination shall be exempted from appearing in such a component of course/s in the subsequent examination(s) under the re-appear category. Provided that a candidate under the re-appear category may also appear in the exempted course/s, if he/she chooses so. His/her result shall be declared only if he/she improves upon his/her earlier performance. Provided also that re-appear/failure candidates shall have to appear in the end Semester Examination as per the syllabi in vogue at the time of examination and fulfilment of other statutory conditions.

17.12.6  RE-APPEAR FOR GRADE IMPROVEMENT

17.12.6.1  a) A candidate who has passed the B.A/B. Sc. /B. Com (General and Hons) ; BBA / BCA/B.Sc Home Science; M.A./M.Sc./M.Com. (General and Hons) and Integrated Programme examination from the University/Constituent Colleges and is desirous of improving his/her Grade shall have the option to improve his/her Grade after paying the normal fee prescribed by the University for the purpose up to a period of two years after having passed the B.A./B.Sc./B. Com. (General and Honours)/ BBA/BCA/ B.Sc Home Science Programme examination ; M.A./M.Sc./M.Com. (General and Honours) Programme examination and for this purpose he/she may appear in the consecutive examinations in the courses as per his/her choice except Practical’s, field work, surveys, viva-voce etc. (For example, a student re-appearing in paper prescribed in Semester-I examination may do so along with subsequent semester 3rd and not along with papers for Semester 4th ) The Grade already earned by the candidate in other courses in which he/she does not re-appear shall be carried forward. The result of such a candidate shall be declared if he/she improves the Grade, otherwise no modification of result will be notified. In case the candidate wishes to improve his grade after two years of completing his/her graduation he/she shall have to deposit double the fee prescribed for the purpose up to a period of 5 Years. Beyond 5 Years the fee to be paid for the purpose shall be 5 times the normal fee.

b) A candidate who has cleared examinations of third academic year ( 4th & 5th Semester) in case of UG (General or Honours) Courses ( 3rd & 4th Semester) may re-appear in any paper of two semesters of the last year only once, at the immediate subsequent examinations on foregoing in writing his/her previous performance in paper/s concerned within the prescribed span period. (Note : The candidates of this category will not be allowed to join only PG Courses).
c) A candidate who has cleared examinations of Second academic year (3rd & 4th Semester) of PG (General or Honours) Course may re-appear in any paper of two semesters of the last year only once, at the immediate subsequent examinations on foregoing in writing his/her previous performance in paper/s concerned within the prescribed span period.

d) In the case of a candidates who opts to re-appear in any paper/s under the aforesaid provisions on surrendering his/her earlier performance but fails to reappear the marks previously secured shall be taken into account while determining his/her result of examination held currently.

e) Reappearing in Practical examination passed shall not be allowed.

f) There will not be any special examination for Grade Improvement.

g) A student who re-appears in a course shall carry forward the attendance marks originally awarded. Such a candidate shall have to return the Graduation Degree and marks transcript, in original, to the University if issued to him/her, in case of a positive change in Grade.

17.12.7 ISSUANCE OF MARKS CERTIFICATE / GRADE CARD / TRANSCRIPT

17.12.7.1 No formal certificate / Marks Certificate / Transcript of having passed B.A. / B.Sc. / B.Com. General and Honours Programme; BBA / BCA/ Programme, Semester- I, II, III, IV & V examinations shall be issued.

17.12.7.2 No formal certificate / Marks Certificate / Transcript of having passed M.A. / M.Sc./ M.Com. General or Honours Programme, Semester- I, II & III examinations shall be issued.

17.12.7.3 The Grades secured in each course / paper (separately in Theory / Practicals, wherever applicable) of each candidates will, however, be available on the University website immediately after the declaration of result of each Semester End Examination.

17.12.7.4 Once the degree is complete a Transcript indicating the Grade Performance of the candidate from 1st to the last semester will be issued. Any student seeking migration to any other university shall be provided a transcript of semesters along with the SGPA / CGPA qualified from the University against the payment of a prescribed fee.
17.12.8 ISSUANCE OF PHOTOSTAT COPIES /RE-EVALUATION OF ANSWER SCRIPTS

17.12.8.1 Providing Photostat copies and re-evaluation of answer scripts shall be permissible in each course of a Semester-end examination of B.A./ B.Sc. / B.Com. General or Honours; B.C.A./ B.B.A./B.Sc. Home Science; M.A. / M.Sc./ M.Com. General or Honours Programme as per the University statutes, for which a candidate shall have to apply on-line along with the prescribed fee, till the University switches over to the digitization of Answer Scripts, for which subsequent statutory modifications will be sought.

17.12.8.2 Time duration within which a candidate can apply for Photostat Copy of Answer Script/s with or without RTI shall be 10 days after the declaration of the result and the University shall provide the copies within 10 days after the last date for applications for the purpose.

17.12.8.3 Time duration within which a candidate can apply for Re-evaluation of Answer Script/s, shall be 15 days after the declaration of result.

17.12.8.4 Re-evaluation shall not be permitted in the Practical Examination, Project Report, Dissertation and Viva-Voce etc.

17.12.8.5 Final result after re-evaluation will be based on average marks of 1st & 2nd Examiners. As such, the marks may increase or decrease after the re-evaluation result is declared.

17.12.8.6 In case there appears to be deviation of 30% or more marks in the original and the re-evaluation result in a particular Descriptive Answer Script it shall be referred to a panel of subject experts, constituted for the purpose, for final assessment and suitable action shall be initiated against the negligent evaluator after affording him / her a chance to be heard, and the decision of the panel with regard to the result of the candidate and the punitive action, if any, for the negligent evaluator shall be final and binding. If after the final evaluation of such Answer Script there is a positive change in the result of the candidate to the extent of 30% or more marks the Re-evaluation fee charged from the candidate shall be refundable and the same shall be levied from the negligent evaluator in addition to the penalty imposed by the panel.
17.12.8.7 On receiving the Answer Script if any candidate notices that any question has remained un-evaluated or the marks for any question have not been counted the same shall be brought in to the notice of the Controller Examinations for immediate remedial action.

17.12.8.8 No rechecking of Answer Scripts shall be permissible.

17.12.8.10 The University shall evolve a mechanism for Digitisation of the Answer Scripts so that the students can access their scripts any time.

17.12.9 **AWARD OF DEGREE**

Subject to the Provisions of the Act, Statutes and Regulations for the time being in force, a candidate shall be entitled to the award of the Bachelor’s Degree, on the satisfaction of the following conditions: -

17.12.9.1 has pursued a full time Programme in the concerned discipline;

17.12.9.2 has qualified in all the theory and practical courses, wherever applicable;

The candidate/s shall be declared to secure the CGPA/Letter Grade/Grade Points on the basis of overall CGPA Score obtained in accordance with these statutes /Regulation Provided that the candidate/s secure/s not less than qualifying grade in each theory/practical/attendance for the award of the degree.

17.12.10 **DEGREE CERTIFICATE**

Only a Single Transcript, indicating the SGPAs & the CGPA, & the Final Degree Certificate shall be issued by the University immediately on completion of the Degree Programme. No Provisional Certificates, in this regard, shall be issued by the University.

A candidate shall not be eligible to pursue 2nd UG/PG Programme after completing the 1st UG/PG Programme as a regular candidate.

17.13 **PATTERN OF EXAMINATION**

The Continuous Internal Assessment (Minor) and End Semester Examination (Major) will form the basis for evaluating/ grading the student performance in each paper/ course.
17.13.1 Breakup of Minor Test and End Semester Examination (Major Test)

17.13.1.1 U.G GENERAL AND U.G HONOURS PROGRAM [INCLUDING THE UG HONS PROGRAM OF INTEGRATED COURSES]

a) Theory: A candidate shall have to appear for a written examination for the Minor Test (CIA) and End of the semester (Major Test). All theory subjects in UG (General) and UG (Honors) [including the UG(Hons) Integrated program] shall carry a Continuous Internal Assessment (Minor Test) component to the extent of 20 marks for a 4 Credit Course/lab oriented theory course and 30 marks for the 6 credit Course (Non lab oriented theory course). The End of the Semester exam shall carry 80 marks for 4 credit course and 120 marks for 6 credit courses.

b) Practicals: The practical examination of all the semesters shall be conducted by examiners appointed by the Principal of the College concerned as per the guidelines notified by the University, immediately after the completion of the class work; Each practical examination shall carry a one Continuous Internal Assessment (Minor Test) component to the extent of 25/50/100 marks and End Semester for 25/50/100 marks or as is prescribed in the concerned syllabus of the subject. Submission of practical records and Project file is compulsory.

c) Projects: The project examination of all the semesters shall be conducted by examiners (external only for ESE) appointed by the Principal of the College concerned/Head of the School Department as per the guidelines notified by the University, immediately after the completion of the class work; Each student will submit a project report which will be made in consultation with the Project supervisor. Submission of the Project Reoprt is compulsory. Each Project examination shall carry a one Minor Test (C1) component to the extent of 50/75 marks and End Semester for 50/75 marks or as is prescribed in the concerned syllabus of the subject. The examination shall be based on the presentation of the student and followed by a viva voca.
d) Minor Test

(i) For all B.A/B.Sc/B.Com (General or Honours) and BBA/BCA/B.Sc Home Science Programmes, the concerned HOD shall prepare/coll... properly sealed envelopes. The Principal/Convener Examination Committee shall choose one of the question papers for the Continuous Assessment Test.

(ii) Evaluation of the answer books of continuous assessment test/tests shall be done by the faculty member responsible for the courses.

(iii) There shall be one test in each subject for UG General and UG Honours courses.

(iv) The tests shall be held in a semester but at least 15 days before the Commencement of the End Semester Examination.

(v) The schedule of Internal Assessment tests shall be prepared at the very beginning of the semester.

(vi) In case of UG course the Minor Test and score process should be completed after finishing 40% of the syllabus and within 45 working days of the semester programme. In case of PG programme test 1(C1) to be taken after finishing 20% and within 30 working days and test 2 (C2) to be taken after 60 days of this semester programme.

(vii) It is mandatory for all students to appear in all the Internal Assessment tests and in various course- work related activities for the award of the marks.

(viii) The result of the continuous assessment of the students shall be communicated to students immediately after the assessment.

(ix) If a student remains absent or scores low or nil marks in Minor Test, he/she shall be permitted to reappear. However the student shall not be permitted to reappear for internal assessment after the semester is over.

(x) A student who fails to secure 40% marks in Minor Test shall not be allowed to sit in the End Term Examination.

(xi) In case of the student who fails to appear in the End semester examination but secure a pass mark in Internal Assessment (continuous evaluation) of the course, marks of Minor Test of the student will remain valid for that course until he/she obtains a pass mark in the end semester examination.
(xii) A record of such assessment procedure will be maintained by the department and shall be open for clarification by the students. Students will have the right to appeal to the Head of the Department/Dean of the School in case of glaring disparities in marking.

(xiii) The final result in each semester shall be calculated on the basis of this continuous assessment and performance in the end semester examination.

(xiv) In case of a student who has failed to attend any of the MINOR TEST on schedule date it shall be deemed that the student has dropped the test. However, in case of student who could not take the test due to genuine reasons, such candidate may appeal to the programme Co-ordinator/Principal. The Programme Co-ordinator/Principal in consultation with teachers shall determine about the genuineness of the case and beside to conduct special test to such candidate but before commencement of end semester exam.

e) Major Test

(i) During the 18th–20th week The Semester-end Examination in each theory paper in case of a Lab oriented subject shall consist of one written paper carrying 80 marks and a practical paper of 25 marks

(ii) In case of a Non-Lab oriented subject, where no Practical’s are involved, the paper shall carry 120 Marks

(iii) A candidate shall be required to pass in all the components of assessment.

(iv) At least 50% of core courses offered in different programs across the disciplines, the assessment of the theoretical component towards the end of the semester should be undertaken by external examiners from outside the university conducting examination, who may be appointed by the competent authority.

(v) In such courses, the question papers will be set by external examiners and evaluated by external/internal examiners.

(vi) For the rest of the courses including Ability Enhancement Courses, Skill Enhancement Courses, Discipline Specific Electives and Generic Electives Courses, the Question papers will be set as well as assessed by the internal examiners. A set of five question papers shall be set/collected from the Convener/Dean of the concerned subject by the Controller of Examination, out of which any one question paper shall be chosen by COE for End Term Examination.

(vii) An End Semester examination shall be conducted for all courses offered in the department. The duration of the end semester examination shall be for 2.5 / 3 hours.
(viii) A schedule of End Semester examinations will be prepared and displayed by the Department/ Centre/ College Concerned Section at least one-month ahead of the conduct of the examination.

(ix) Each Convener/Dean of faculty offering courses UG (General or Honours) shall prepare a model question paper, a panel of external examiners and submit the same to The CoE, of the University by 8th week of the Semester. The question paper should cover all the units of syllabus as per the criterion fixed in the guidelines.

(x) The Convener Examination Committee shall coordinate the conduct of examination/ consolidation of marks and Grades and with the approval of the concerned Head of the Department or equivalent send the consolidated marks and grades to the Controller of Examination to provisionally publish the Results.

(xi) The candidate/s shall be required to secure a minimum Qualifying Letter Grade “P” or Grade Point 4 in each course including Theory/Practical’s;

(xii) There shall be no supplementary or bi-annual or special examination for 1st/2nd/3rd/4th semesters;

(xiii) Where a candidate fails in any course/s he/she shall be required to appear in such course/s as and when the 1st/2nd/3rd/4th semester examinations for the next batch of students shall be held;

(xiv) Where a candidate fails in any course in 5th/6th semester examination, he/she may appear in a subsequent supplementary examination which shall be held as per the academic calendar;

- No candidate shall be admitted to the examination of a semester unless he/she is a regular student and has completed the prescribed course of Lectures delivered/ Practical’s or Tutorial’s conducted during the semester and qualified the Practical Examination.
- is a candidate who was otherwise eligible to appear in the examination in a particular semester but;
  - did not appear or
  - was unable to pass the examination in any course(s).

Subject to the Provisions of these regulations, a candidate who fails to secure the required percentage of marks/ Grade, in one or more papers of a semester examination may be permitted to re-appear in such paper(s) at a subsequent examination.
P.G GENERAL AND P.G HONOURS PROGRAM
[INCLUDING THE PG HONS PROGRAM OF INTEGRATED COURSES]

a. Theory: A candidate shall have to appear for a Two written examination for the Minor Tests(C1 and C2) and One Major Test which will be at the end of the Semester(ESE). All theory subjects in PG (General or Honours) [including the PG(Hons) Integrated program ] shall carry a Minor Test component to the extent of 40 marks for a 4 Credit Course/lab oriented theory course and 60 marks for the 6 credit Course(Non lab oriented theory course). The Major Test shall carry 60 marks for 4 credit course and 90 marks for 6 credit courses.

b. Practicals : The practical examination of all the semesters shall be conducted by examiners (external & Internal examiners only for ESE) appointed by the Principal of the College concerned/Head of the School Department as per the guidelines notified by the University, immediately after the completion of the class work; Each practical examination shall carry a one Minor Test (C1) component to the extent of 50 marks and End Semester for 50 marks or as is prescribed in the concerned syllabus of the subject. Submission of practical records is compulsory. In laboratory courses (having only practical (P) component), the students will be tested on the basis of laboratory exercises given by the course teacher concerned.

c. Projects: The project examination & of all the semesters shall be conducted by examiners (external & internal examiners only for ESE) appointed by the Principal of the College concerned/Head of the School Department as per the guidelines notified by the University, immediately after the completion of the class work; Each student will submit a project report which will be made in consultation with the Project supervisor. Submission of the Project Report is compulsory. Each Project examination shall carry a one Minor Test (C1) component to the extent of 50 marks and End Semester for 50 marks or as is prescribed in the concerned syllabus of the subject. The examination shall be based on the presentation of the student and followed by a viva voca.
d. Minor Test

(i) In case of PG programmes (General or Honours) of different subjects, there will be two MINOR TEST test (C1 & C2). For each test the concerned teacher teaching the course shall prepare a set of three question papers and submit the same to the concerned HOD/Convener of Examination Committee and HOD/Convener of Examination Committee shall chose any one of the three for the Continuous Assessment test.

(ii) Evaluation of the answer books of continuous assessment test/tests shall be done by the faculty member responsible for the courses.

(iii) There shall be two tests for all PG courses.

(iv) The tests shall be held in a semester but at least 15 days before the Commencement of the End Semester Examination.

(v) The schedule of Internal Assessment tests shall be prepared at the very beginning of the semester.

(vi) In case of PG programme Minor test 1(C1) to be taken after finishing 20% and within 30 working days and Minor test 2 (C2) to be taken after 60 days of this semester programme.

(vii) It is mandatory for all students to appear in all the Internal Assessment tests and in various course-related activities for the award of the marks.

(viii) The result of the continuous assessment of the students shall be communicated to students immediately after the assessment.

(ix) If a student remains absent or scores low or nil marks in MINOR TEST, he/she shall be permitted to reappear. However the student shall not be permitted to reappear for internal assessment after the semester is over.

(x) A student who fails to secure 40% marks in Minor Test shall not be allowed to sit in the End Term Examination.

(xi) In case of the student who fails to appear in the Major Test End semester examination (ESE) but secure a pass mark in Internal Assessment (continuous evaluation) of the course, marks of Minor Tests of the student will remain valid for that course until he/she obtains a pass mark in the end semester examination.

(xii) A record of such assessment procedure will be maintained by the department and shall be open for clarification by the students. Students will have the right to appeal to the Head of the Department/Dean of the School in case of glaring disparities in marking.
The final result in each semester shall be calculated on the basis of this continuous assessment and performance in the end semester examination.

In case of a student who has failed to attend any of the Minor Test on schedule date it shall be deemed that the student has dropped the test. However, in case of student who could not take the test due to genuine reasons, such candidate may appeal to the programme co-ordinator/principal. The Programme co-ordinator/principal in consultation with teachers shall determine about the genuineness of the case and beside to conduct special test to such candidate but before commencement of end semester exam.

e) Major Test

(i) During the 18th – 20th week The Semester-end Examination in each theory paper in case of a 4 credits course there shall be one written paper carrying 60 marks and a practical paper of 50 marks.

(ii) In case of a Non-Lab oriented subject, where no Practical’s are involved, the paper shall carry 90 Marks.

(iii) A candidate shall be required to pass in all the components of assessment.

(iv) At least 50% of core courses offered in different programs across the disciplines, the assessment of the theoretical component towards the end of the semester should be undertaken by external examiners from outside the university conducting examination, who may be appointed by the competent authority.

(v) In such courses, the question papers will be set by external examiners and evaluated by external/internal examiners.

(vi) For the rest of the courses including Open Electives Courses, the Question papers will be set as well as assessed by the internal examiners. A set of five question papers shall be set/collected from the Convener /Dean of the concerned subject by the Controller of Examination, out of which any one question paper shall be chosen by COE for End Term Examination.

(vii) An End Semester examination shall be conducted for all courses offered in the department. The duration of the end semester examination shall be for 2.5 / 3 hours.

(viii) A schedule of End Semester examinations will be prepared and displayed by the Department/ Centre/ Concerned Section at least one-month ahead of the conduct of the examination.
Each Convener/Dean of faculty offering courses PG (General) programs in each of the discipline shall prepare a model question paper, a panel of external examiners and submit the same to The CoE, of the University, by 8th week of the Semester. The question paper should cover all the units of syllabus as per the criterion fixed in the guidelines.

The Convener Examination Committee shall coordinate the conduct of exams/consolidation of marks and Grades and with the approval of the concerned Head of the Department or equivalent send the consolidated marks and grades to the Controller of Examination to provisionally publish the Results.

The candidate/s shall be required to secure a minimum Qualifying Letter Grade “P” or Grade Point 4 in each course including Theory/Practical’s;

There shall be no supplementary or bi-annual or special examination for 1st/2nd/3rd/4th semesters;

Where a candidate fails in any course/s he/she shall be required to appear in such course/s as and when the 1st/2nd/3rd/4th semester examinations for the next batch of students shall be held;

Where a candidate fails in any course in 5th/6th semester examination, he/she may appear in a subsequent supplementary examination which shall be held as per the academic calendar;

I. No candidate shall be admitted to the examination of a semester unless he/she is a regular student and has completed the prescribed course of Lectures delivered/Practical’s or Tutorial’s conducted during the semester and qualified the Practical Examination.

II. is a candidate who was otherwise eligible to appear in the examination in a particular semester but;
   i. did not appear or
   ii. was unable to pass the examination in any course(s).
Subject to the Provisions of these regulations, a candidate who fails to secure the required percentage of marks/Grade, in one or more papers of a semester examination may be permitted to re-appear in such paper(s) at a subsequent examination.
17.13.2 GUIDELINES FOR PAPER SETTING

17.13.2.1 End-Semester Examination for all programmes shall be conducted by the controller of examination by inviting Question Papers from potential examiner(s) and in coordination with the respective Departmental Examination Committee (DEC).

17.13.2.2 Question Papers shall be moderated for the coverage of syllabus and pattern of questions.

17.13.2.3 An alternative Question paper should also be made available for any contingency.

17.13.2.4 The Examiner(s) shall prepare a detailed scheme of valuation.

The end of semester examination shall have assessment from following perspective with respect to all courses:

a) Evaluation with respect to knowledge.

b) Evaluation with respect to Understanding.

c) Evaluation with respect to skill.

d) Evaluation with respect to Applications.

e) Higher Order Thinking Skills.

With respect to all above components, the types of questions can be:

I. Multiple Choice Questions

II. Short Questions

III. Long Answer Questions

IV. Very Long Answer Questions

17.13.3 STRUCTURE OF QUESTION PAPER

17.13.3.1 THEORY PAPER SETTING FOR UG GENERAL AND UG HONOURS FOR MINOR EXAMINATION

A candidate shall have to appear for one written MINOR TEST examination (C1).

a) Minor Test theory paper carries a maximum of 20 marks for a 4 credit course (Lab course) and 30 marks for 6 credit course (Non-Lab Course) and will be of One hour duration.

b) The time allotted shall be One hour for a question paper, including the distribution/ collection of Question Papers / Answer Scripts.

c) The MINOR TEST test (C1) will be from 20% of the syllabus which is first unit of the syllabus.
d) Answer Script shall be designed in such a manner where space for answering each question will be there, without requirement for any additional Continuation Sheet/s.
e) Each Minor Test theory paper will be of two parts
   i). **Part A:** It will comprise of short answer /objective type seven questions for a 4 credit course and ten questions for 6 credit course. Each question will be of 2 marks each. Students will have to attempt 5 questions for 4 credit course and seven for a 6 credit course.
   ii). **Part B:** It will comprise of three long answer questions of 5/8 marks for a 4/6 credit course. Student will have to attempt any two questions.

17.13.3.2 THEORY PAPER SETTING FOR UG GENERAL AND UG HONOURS FOR MAJOR EXAMINATION

a) Each theory paper carries a maximum of 80 marks for a course of 4 credits or for a lab oriented course. The maximum of 120 marks is for non lab oriented (6 credit) courses.
b) The time allotted shall be Two and a half (2.5) hour for a question paper of 4 credit course and three (3) hours for a question paper of 6 credit course respectively, including the distribution/collection of Question Papers / Answer Scripts.
c) Answer Script shall be designed in such a manner that student can answer all questions in it and no additional sheet will be provided for the purpose.
d) End Semester theory paper will be of two parts
   i). **Part A:** It will comprise of short answer /objective type questions of 16/24 marks covering all five units.
   ii). **Part B:** It will comprise of eight long answer questions of 16/24 marks each from 2nd, 3rd, 4th and 5th units. Two questions shall be set from each unit and student will have the internal choice (i.e She/he will have to attempt any one from two given questions in each unit).

a) Each question of 16/24 marks will have two parts:
   i). Long answer question of 12/18 marks
   ii). Short answer /Numerical question of 4/6 marks.
b) Weightage to the numerical problems shall be as prescribed in the syllabus of the concerned discipline.
c) The long answer question of 12/18 marks can be divided into three parts of long, short and very short answer questions as per the convenience of paper setter.
17.13.3.3  THEORY PAPER SETTING FOR PG GENERAL
/INTEGRATED PG HONOURS FOR MINOR
EXAMINATION
A candidate shall have to appear for two written Minor (Continuous
Internal Assessment) examination (C1 and C2).

a) Each Minor theory paper carries a maximum of 20 marks for 4
credit course (lab course) and 30 marks for 6 credit course (Non-
Lab Course) and will be of One hour duration.

b) The time allotted shall be One hour for a question paper,
including the distribution/ collection of Question Papers /
Answer Scripts.

c) The First Minor test (C1) will be from 20% of the syllabus which
is first unit of the syllabus and the second Test (C1) will be of
next 20% of the syllabus which is the second unit of the syllabus.

d) Answer Script shall be designed in such a manner where space
for answering each question will be there, without requirement
for any additional Continuation Sheet/s.

e) Minor theory paper will be of two parts

(i) **Part A:** It will comprise of short answer /objective type
seven questions for a 4 credit course and ten questions for 6
credit course. Each question will be of 2 marks each. Students
will have to attempt 5 questions for 4 credit course and
seven for a 6 credit course.

(ii) **Part B:** It will comprise of three long answer questions of
5/8 marks for a 4/6 credit course. Student will have to
attempt any two questions.

17.13.3.4  THEORY PAPER SETTING FOR PG GENERAL
/INTEGRATED PG HONOURS FOR MAJOR
EXAMINATION
A candidate shall have to appear for a written examination at the end
of the semester. (Major)

a) Each theory paper carries a maximum of 60 marks for a 4 credit
course (lab course) and 90 marks for 6 credit course (Non-Lab
Course) and will be of 2.5/3 hours duration.

b) The time allotted shall be Two and a half (2.5) hour for a
question paper of a 4 credit course and three(3) hours for a
question paper of a 4 and 6 credit course respectively,
including the distribution/ collection of Question Papers /
Answer Scripts.

c) Answer Script shall be designed in such a manner where space
for answering each question or a part of the question shall be
defined, without requirement for any additional Continuation
Sheet/s.
d) End Semester theory paper will be of two parts.
   i). **Part A**: It will comprise of short answer /objective type questions of 24/30 marks covering all five units.
   ii). **Part B**: It will comprise of six long answer questions of 12/20 marks each from 3rd, 4th and 5th units. Two questions shall be set from each unit and student will have the internal choice (i.e. She/he will have to attempt any one from two given questions in each unit)

e) Each question of 12/20 marks will have two parts:
   i. Long answer question of 8/14 marks
   ii. Short answer /Numerical question of 4/6 marks.

f) Weightage to the numerical problems shall be as prescribed in the syllabus of the concerned discipline.

g) The long answer question of 14 marks can be divided into three parts of long, short and very short answer questions as per the convenience of paper setter.

17.13.3.5 **PRACTICAL EXAMINATION SCHEME**

In case of the assessment of practical component of such core courses, the team of examiners should be constituted on 50 – 50% basis. i.e. half of the examiners in the team should be invited from outside the university/college conducting examination. The practical examination of all the semesters shall be conducted by examiners appointed by the Principal of the College/HOD of the school concerned as per the guidelines notified by the University, immediately after the completion of the class work;

a) Each practical examination is of 3 hours duration with a maximum of 100/50 marks, consisting of 50/25 marks for End examination exercises and 25 marks for the practical record and Internal Assessment or as is prescribed in the concerned syllabus of the subject. Submission of practical records is compulsory.

b) The practical examination is to be conducted in batches, with not more than 15 candidates per batch.

c) There will be one internal examiner and one external examiner to conduct the Practical Examination for each batch.

d) Each theory paper shall carry 20 marks for internal assessment and each practical Paper will carry 25 marks for internal assessment marks. (Tests, Assignment and Attendance)

**Note:** Minimum pass percentage in each paper, both theory and practical is 40%. 

17.13.3.6 SEMINAR EXAMINATION SCHEME

a) The seminar lecture is expected to train the student in self study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation.

b) In M.A/M.Com(Hons) in student shall deliver one seminar lecture from the core subject per semester in the I and II Semesters with a weightage of 25 marks or one credit each. Out of these 25 marks, 15 marks shall be allotted for the write up of the topic of the seminar and 10 marks for the presentation.

c) The list of the seminar lectures to be delivered in the departments during I and II semesters shall be prominently displayed on the Notice Board of the Department. Seminar lecture programme is allotted two hours per week in the time table.

d) The seminar lectures are open to all the students and faculty of the Department.

e) The text of the seminar lecture must be typed and should be of at least 4 to 5 pages, which is evaluated for 15 marks and should be deposited in the Department Seminar Library and also be made available in the Department website.

f) 10 Marks are for Attendance

17.13.3.7 PROJECT EXAMINATION SCHEME

In case of the End Semester Examination assessment of project component of such core courses, the team of examiners should be constituted on 50 – 50 % basis. i.e. half of the examiners in the team should be invited from outside the university/college conducting examination. The project examination of all the semesters shall be conducted by examiners appointed by the Principal of the College/HOD of the school concerned as per the guidelines notified by the University, immediately after the completion of the class work;

a) The project work is a part of the regular course work of the UG(Hons) programme in the 4th semester. In the 4th Semester, a student shall compulsorily undertake a project work leading to dissertation and the credits for this shall be 8 credits. Every UG(Hons) student shall do the Project work under the supervision of a Teacher.

b) The project work is a part of the regular course work of the PG(Hons) programme in the 3rd and 4th semester. In the 3rd and 4th Semester, a student shall compulsorily undertake a project work leading to dissertation and the credits for this shall be 8 credits. Every PG(Hons) student shall do the Project work under the supervision of a Teacher.
c) Every UG/PG(Hons) student shall do an individual project.

d) The project work is assigned 8 credits and evaluated for 100 marks of which 50% marks are allotted for the project and 25% for the presentation and Viva-Voce in Internal exam and 25% as End Semester Exam.

e) For M.A/M.Sc/M.Com(H) the Project Work will begin in 3rd Semester and will be continued in the 4th Semester. The weightage in each semester will be 100 marks in each semester. At the end of the 3rd Semester, student will submit their literature work in form of a review on the topic selected. There will be a presentation before the panel of teachers appointed by the Head of the School. At the end of Fourth semester the Student will present a dissertation followed by the Presentation/Viva Voce examination before the panel of teachers (including the external expert) appointed by the Head of the School.

f) The project work must submitted by the student in the 13th week of the 4th Semester. The student will be allowed to sit in the End Semester Examination for the 4th Semester Theory only on submission of Project dissertation/Report.

g) The dissertation must be typed and be limited to 50 to 75 pages of A4 size

h) Project work shall be evaluated by an external and one internal examiner which is followed by presentation of work and Viva-Voce

i) The evaluation of the project shall be completed before the commencement of 4th Semester Theory examinations.

Continuous assessment/end term exam criterion for UG General and Honours programmes are given in Table 17.27 and for PG General and Honours in Table 17.28

In case of the assessment of project reports/thesis/dissertation etc. the work should be undertaken by internal as well as external examiners. The distribution of marks for question papers with different credit weightages shall be as follows for UG General and Honours Courses:
Table 17.25  Distribution of Marks for UG Courses (General and Honours)

<table>
<thead>
<tr>
<th>Component</th>
<th>2 Credit Courses (Theory)</th>
<th>4 Credit Courses (Theory Paper of Lab. Oriented Course &amp; Ability / Skill Enhancement Course)</th>
<th>6 Credit Courses (Non-Lab. Course)</th>
<th>2 Credit Courses (Practicals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks</td>
<td>40</td>
<td>80</td>
<td>120</td>
<td>25/50</td>
</tr>
<tr>
<td>Total Time Allotted</td>
<td>Two and Half Hour (2.5)</td>
<td>Two and Half Hour (2.5)</td>
<td>Three Hours (3.0)</td>
<td>Three Hours (3.0)</td>
</tr>
</tbody>
</table>

Description of Paper Setting

**Section A:**
This section will Cover the whole Syllabus

- 04/06/09 Multiple Choice/Short Answer type Questions of 1 mark each: 4Q x 1 = 4 Marks, 2Q x 2 = 4 Marks
- 02/05/05 Multiple Choice/Short Answer type Questions of 2/3 mark each: 6Q x 1 = 6 Marks, 5Q x 2 = 10 Marks, 5Q x 3 = 15 Marks

**Section B:**
Four (4) questions with one question from each of the 2nd, 3rd, 4th, 5th Unit with Internal Choice. Each Question will have 2 parts (a and b).

- Part a : Long Answer Type of Questions
  - 4Q x 5 = 20 Marks
  - 4Q x 3 = 12 Marks
- Part b : Medium Answer Type of Questions
  - 4Q x 12 = 48 Marks
  - 4Q x 04 = 16 Marks
  - 4Q x 06 = 24 Marks

**Total Semester End Examination Marks in each Course**

<table>
<thead>
<tr>
<th>Marks</th>
<th>40 Marks</th>
<th>80 Marks</th>
<th>120 Marks</th>
<th>25/50 Marks*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Marks</td>
<td>20%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total Per Course</td>
<td>40 Marks</td>
<td>80 Marks</td>
<td>120 Marks</td>
<td>25/50 Marks</td>
</tr>
</tbody>
</table>

*Breakup: Internal Practical examination is 20% for attendance, 40% Internal Test including Viva-Voce and 40% for day to day performance.
### Table 17.26 Distribution of Marks for PG Courses

<table>
<thead>
<tr>
<th>Component</th>
<th>2 Credit Courses (Theory)</th>
<th>4 Credit Courses (Theory Paper of Lab. Oriented Course &amp; Ability / Skill Enhancement Course)</th>
<th>6 Credit Courses (Non-Lab. Course)</th>
<th>2 Credit Courses (4 and 8 credit) (Practicals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks</td>
<td>30</td>
<td>60</td>
<td>90</td>
<td>25/50/100</td>
</tr>
<tr>
<td>Total Time Allotted</td>
<td>Two and Half Hour (2.5)</td>
<td>Two and Half Hour (2.5)</td>
<td>Three Hours (3.0)</td>
<td>Three Hours (3.0)</td>
</tr>
<tr>
<td>Descriptive:</td>
<td>As Prescribed in the Syllabus by the BoS Concerned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section A:</td>
<td>This section will Cover the whole Syllabus</td>
<td>2Q x 1 = 2 Marks</td>
<td>9Q x 1 = 9 Marks</td>
<td>10Q x 1 = 10 Marks</td>
</tr>
<tr>
<td>Section B:</td>
<td>Three (03) questions with one question from each of the 3rd, 4th, 5th Unit with Internal Choice. Each Question will have 2 parts (a and b).</td>
<td>5Q x 2 = 10 Marks</td>
<td>5Q x 3 = 15 Marks</td>
<td>5Q x 4 = 20 Marks</td>
</tr>
<tr>
<td></td>
<td>Part a: Long Answer Type of Questions</td>
<td>3Q x 4 = 12 Marks</td>
<td>3Q x 08 = 24 Marks</td>
<td>3Q x 14 = 42 Marks</td>
</tr>
<tr>
<td></td>
<td>Part b: Medium Answer Type of Questions</td>
<td>3Q x 2 = 06 Marks</td>
<td>3Q x 04 = 12 Marks</td>
<td>3Q x 06 = 18 Marks</td>
</tr>
<tr>
<td>Total Semester End Examination Marks in each Course</td>
<td>30 Marks</td>
<td>60 Marks</td>
<td>90 Marks</td>
<td>25/50/100</td>
</tr>
<tr>
<td>Attendance Marks</td>
<td>20 %</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total Per Course</td>
<td>30 Marks</td>
<td>60 Marks</td>
<td>90 Marks</td>
<td>25/50/100</td>
</tr>
</tbody>
</table>

Note: * Breakup Of Internal Practical Exams is 20% for Attendance, 40% for Internal Test including Viva Voce and 40% for Day to day Preformance
### Table 17.27 Continuous Assessment/End Term Exam Criterion For Under Graduate (General or Honours) Programmes

<table>
<thead>
<tr>
<th>Examination (Theory)</th>
<th>Syllabus to be Covered in examination</th>
<th>Time allotted for the examination</th>
<th>Weightage (Marks)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minor Test</strong></td>
<td>20%</td>
<td>1 Hour</td>
<td>20 %</td>
<td>The Internal Assessment test shall be held for the first 20% of the syllabus having 20/30 marks i.e. covering first unit out of five units. It will comprise of two parts: Part A: Three long answer type questions of 5/8 marks each and student will have to attempt any two. Part B: 7/10 short answer type questions of 2 marks each and student will have to attempt any 5/7 questions.</td>
</tr>
<tr>
<td><strong>Major Test</strong></td>
<td>100% Syllabus</td>
<td>2.5/3 Hours for 4/6 credit courses</td>
<td>80% 80/120 marks for 4/6 credit courses</td>
<td>End Semester Test will be of two parts: Part A: It will comprise of 5 questions of 2/3 marks and 6/9 questions of 1 mark. (Short answer/objective type question of 16/24 marks) covering all five units with equal weightage to all units. Part B: Comprising of eight long answer questions of 16/24 marks each, from 2nd, 3rd, 4th and 5th units. Two questions shall be set from each unit and student will have the internal choice. Each question of 16/24 marks will have two parts: long answer question of 12/18 marks and short answer question/numerical of 4/6 marks.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>100%</td>
<td>Marks may be rounded off to nearest integer</td>
</tr>
</tbody>
</table>

#### Practicals

| Daily evaluation of practical records /Assignment/ VivaVoce/ Attendance etc. | Syllabus | One Hour | 50% | Internal evaluation of 25/50 marks including 5/10 Marks for attendance, 10/20 Marks for internal test and 10/20 Marks for day to day performance |
| Final Practical Performance + Viva Voce | 100% Syllabus | 50% | External evaluation of 25 marks (as prescribed in the Syllabus of concerned course) |
| **Total** |                                      | 100% | Marks may be rounded off to nearest integer |
# Table 17.28 Continuous Assessment/ End Term Criterion For Post Graduate (General/Honours) Programmes

<table>
<thead>
<tr>
<th></th>
<th>Theory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examination (Theory)</strong></td>
<td>Syllabus to be covered in examination</td>
</tr>
<tr>
<td></td>
<td>Time allotted for the examination</td>
</tr>
<tr>
<td></td>
<td>Weightage (Marks)</td>
</tr>
<tr>
<td></td>
<td>Remarks</td>
</tr>
<tr>
<td>Two Minor Tests</td>
<td>1st 20% IInd Test for Next 20%</td>
</tr>
<tr>
<td></td>
<td>1 Hour Each Test</td>
</tr>
<tr>
<td></td>
<td>20 % for each</td>
</tr>
<tr>
<td></td>
<td>1st (C1) and IInd (C2) Internal Assessment tests shall be held for the first 20% and next 20% of the syllabus having 20/30 marks for each test i.e. Covering first unit in Ist test and IInd unit in IInd test out of five units Each Test will comprise of two parts <strong>Part A:</strong> Three long answer type questions of 5/8 marks each and student will have to attempt any two. <strong>Part B:</strong> 7/10 short answer type questions of 2 marks each and student will have to attempt any 5/7 questions</td>
</tr>
</tbody>
</table>

| Major Test               | 100% Syllabus                                                         |
|                          | 2.5/3 Hours for 4/6 credit courses                                    |
|                          | 60% 60/90 marks for 4/6 credit courses                                |
|                          | 50%                                                                   |
|                          | End Semester Test will be of two parts (1) Part A: It will comprise of 5 questions of 3/4 marks and 9/10 questions of 1 mark. (Short answer /objective type question of 24/30 marks) covering all five units with equal weightage to all units. (2) Part B: Comprising of six long answer questions of 12/20 marks each, from 3rd, 4th and 5th units. Two questions shall be set from each unit and student will have the internal choice (3) Each question of 12/20 marks will have two parts: i) long answer question of 8/14 marks ii) Short answer question/numerical of 4/6 marks |

| Total                    | 100%                                                                  |
|                          | Marks may be rounded off to nearest integer                           |

**Practicals**

| Daily evaluation of practical records/ Assignment/ Viva Voce/ Attendance etc. | 50% | Internal evaluation of 25/50/100 marks including 10% Marks for attendance, 40% Marks for internal test and 40% Marks for day to day performance |
| Final Practical Performance + Viva Voce | 100% Syllabus | 50% | External evaluation of 25/50/100 marks (as prescribed in the Syllabus of concerned course) |

| Total                    | 100%                                                                  |
|                         | Marks may be rounded off to nearest integer                           |

**Note:** For Projects and Seminar evaluation see 0Error! Reference source not found. (g) and (0) above
17.14 ACADEMIC MONITORING

17.14.1 Regardless of the number of Credits for any course, Course Completion (Credit Achievement) shall be authenticated by the Course Review Committees (CRCs) in a college, comprising the Principal, Head of the concerned Department, Subject Teacher concerned and a Student Representative with more than 75% Attendance.

17.14.2 Mere attendance record of the students shall not suffice with regard to Course Completion.

17.14.3 Course Completion Progress shall also be subject to monitoring and inspection / audit by the university.

17.14.4 In view of the fact that there is a major shift in the Course Content of various subjects under CBCS the institutions shall ensure to make the Course Oriented Textbooks, recommended by the UGC, available in the Libraries within a reasonable time.

17.15 EVALUATION

17.15.1 Evaluation of Theory Papers

17.15.1.1 Evaluation of each student enrolled in all programmes will be done under the Grading System at the end of the semester.

17.15.1.2 The Students pursuing UG General/Honours, PG General/Honours, Integrated Programmes should pass separately in both the internal and external Examinations.

17.15.1.3 The final result in each course will be determined on the basis of continuous internal assessment and performance in the end-semester examination.

17.15.1.4 At the end of all semesters a transcript indicating the Grade performance of the candidates from 1st to last semester will be issued.

17.15.1.5 The answers papers of Minor Test and Major Examination should be evaluated by the examiner(s) immediately after the completion of the exam and marks of Minor Test shall be published on the notice board of the Department / College/ School for information of the students.
17.15.1.6 For the conduct of practical examinations of all the semesters the guidelines notified by the university shall be followed and the process completed before the students are let off for preparation leave or immediately after the theory exam is over.

17.15.1.7 For each Minor Test and End Semester Exam (Major Examination), the Principal of each college will form a Department Examination Committee (DEC).

17.15.1.8 All Minor Test papers will be evaluated internally by the faculty members who are the eligible course co-ordinators as appointed by the Principal in consultation with the Head of the Department(s) for Constituent Colleges and for courses in the schools it will be evaluated by the teacher Concerned.

17.15.1.9 For End Semester theory papers 50% of Question Papers of the core courses in each Semester end Examination shall be got evaluated externally by the eligible faculty members of a Constituent College/other Colleges out of the panel of Evaluators submitted by the convenor of the subject, under the supervision and co-ordination of the Controller of Examinations.

17.15.1.10 The remaining 50% of Core papers and other Elective/Compulsory papers will be internally be evaluated by the eligible faculty members at the individual Constituent colleges/Departments of the School (Evaluation Centre) where the candidates are registered. The Principal of the College/Heads of the Department of the Schools where an Evaluation Centre shall be established shall prepare the panel of Evaluators and Head Examiners. 5-10% of the Answer Scripts evaluated by each evaluator may be got revised at random through the Head Examiners, in case of all major subjects.

17.15.1.11 Students failing to secure the minimum pass percentage marks in internals will not be allowed to take the end semester exam of that particular subject in that semester. He/She has to appear again in the course by attending the classes for a semester to gain the pass percentage in the internal tests in order to take the end semester examinations.

17.15.1.12 Students failing a course due to lack of attendance have to appear again in the course.
17.15.1.13 The student may appear again in a course to improve his/her internal marks by re-attending classes for the given course. However, the freshly secured internal marks only will be considered for computing the final marks.

17.15.1.14 Students failing only in the end semester examination can retain their internal marks and reappear for only the end semester examination, when it is conducted.

17.15.1.15 Students failing a course due to their absence in the end Semester examination (Major) can reappear only for the end semester examination (Major), when it is conducted.

17.15.1.16 A student failing in a course/ paper shall register for that course only when it is offered by the concerned Faculty/ Department.

17.15.1.17 The answer scripts of the end semester examinations (Major) shall not be returned to the candidates but will be shown by the teacher at the specific request of the student concerned. The result of the continuous assessment of the students will, however, be communicated to students and the scripts also will be shown by the teacher to the students immediately after the assessment.

17.15.1.18 In case the student is not satisfied, at the end of semester examination, wherever required, the teacher concerned along with the Dean / Head of the Department/Centre of the School/Principal of the Constituent Colleges or equivalent and the Chairperson, Department Examination Committee (DEC) may moderate the evaluation.

17.15.1.19 Students, who obtain “F” Grade or „Unsatisfactory” in any course, may be permitted to appear again in the course for the end semester examination, when it is conducted depending upon their attendance and marks obtained in Minor Examination.

17.15.1.20 Students who have passed in a course of a semester even with a “C” (or “B”) grade shall not be allowed to repeat the end-semester examination or reappear in the course for improving their grades.

17.15.1.21 Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.
17.15.1.22 Separate application for every course to be reevaluated should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of obtaining the photocopy of the answer-script.

17.15.1.23 Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied:

- Finds that any answer(s) to question(s) that has/have not been evaluated
- Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.

17.15.2 EVALUATION OF PROJECT WORK /DISSERTATION/SEMINAR

17.15.2.1 The Project work/Dissertation of all students of the UG, PG and Integrated Programs will be evaluated by the concerned Teacher and external examiner.

17.15.2.2 The candidate shall submit the record book for practical examination/Dissertation/ Report duly certified by course teachers and HOD/Staff Incharge it will be evaluated at the end of semester

17.15.2.3 A record of decisions by the concerned Teacher/BOS on the percentage of marks shall be maintained by the department for clarification by the students

17.15.2.4 The qualifying grade for the dissertation/Project Report/Monograph/Research Paper in all programs offered in University is “C” (for all Under-Graduate and Integrated Masters Programs) or “B” (for all Post-Graduate Programs). Students who obtain less than the said grade in the Dissertation/Project work/Monograph/ Research Paper will be required to rewrite it within such further period as may be allowed by the Board of Studies concerned on the recommendation of the Supervisor(s).

17.15.2.5 Evaluation of the seminar shall be conducted by the concerned Teacher/DEC/BOS of the department.
17.16 **PASS PERCENTAGE**
17.16.1 No candidate shall be declared to have passed the semester examination as the case may be under 1st – 3rd year unless he/she obtain not less than 40% marks in theory examination/practical examination and 40% marks in internal assessment put together in each subjects and 40% marks (including IA) in project work & Viva wherever prescribed.

17.16.2 If a candidate fails in a subject, either in theory or in practical, he/she shall appear for the subject only at subsequent regular examination, within the maximum period prescribed for completing the programme. He/She must obtain the minimum marks for a pass in that subject (theory and practicals separately).

17.17 **PROMOTION**
17.17.1 **U.G (General/Honours) Programs [including Integrated]**
Subject to the provisions contained in the statutes and regulations promotion to the next higher semester shall be open to:

17.17.1.1 A candidate from 1st semester to 2nd semester, 2nd semester to 3rd semester, 3rd semester to 4th semester and 5th semester to 6th semester in case he/she has been admitted to the 1st, 2nd, 3rd, 4th or 5th Semesters, as the case may be, under rules.

17.17.1.2 A candidate from 4th Semester to 5th Semester in case he/she has not a backlog of more than 50% credits of study in the 1st to 3rd Semester end examinations exclusive of any awaited re-evaluation result for determining the eligibility; fulfilment of the statutory requirements of attendance in all courses of study including Practicals, and has also passed in Practicals and completed the required Survey / Field-work / Map-work etc. of the 4th Semester.

17.17.1.3 A candidate who has not completed the requirement of Attendance / Practicals / Survey / Field-work / Map-work etc. of a particular semester shall not be allowed to sit in the examination of that semester. However, he / she shall not be debarred from joining the next semester, if otherwise eligible under rules. Such a candidate can complete the missing semester/s in subsequent session/s, as and when possible.

17.17.1.4 Students, who do not fulfill the promotion criteria mentioned above, shall be declared fail in promotion examination. However, they have the option to retain marks in papers in which they want to retain.
17.17.1.5 A student who want to re-appear for improvement for marks in paper prescribed for I/II/IV may do so only in semester examination to be held in November and for Semester II/IV/VI may do so only in exam held in May.

17.17.2 **P.G (General/Honours) Programs [including Integrated]**

Subject to the provisions contained in the statutes and regulations promotion to the next higher semester shall be open to:

17.17.2.1 A candidate from 1\(^{st}\) Semester to 2\(^{nd}\) Semester, 2\(^{nd}\) Semester to 3\(^{rd}\) semester, in case he/she has been admitted to the 1\(^{st}\), 2\(^{nd}\), 3\(^{rd}\) Semesters, as the case may be, under rules.

17.17.2.2 A candidate from 3\(^{rd}\) Semester to 4\(^{th}\) Semester in case he/she has not a backlog of more than 50% credits of study in the 1\(^{st}\) to 2\(^{nd}\) Semester end examinations exclusive of any awaited re-evaluation result for determining the eligibility; fulfilment of the statutory requirements of attendance in all courses of study including Practicals, and has also passed in Practicals and completed the required Survey / Field-work / Map-work etc. of the 4\(^{th}\) Semester.

17.17.2.3 A candidate who has not completed the requirement of Attendance / Practicals / Survey / Field-work / Map-work etc. of a particular semester shall not be allowed to sit in the examination of that semester. However, he / she shall not be debarred from joining the next semester, if otherwise eligible under rules. Such a candidate can complete the missing semester/s in subsequent session/s, as and when possible.

17.17.2.4 Students, who do not fulfill the promotion criteria mentioned above, shall be declared fail in promotion examination. However, they have the option to retain marks in papers in which they want to retain.

17.17.2.5 A student who want to re-appear for improvement for marks in paper prescribed for I/III may do so only in semester examination to be held in November and for Semester II/IV may do so only in exam held in May.
CLASSIFICATION OF SUCCESSFUL CANDIDATES

Each semester result shall be declared in terms of classes on basis of percentage of aggregate marks scored and in terms of grading system based on marks scored:
The results of successful candidates at the end of IV, VI & X Semester shall be classified on the basis of aggregate %age of marks obtained in all 4, 6 and 10 semesters and aggregate or Cumulative Grade Point Average (CGPA) for award of:

17.18.1 Bachelor Degree in Arts, Science and Commerce
17.18.2 Bachelor Degree in Computer Application
17.18.3 Bachelor Degree in Business Administration
17.18.4 Masters Degree in Arts, Science and Commerce
17.18.5 Integrated Honours Masters Degree in Arts, Science and Commerce
17.18.6 Bachelor Honours Degree in Arts, Science and Commerce
17.18.7 Masters Honours Degree in Arts, Science and Commerce

GRADING SYSTEM AND CONVERSION OF PERCENTAGE TO GRADE

17.19.1 Grading System

17.19.1.1 Grading constitutes the core of CBCS, as it tries to reduce the subjective element in Assessment/evaluation and thereby prevents any disadvantage to the student. Grade is an index of the performance of a student in a particular course. It is the transformation of scaled marks secured by a student in a course. Grade point is the weightage allotted to each grade depending on the range of marks awarded in a course.

17.19.1.2 The Department End-Semester Examination Committee (DEC) shall prepare two copies of the results, one with marks to be sent to the office of the Controller of Examination another for the Department.

17.19.1.3 Grades shall be awarded as indicated below in a meeting of the Committee to be held at the earliest, not later than 15 days after the last day of semester examinations.

17.19.1.4 A student in order to be eligible for the award of Degree in all Undergraduate and Integrated master’s program must obtain a minimum of “P” grade in each course.
17.19.1.5 The results of successful candidates will be classified as indicated below on the basis of the Cumulative Grade Point Average (CGPA):

**Cumulative Grade Point Average (CGPA):**

- CGPA of 9.0 and above and up to 10: Outstanding Exemplary
- CGPA of 8.0 and above and up to < 9.0: First Class Distinction
- CGPA of 7.0 and above and up to < 8.0: First Class Good
- CGPA of 6.0 and above and up to < 7.0: First Class Average
- CGPA of 5.50 and above and up to < 6.0: High Second Class
- CGPA of 5.00 and above and up to < 5.5: Second Class Good
- CGPA of 4.00 and above and up to < 5.0: Second Class Average
- CGPA of Below 4.00: Fail

17.19.1.6 To satisfactorily complete the programme and qualify for the degree, a student must obtain a minimum CGPA of 4. No student with “F” grade on record shall be eligible for award of the degree.

17.19.1.7 A student in order to be eligible for the award of the degree in all Under Graduate programs must obtain a minimum of “B” grade in each of the courses as well as in the dissertation / project report / monograph.

17.19.1.8 The results of the successful candidates will be classified as below:

17.19.1.9 The division obtained by a student will be entered in his/her provisional cum consolidated marks sheet and the degree certificate.

### Table 17.29 Grades Description for Final Results

<table>
<thead>
<tr>
<th>Semester / Program %</th>
<th>Semester GPA / Program CGPA</th>
<th>Letter Grade</th>
<th>Result / Description</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.0-100</td>
<td>9.00-10.00</td>
<td>O (Outstanding)</td>
<td>Outstanding</td>
<td></td>
</tr>
<tr>
<td>80.0-&lt;90.0</td>
<td>8.00-&lt;9.00</td>
<td>A+ (Excellent)</td>
<td>First Class Exemplary</td>
<td></td>
</tr>
<tr>
<td>70.0-&lt;80.0</td>
<td>7.00-&lt;8.00</td>
<td>A (Very Good)</td>
<td>First Class Distinction</td>
<td></td>
</tr>
<tr>
<td>60.0-&lt;70.0</td>
<td>6.00-&lt;7.00</td>
<td>B+ (Good)</td>
<td>First Class</td>
<td></td>
</tr>
<tr>
<td>55.0-&lt;60.0</td>
<td>5.50-&lt;6.00</td>
<td>B (Above Average)</td>
<td>High Second Class</td>
<td></td>
</tr>
<tr>
<td>50.0-&lt;55.0</td>
<td>5.00-&lt;5.50</td>
<td>C (Average)</td>
<td>Second Class</td>
<td></td>
</tr>
<tr>
<td>40.0-&lt;50.0</td>
<td>4.00-&lt;5.00</td>
<td>P (Pass)</td>
<td>Pass Class</td>
<td></td>
</tr>
<tr>
<td>Below 40</td>
<td>Below 4.00</td>
<td>F (Fail)</td>
<td>Fail/Reappear</td>
<td></td>
</tr>
<tr>
<td>Absent</td>
<td>0</td>
<td>FA (Absent)</td>
<td>Failure due to lack of attendance</td>
<td></td>
</tr>
</tbody>
</table>
17.19.3 **GRADES AND GRADE POINTS**

Absolute grading system is followed by *University* under this system; the marks are converted to letter grades based on predetermined mark intervals. The marks in fractions shall be rounded off to the nearest integer. The performances of students in each course are expressed in terms of marks as well as in Letter Grades. **The grades may be awarded as given in the following tables.**

### Table 17.30 Description of Grades Awarded

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Percentage of marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>O (Outstanding)</td>
<td>10</td>
<td>Marks $\geq 90$ and Marks $\leq 100$</td>
</tr>
<tr>
<td>A+ (Excellent)</td>
<td>9</td>
<td>Marks $\geq 80$ and Marks $&lt; 90$</td>
</tr>
<tr>
<td>A (Very Good)</td>
<td>8</td>
<td>Marks $\geq 70$ and Marks $&lt; 80$</td>
</tr>
<tr>
<td>B+ (Good)</td>
<td>7</td>
<td>Marks $\geq 60$ and Marks $&lt; 70$</td>
</tr>
<tr>
<td>B (Above Average)</td>
<td>6</td>
<td>Marks $\geq 55$ and Marks $&lt; 60$</td>
</tr>
<tr>
<td>C (Average)</td>
<td>5</td>
<td>Marks $\geq 50$ and Marks $&lt; 55$</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>4</td>
<td>Marks $\geq 40$ and Marks $&lt; 50$</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>0</td>
<td>Marks $&lt; 40$</td>
</tr>
<tr>
<td>FA (Absent)</td>
<td>0</td>
<td>Faliure Due to absent</td>
</tr>
</tbody>
</table>
17.19.4 COMPUTATION OF SEMESTER GRADE POINT AVERAGE (SGPA)

SGPA indicates the performance of a student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total numbers of credits assigned to the courses in a semester. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

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

Where $C_i$ is the number of credits of the $i^{th}$ course and $G_i$ is the grade point scored by the student in the $i^{th}$ course.

**Table 17.31 Illustration for SGPA:**

<table>
<thead>
<tr>
<th>Core type</th>
<th>Course Type</th>
<th>Credit assigned</th>
<th>Marks obtained by student (in %)</th>
<th>Grade letter</th>
<th>Grade point (GP)</th>
<th>Credits assigned x (GP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course 1</strong></td>
<td>Core</td>
<td>4</td>
<td>78</td>
<td>A</td>
<td>8</td>
<td>32</td>
</tr>
<tr>
<td><strong>Course 2</strong></td>
<td>Core</td>
<td>4</td>
<td>67</td>
<td>B+</td>
<td>7</td>
<td>28</td>
</tr>
<tr>
<td><strong>Course 3</strong></td>
<td>Core</td>
<td>4</td>
<td>77</td>
<td>A</td>
<td>8</td>
<td>32</td>
</tr>
<tr>
<td><strong>Course 4</strong></td>
<td>Core</td>
<td>4</td>
<td>96</td>
<td>O</td>
<td>10</td>
<td>40</td>
</tr>
<tr>
<td><strong>Course 5</strong></td>
<td>Elective</td>
<td>3</td>
<td>86</td>
<td>A+</td>
<td>9</td>
<td>27</td>
</tr>
<tr>
<td><strong>Course 6</strong></td>
<td>Core</td>
<td>2</td>
<td>66</td>
<td>B+</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td><strong>Course 7</strong></td>
<td>Core (Lab)</td>
<td>2</td>
<td>50</td>
<td>B</td>
<td>6</td>
<td>12</td>
</tr>
</tbody>
</table>

SGPA = 185/23 = 8.04
COMPUTATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA)

CGPA is obtained by dividing the total number of credit points earned in all the semester by the total number of credits in all the semester of a programme, i.e.,

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

where $S_i$ is the SGPA of the $i^{th}$ semester and $C_i$ is the total number of credits in that semester. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the Grade card/ sheet or transcripts.

Table 17.32 Illustration for CGPA:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
<th>Semester 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit: 22</td>
<td>Credit: 22</td>
<td>Credit: 23</td>
<td>Credit: 23</td>
<td>Credit:23</td>
</tr>
<tr>
<td>SGPA: 6.9</td>
<td>SGPA: 7.8</td>
<td>SGPA: 5.6</td>
<td>SGPA: 6.0</td>
<td>SGPA:6.3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 6</th>
<th>Semester 7</th>
<th>Semester 8</th>
<th>Semester 9</th>
<th>Semester 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit: 23</td>
<td>Credit: 23</td>
<td>Credit: 23</td>
<td>Credit: 23</td>
<td>Credit: 25</td>
</tr>
<tr>
<td>SGPA: 8.0</td>
<td>SGPA: 7.0</td>
<td>SGPA: 7.2</td>
<td>SGPA: 6.8</td>
<td>SGPA:7.0</td>
</tr>
</tbody>
</table>

Thus,

\[
\text{CGPA} = \frac{(22 \times 6.9 + 22 \times 7.8 + 23 \times 5.6 + 23 \times 6.0 + 23 \times 6.3 + 23 \times 8.0 + 23 \times 7.0 + 23 \times 7.2 + 23 \times 6.8 + 25 \times 7.0)}{22+22+23+23+23+23+23+23+23+25} = \frac{1577}{230} = 6.85
\]
17.19.6 **GRADE CARD/ SHEET**
The Controller of Examination shall issue a Grade card/ sheet to the students, containing the marks and grades obtained by the student in the previous semester and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The grade card/ sheet shall list:

17.19.6.1 The title of the courses taken by the student;

17.19.6.2 The credits associated with the course;

17.19.6.3 Type of Course;

17.19.6.4 The marks and grade secured by the student;

17.19.6.5 The total credits earned by the student in that semester;

17.19.6.6 The SGPA of the student;

17.19.6.7 The total credits earned by the students till that semester; and

17.19.6.8 The CGPA of the student.

**Table 17.33 Conversion of Percentage of Marks into Grade Points in a Paper**

<table>
<thead>
<tr>
<th>%Marks in a paper/practical</th>
<th>Grade Point (GP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>96-100</td>
<td>10.0</td>
</tr>
<tr>
<td>91-95</td>
<td>9.5</td>
</tr>
<tr>
<td>86-90</td>
<td>9.0</td>
</tr>
<tr>
<td>81-85</td>
<td>8.5</td>
</tr>
<tr>
<td>76-80</td>
<td>8.0</td>
</tr>
<tr>
<td>71-75</td>
<td>7.5</td>
</tr>
<tr>
<td>66-70</td>
<td>7.0</td>
</tr>
<tr>
<td>61-65</td>
<td>6.5</td>
</tr>
<tr>
<td>56-60</td>
<td>6.0</td>
</tr>
<tr>
<td>51-55</td>
<td>5.5</td>
</tr>
<tr>
<td>46-50</td>
<td>5.0</td>
</tr>
<tr>
<td>41-45</td>
<td>4.5</td>
</tr>
<tr>
<td>40</td>
<td>4.0</td>
</tr>
<tr>
<td>Below 40</td>
<td>0</td>
</tr>
</tbody>
</table>
17.20 GRIEVANCE AND APPEAL

17.20.1 GRIEVANCE COMMITTEE

17.20.1.1 Every Department shall constitute a DEC which will act as a Grievance Committee every semester to examine the complaints received from the students regarding their assessment, both MINOR TEST and Major (End-Semester Examination).

17.20.1.2 The committee shall consist of 3 or 4 faculty members from the department.

17.20.1.3 The requests for review from the students concerned should reach the Dean of the Faculty concerned through the Head of the Department/Centre/Principal of College within 15 days of the announcement of the results of that assessment.

17.20.1.4 If a student is not satisfied with the decision of Department Grievance Committee on his/her grievance, the Dean of the Faculty on a request from the student may refer the matter to the Controller of Examinations for getting the paper evaluated by an external examiner, whose evaluation will be final. The fees for external evaluation in all such cases shall be decided by the University.

17.20.2 PROVISION TO APPEAL

17.20.2.1 There shall be a provision for Appeal for a candidate who may be dissatisfied with the marks/Grade(s) he has been awarded.

17.20.2.2 The appeal may be made for C.I.A marks as well as the End of Semester examination. Such appeals will be referred to an Appeals Committee whose decision shall be final.

a) Continuous internal assessment (Minor Test)
   (i) In the case of dissatisfaction with C.I.A marks, the students shall approach the concerned department head or equivalent with separate written submission for every course within 3 working days from the declaration of C.I.A marks by the course instructor/faculty member offering the course.

   (ii) The student shall not pay any fee for the Appeal on C.I.A marks.
b) End Semester Examination (Major Test)
i). The Student shall approach the Grievance Cell with the written submission within 15 days of the publication of the end semester results.
ii). Appeal for each paper should be made separately.
iii). Fee as prescribed by the University for each course under appeal should be paid.
iv). The Grievance Committee is empowered to revise the grades if the case is genuine and is also empowered to penalize the candidate if his/her submission is found to be baseless and unduly motivated.

17.21 TEACHERS COURSE FILE
A course teacher will maintain a Teachers Course File in which all the detail of the course he/she is teaching will be entered. This file will contain details about all the students enrolled in the course, including the details about the attendance, minor/mid-term tests, course time table, unit and sub-unit wise content delivery (with dates), end-semester examination, grade points earned, etc. This file will be a semi-permanent record to be maintained by the teacher and will be retained with the teacher or in the Department/College for at least 5 years:

17.21.1 Documentation of The Teachers Course File
To bring transparency in the whole system maintenance of complete course file by teacher to be handed over to the designated head of Department having following documents shall be essential:

17.21.1.1 Course Time table;
17.21.1.2 Learning goals of the course;
17.21.1.3 Unit wise, Subunit wise, Lecture wise course plan for content delivery along with learning/instructional objectives with dates;
17.21.1.4 Tutorial sheets/Assignment sheets;
17.21.1.5 Quizzes;
17.21.1.6 Question papers of minor tests;
17.21.1.7 Question paper of end semester examination;
17.21.1.8 Attendance record*;
17.21.1.9 Complete record of Comprehensive Continuous Assessment*;
17.21.1.10 Filled Teacher Evaluation Sheets by students;
17.21.1.11 Course Content Evaluation Sheets by students;
17.21.1.12 Raw scores of CCA of students with authenticated copy submitted to Head of the Department/Principal; and
17.21.1.13 This file will be a semi-permanent record to be maintained by the teacher and will be retained with the teacher or in the Department/College for at least 5 years.
Table 17.34 Format for Attendance cum Continuous Comprehensive Assessment Register

<table>
<thead>
<tr>
<th>S.No</th>
<th>Roll No</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NAME1</td>
<td>CCA1 (during first 8 weeks)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CCA2 (during second 8 weeks)</td>
</tr>
<tr>
<td>2</td>
<td>NAME2</td>
<td>Attendance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CCA1 (during first 8 weeks)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CCA2 (during second 8 weeks)</td>
</tr>
</tbody>
</table>

17.22 TRANSITOR AND LATERAL ENTRY

17.22.1 TRANSITORY REGULATIONS
Wherever there had been change of syllabi, examinations based on the existing syllabus will be conducted for three consecutive times after implementation of the new syllabus in order to enable the students to clear the back lock if any. Beyond that the students will have to take up their examinations in equivalent subjects, as per the new syllabus, on the recommendations of the Head of the Department concerned.

17.22.2 EXIT OPTIONS IN FIVE YEAR INTEGRATED PROGRAMME

17.22.2.1 The exit option shall be allowed at the end of third year of all five year integrated programmes subject to fulfilling mandatory conditions.

17.22.2.2 It is mandatory to complete the courses such as English/MIL communication and environmental Sciences.

17.22.2.3 The concerned coordinator as to frame the course structure and to arrange classes for the compulsory papers which are to be offered to fulfil the mandated requirements for concentration to issue bachelor degree.

17.22.2.4 Minimum number of credit to be completed for a three year UG (H) is 148 including mandatory courses.

17.22.2.5 The students should be successful in all the courses (both Core and Elective)

17.22.2.6 The students are permitted to exercise exit option any time after three year. However, the students should have completed minimum required credit for a UG (H) programme by the time.

17.22.2.7 The respective board of studies will suggest the nomenclature of appropriate UG (H) degree to the student who are exercising exit option.
17.22.2.8 Integrated/Dual Degree (name of the first degree – name of the final degree) will be awarded to all students on successful completion of five year integrated programme.

17.22.3 LATERAL ENTRY

Students who are admitted to Three-Years Honors degree Programme can be admitted laterally to Integrated M.Sc/M.A/M.com (Honors) programme after he/she completes his Honors undergraduate degree provided he/she fulfills all the eligibility criteria prescribed by the university. He/She shall be deemed to have earned all credits of previous semesters and shall be awarded M.Sc/M.A/M.Com (Hon) degree if he or she qualifies for the same. The admission shall be made on the merit of undergraduate Honors course.

17.23 DURATION OF FIELD WORK/SUBJECT TOURS/INDUSTRIAL VISITS

The period that may be spent on field work / subject tours / industrial visits in each Academic Semester in case of following courses shall be limited to a maximum of three days per course depending upon the requirements of the course:

17.23.1 Botany;
17.23.2 Biotechnology;
17.23.3 Zoology;
17.23.4 Geography;
17.23.5 Geology;
17.23.6 Environmental Studies;
17.23.7 History;
17.23.8 Food Science & Technology / Food Processing;
17.23.9 B.B.A.;
17.23.10 B.C.A.;
17.23.11 B.Com.; and
17.23.12 Any other similarly placed courses where field work / subject tour / industrial visits form the course component.
17.24 RECOGNITION OF CREDITS FROM OTHER UNIVERSITIES
The University shall recognize the credits of only those Universities which are recognized by the University Grants Commission (UGC). Further the University shall grant recognition to the credits obtained through distance mode provided that:

17.24.1 the University is recognized by the UGC;

17.24.2 the credit/credits are granted by University established by an Act of Parliament or by an Act of State Legislature; and

17.24.3 if the said University is not in the Jammu and Kashmir State but has been allowed to offer its distance education programme within Jammu and Kashmir State by the State Govt.

17.24.4 Further also the University shall not recognize the credits obtained through study centres/franchises of any University in the country except Indira Gandhi National Open University (IGNOU) and Maulana Azad National Urdu University (MANUU) and Universities of similar nature established by any act of the Parliament.

17.25 ISSUANCE OF DEGREE CERTIFICATE

17.25.1 A candidate who is declared to have qualified all the six Semesters of B.A./ B.Sc. / B.Com. (General) / B.C.A. / B.B.A./B.Sc. Home Science Programme examinations shall be awarded the Degree Certificate in the faculty concerned under Statutes and the Transcript immediately after the completion of Degree Programme.

17.25.2 A candidate who is declared to have qualified all the six Semesters of B.A./ B.Sc. B.Com. (Honours) Programme examinations shall be awarded the Degree Certificate in the faculty concerned under Statutes and the Transcript immediately after the completion of Degree Programme.

17.25.3 A candidate who is declared to have qualified all the four Semesters of M.A./ M.Sc. / M.Com. (General) Programme examinations shall be awarded the Degree Certificate in the faculty concerned under Statutes and the Transcript immediately after the completion of Degree Programme.

17.25.4 A candidate who is declared to have qualified all the four Semesters of M.A./ M.Sc. M.Com. (Honours) Programme examinations shall be awarded the Degree Certificate in the faculty concerned under Statutes and the Transcript immediately after the completion of Degree Programme.

17.26 AUTHORITY TO INTERPRET STATUTES
With a view to remove any difficulty arising out of the application and implementation of these Statutes, the Vice-Chancellor shall be competent to give final Interpretation of these Statutes which shall be final and binding on all concerned
CODES FOR COURSES OF STUDY
EACH COURSE IS GIVEN A UNIQUE CODE REFLECTING ITS CONTENT AND AN ALPHA NUMERIC CODE FOR EASY IDENTIFICATION

<table>
<thead>
<tr>
<th>ONE NUMERIC CODE FOR LEVEL OF COURSE</th>
<th>Three letter Alphanumeric code for Subject/Department</th>
<th>Numeric code for Semester (Double digit)</th>
<th>Numeric code for Course no. (Double digit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,2,3,4,5,6,7</td>
<td>PHY</td>
<td>01</td>
<td>01</td>
</tr>
</tbody>
</table>

- 0  COURSE AND TAKEN IN ANY UG PROGRAMME (GENERAL OR HONS)
- 1  UNDERGRADUATE PASS COURSE
- 2  POSTGRADUATE PASS COURSE
- 3  UNDERGRADUATE HONOURS
- 4  POSTGRADUATE INTEGRATED HONOURS
- 5  B. ED
- 6  M. ED
- 7  B. ED-M. ED INTEGRATED
- T  THEORY
- P  PRACTICAL
- C  CORE (FIRST LETTER AFTER T OR P)
- A E ABILITY ENHANCEMENT COURSE
- CC COMPULSORY COURSE
- D E DISCIPLINE SPECIFIC ELECTIVE
- G EGENE GENERIC ELECTIVE
- S E SKILL ENHANCEMENT COURSE
- SC SOFT COURSE
- OE OPEN ELECTIVE COURSE
- DI DISSERTATION
- SR SEMINAR
- PR PROJECT
- HC HARD CORE COURSE (THEORY)
- HP HARD CORE PRACTICAL COURSE
- SP SOFT CORE PRACTICAL COURSE
Examples

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1PHYTC0101</td>
<td>UG Pass Course Physics Theory Core 1st SEM Course One</td>
</tr>
<tr>
<td>1PHYPC0101</td>
<td>UG Pass Course Physics Practical Core 1st SEM Course One</td>
</tr>
<tr>
<td>0EVS AECC01</td>
<td>UG Ability Enhancement Compulsory Course (EVS) 1st/2nd SEM</td>
</tr>
<tr>
<td>0ENGAECC01</td>
<td>UG Ability Enhancement Compulsory Course (English) 1st/2nd SEM</td>
</tr>
<tr>
<td>0HINAECC01</td>
<td>UG Ability Enhancement Compulsory Course (Hindi) 1st/2nd SEM</td>
</tr>
<tr>
<td>1HINTCCC01</td>
<td>UG Theory Core Compulsory Course Hindi (1st/2nd SEM Course)</td>
</tr>
<tr>
<td>1HINTCCC02</td>
<td>UG Theory Core Compulsory Course Hindi (3rd/4th SEM Course)</td>
</tr>
<tr>
<td>1ENGTCCC01</td>
<td>UG Theory Core Compulsory Course English (1st/2nd SEM Course)</td>
</tr>
<tr>
<td>1ENGTCCC02</td>
<td>UG Theory Core Compulsory Course English (3rd/4th SEM Course)</td>
</tr>
<tr>
<td>1URDTCCC01</td>
<td>UG Theory Core Compulsory Course Urdu (1st/2nd SEM Course)</td>
</tr>
<tr>
<td>1URDTCCC02</td>
<td>UG Theory Core Compulsory Course Urdu (3rd/4th SEM Course)</td>
</tr>
<tr>
<td>1HILTC0101</td>
<td>UG Pass Course Hindi Literature Theory Core 1st SEM Course One</td>
</tr>
<tr>
<td>1HILTC0201</td>
<td>UG Pass Course Hindi Literature Theory Core 2nd SEM Course One</td>
</tr>
<tr>
<td>1ENLTC0101</td>
<td>UG Pass Course English Literature Theory Core 1st SEM Course One</td>
</tr>
<tr>
<td>1ENLTC0201</td>
<td>UG Pass Course English Literature Theory Core 2nd SEM Course One</td>
</tr>
<tr>
<td>1PHYDE0101</td>
<td>UG Pass Course Physics Discipline Specific Elective 1st SEM Course One</td>
</tr>
<tr>
<td>1PHYSE0101</td>
<td>UG Pass Course Physics Skill Enhancement Course 1st SEM Course One</td>
</tr>
<tr>
<td>1PHYGE0101</td>
<td>UG Pass Course Physics Generic Elective 1st SEM Course One</td>
</tr>
<tr>
<td>2PHYHC0101</td>
<td>PG Pass Course Physics Theory Core 1st SEM Course One</td>
</tr>
<tr>
<td>2PHYHP0101</td>
<td>PG Pass Course Physics Practical Core 1st SEM Course One</td>
</tr>
<tr>
<td>2PHYS0101</td>
<td>PG Pass Course Physics Soft Course 1st SEM Course One</td>
</tr>
<tr>
<td>2PHYOE0101</td>
<td>PG Pass Course Physics Open Course 1st SEM Course One</td>
</tr>
<tr>
<td>2PHYD0101</td>
<td>PG Pass Course Physics Dissertation 1st SEM Course One</td>
</tr>
<tr>
<td>2PHYSR0101</td>
<td>PG Pass Course Physics Seminar 1st SEM Course One</td>
</tr>
<tr>
<td>2PHYP0101</td>
<td>PG Pass Course Physics Project 1st SEM Course One</td>
</tr>
<tr>
<td>0PHYGENE01</td>
<td>UG Generic Physics Course Number One</td>
</tr>
</tbody>
</table>
ANNEXURE 17.1

Model Formats for Different Courses

A. Model Format: General Course B. Sc. Life Sciences (Botany, Zoology and Chemistry) (132 credits)

<table>
<thead>
<tr>
<th>Semester</th>
<th>CORE COURSE (12) 4+2 Credits</th>
<th>Ability Enhancement Compulsory Course (AECC) (2) 4 Credits</th>
<th>Skill Enhancement Course (SEC) (4) 4 Credits</th>
<th>Discipline Specific Elective DSE (4) 4+2 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Botany 1 Zoology 1 Chemistry 1</td>
<td>Communicative English-I (4 credits) or Environmental Studies-I (2 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Botany 2 Zoology 2 Chemistry 2</td>
<td>Communicative English (4 credits) or Environmental Studies-II (4 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Botany 3 Zoology 3 Chemistry 3</td>
<td>Medicinal Botany (with options)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Botany 4 Zoology 4 Chemistry 4</td>
<td>Floriculture (with options)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>IT skills for Chemists (with options)</td>
<td>Cell and Molecular Biology (with options) Applied Zoology (with options) Analytical Methods Chemistry(with options)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Bio fertilizers (with options)</td>
<td>Bioinformatics (with options) Immunology (with options) Instrumental Methods of Analysis (with options)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>6 x 12 = 72</td>
<td>4 x 2 = 8</td>
<td>4 x 4 = 16</td>
<td>6 x 6 = 36</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td>132</td>
</tr>
</tbody>
</table>
## B. Model Format: BA General Programme (with Economics and Statistics) (132 credits)

<table>
<thead>
<tr>
<th>Semester</th>
<th>COMPULSORY COURSE (4) 4+2 Credits</th>
<th>CORE COURSE (8) 4+2 Credits</th>
<th>Ability Enhancement Compulsory Course (AECC) (2) 4 Credits</th>
<th>Skill Enhancement Course (SEC) (4) 4 Credits</th>
<th>Discipline Specific Elective DSE (4) 4+2 Credits</th>
<th>Generic Elective GE (2) 4+2 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MIL-1 Economics Statistics</td>
<td>Communicative English-I (4 credits) or Environmental Studies-I (2 credits)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MIL-2 Economics Statistics</td>
<td>Communicative English-II (4 credits) or Environmental Studies-II (4 credits)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>General English-1 Economics Statistics</td>
<td>Statistical Software Package (with options)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>General English-2 Economics Statistics</td>
<td>Data Base Management Systems (with options)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Computer Fundamentals (with options)</td>
<td>Economic Development and Policy in India–I (with options)</td>
<td>Probability Distributions (with options)</td>
<td>Mass Communication (with options)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Cyber Law (with options)</td>
<td>Money and Banking (with options)</td>
<td>Technical Writing (with options)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>6x4 = 24</th>
<th>6x8 = 48</th>
<th>4 x 2 = 8</th>
<th>4 x 4 = 16</th>
<th>6 x 4 = 24</th>
<th>6 x 2 = 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>132 Credits</td>
</tr>
</tbody>
</table>
### C. Model Format for B. Sc. (General) Home Science Stream (132 credits)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Core Courses (12) 4+2 Credits</th>
<th>Ability Enhancement Compulsory Course (AECC) (2) 4 Credits</th>
<th>Skill Enhancement Course (SEC) (4) 4 Credits</th>
<th>Elective : Discipline Specific Courses (6) Any 3 in 5th/6th Semesters 4+2 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>CC1: Communication and Extension</td>
<td>Communicative English-I (2 credits) &amp; Environmental Studies-I (2 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CC 2: Resource Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CC 3: Fashion Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>CC 4: Fundamentals of Nutrition and Food Science</td>
<td>Communicative English-II (2 credits) &amp; Environmental Studies-II (2 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CC 5: Life Span Development I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CC 6: Fundamentals of Textiles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>CC 7: Physical Sciences</td>
<td>Textile Design / Product Development in Textiles &amp; Apparel (Other Optionals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CC 8: Life Span Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CC 9: Nutrition for the Family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>CC 10: Life Sciences</td>
<td>Bakery Science / Nutrition Health Communication (Other Optionals)</td>
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<td>CC 11: Personal Finance and Consumer Studies</td>
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<td>CC 12: Communication Systems and Social Change</td>
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<td>Resource Management &amp; Sustainable Development / Basic design (Other Optionals)</td>
<td>Nutritional Biochemistry: Children with Communication for Processes in Apparel Entrepreneurship Development</td>
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<td>Child Rights &amp; Gender Empowerment Traditional Indian Basics of Design Public Nutrition &amp; Extension Management</td>
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<td>132 Credits</td>
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D. Model Format: B. Com. (General) Programme: (132 Credits)

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<th>CORE COURSE (8) 4+2 Credits</th>
<th>Ability Enhancement Compulsory Course (AECC) (2) 4 Credits</th>
<th>Skill Enhancement Course (SEC) (4) 4+2 Credits</th>
<th>Discipline Specific Elective DSE (4) 4+2 Credits</th>
<th>Generic Elective GE (2) 4+2 Credits</th>
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<td>Income Tax Law and Practice</td>
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<td>Principles of Micro Economics / Optionals</td>
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<td>6</td>
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<td>Indian Economy / Optionals</td>
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### E. MODEL FORMAT: BACHELOR OF COMPUTER APPLICATIONS (BCA)

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<th>Semester</th>
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<td>DSE-5</td>
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<td>Windows Programming in C#</td>
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### F. MODEL FORMAT: BACHELOR OF BUSINESS ADMINISTRATION (BBA):

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<th>Semester</th>
<th>Core Course (14) 4+2= 6 credits</th>
<th>Ability Enhancement Compulsory Course (AECC) (2) 4 credits</th>
<th>Skill Enhancement Course (SEC) (2) 4 credits</th>
<th>Discipline Specific Elective Courses (6) 4+2= 6 credits</th>
<th>Generic Electives (4) 4+2 = 6</th>
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<td>3</td>
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<td>Financial Software Package(s) / Statistical Software Package(s)</td>
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<td>Principles Of Marketing</td>
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<td>Business Research</td>
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<td>Human Resource Management</td>
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<td>5</td>
<td>Quantitative Techniques For Management</td>
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<td>Legal Aspects Of Business</td>
<td>DSE-II</td>
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<td>Financial Institutions &amp; Markets</td>
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**Credits**

- 6 x 14 = 84
- 4 x 2 = 8
- 4 x 2 = 8
- 6 x 4 = 24
- 6 x 4 = 24

**Total**

148 Credits
A. Illustration of Transcript of CGPA of B. Sc. (General) Course:

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<th>Grade Point</th>
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<th>SGPA(Credit/Point/Credit)</th>
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Thus, $CGPA = \frac{(22 \times 6.0 + 22 \times 6.27 + 22 \times 8.27 + 22 \times 6.54 + 22 \times 7.36 + 22 \times 5.82)}{132} = 6.71$
B. Illustration of Transcript of CGPA of B.A. / B.Com. (General) Course:

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<th>SGPA(Credit Point/Credit)</th>
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Thus, CGPA = \( \frac{22 \times 7.27 + 22 \times 7.36 + 22 \times 6.91 + 22 \times 7.63 + 22 \times 8.73 + 22 \times 7.63}{132} = 7.59 \)
### ANNEXURE 17.3

**Some Discipline Specific Courses (DSEC) and Skill Enhancement Courses (SEC) Proposed by UGC (Illustrative only):**

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<td>An overview to human development Part –II</td>
<td>Clothing for family</td>
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<td><strong>Home Science</strong></td>
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<td>Socio-economic analysis of communities</td>
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CHAPTER-18

CHOICE BASED CREDIT SYSTEM (CBCS) FOR
B.ED/ M.ED/ B.ED-M.ED INTEGRATED PROGRAMS

STATUTES

18.1 TITLE AND COMMENCEMENT

18.1.1 These regulations shall be called “Regulations Governing the Choice Based Credit System (CBCS) in the University for B. Ed/ M. Ed/B. Ed-M. Ed Integrated Programmes to be run in the University and Constituent Colleges.

18.1.2 These regulations shall come into force for the candidates to be admitted in the Cluster University from the session 2017-18 and onwards.

18.2 DEFINITIONS OF KEY WORDS

“Academic Year” means two consecutive (one odd + one even) semesters constituting one academic year;
“Semester” means academic work of 15-16 weeks, equivalent to 90 actual teaching days. In a bi-semester system, an academic year consists of two semesters. The odd semesters shall be scheduled from June/July to November/ December, and even semester from November/ December to April/May;
“Programme” means an educational programme leading to award of a Degree, Diploma or Certificate in a discipline;
“Course” means a component of a programme or in other words “Course” refers to a subject offered under the degree programme. Each course is identified by a unique course code and course title. All courses need not carry the same weight. The courses should define learning objectives and students learning outcomes. A course may be designed to comprise Lectures/ Tutorials/Laboratory work/ Field work/ Outreach activities/ Project work/ Vocational training/Viva seminars/Term papers/Assignments/ Presentations/ Self-study etc. or a combination of some of these;
“Choice Based Credit System (CBCS)” means a system which provides choice for students to select from the prescribed courses (Core, Elective or Minor or Soft skill courses);
“Credit” means the quantum of content/syllabus prescribed for the course. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or 2.0 hours of practical work/field work per week;
“Credit Point” means the product of grade point and number of credits for a course;
“Credit Based Semester System (CBSS)” means the requirement for awarding a Degree or Diploma or Certificate in terms of number of credits to be completed by the students;
“Grade Point” means numerical weight allotted to each letter grade on a 10-point scale;
“Letter Grade” means an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F;
“Semester Grade Point Average (SGPA)” means a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places;

“Cumulative Grade Point Average (CGPA)” means a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places;

“Transcript or Grade Card or Certificate” means a grade certificate based on the grades earned, to be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

“Internship” means a part of activities which include Teaching Practice and related academic activities.

“Reflective Journal” means a compendium of all evidences of the activities performed by the trainee during the B.Ed, M.Ed and B.Ed-M.Ed Integrated Programme completion.

“Experimental School” means a school attached to the College to act as an experimental school of the teacher trainees.

“Practicing Schools” means the schools identified by the respective Colleges to act as institutions for purpose of practicing by the teacher trainees.

18.3 SCOPE AND COVERAGE

18.3.1 The CBCS is applicable to all full-time Undergraduate, Undergraduate Honors, Postgraduate, Five year Integrated Postgraduate Honors, B.Ed, M.Ed, B.Ed-M.Ed Integrated Programmes of study approved by the University.

18.3.2 It is also applicable to any other Programme of study approved by the Academic Council that has been prescribed to follow the CBCS pattern.

18.3.3 The learning and evaluation is on Semester pattern.

18.3.4 Eligibility, qualifications and admission procedure for each Program of study is as approved by the University.

18.4 COURSE STRUCTURE

The curriculum and syllabi of the B. Ed, M.Ed and B.Ed- M.Ed Integrated Courses shall be as recommended by the respective Boards of Studies and notified by the Cluster University from time to time. These course structures shall contain six types of courses Under Choice Based Credit System (CBCS) as under:-

18.4.1 **Core Course (CC):** The Core courses are Compulsory Courses which a student has to take to become eligible to earn a B.Ed, M.Ed & B.Ed-M.Ed Integrated degree. Each Core Course shall be of 2/4 credits.
18.4.2 **Discipline Centric Elective (DCE):** The Elective courses are related to Discipline centric which provide choice to a candidate. Each Discipline Centric Elective Course shall be of 4 credits.

18.4.3 **Generic/Open Elective (GE/OE):** The Generic/ Open Elective provide opportunity to a candidate to seek knowledge outside their programme of study. Each Open course shall be of 4 credits with choice to seek specialized knowledge of additional pedagogy.

18.4.4 **Internship(I):** The students shall visit to different institutions like DIET, SIE Anganwadi Centres, Middle, High and Hr. Sec. Schools, Innovative Centres, etc. The Internship shall be of 2 weeks in 1st and 2nd semester with 4 credits each. During the visit of these schools, the students shall prepare Reflective Journal (RJ). The evaluation of students in Internship shall be done by Internal and External examiners.

18.4.5 **Microteaching(M):** The Microteaching shall be of 2 weeks with 4 credits. The students shall choose 4 teaching skills of 1 credit each in 2nd semester and shall prepare 2 lessons in each teaching skill. The students shall be evaluated, on the basis of preparation of Lesson Plans and their presentation by internal and external examiners.

18.4.6 **School Internship and Practice of Teaching(T):** The School Internship and Practice of Teaching shall be of 8 weeks with 10 credits. In the School Internship, 2 credits for routine work in school as a teacher in which he/she shall perform any four activities like maintenance of school record, organization of curricular and co-curricular activities, setting of question papers, conduct of tests and examination, library work, morning assembly, attendance, etc in 3rd and 4th semesters. The students shall prepare Reflective Journal (RJ) of these activities and shall be evaluated by internal and external examiners.

The Practice of Teaching shall be of 8 credits with 4 credits each for the practice of teaching in two subjects. The Practice of Teaching shall be of 60 teaching practice component (40 lessons in each subject + 20 lessons (10 on spot lessons+8 observations lessons of the peers+2 criticism lessons). The student shall prepare Reflective Journal (RJ) of these lessons and the same shall be evaluated by internal and external examiners.

18.4.7 **Project work(P):** The Project Work shall be undertaken by each trainee under the directions of teacher educator and shall be of 4 credits for B.Ed, M.Ed and 12 Credits for Integrated programmes. The students shall undertake different activities in his/her Project Work. The Project Work of all the activities shall be compiled and submitted in the 4th semester. The project shall be taken on individual basis and the candidates shall be required to submit one copy of the Project Work to the Head of Institution. The students shall be evaluated by internal and external examiners.
18.4.8 **Dissertation (D):** The M.Ed/B.Ed-M.Ed Integrated students shall be required to submit Synopsis of Dissertation in 2nd/4th semester under the supervision of a Supervisor and then make a presentation of his synopsis before the internal experts. It shall have 2 credits. The Dissertation shall be submitted by the student in last semester within 15 days from the last paper of M.Ed (8 Credits)/ B.Ed-M.Ed Integrated course (10 Credits).

18.5 **IMPLEMENTATION OF CBCS**

18.5.1 The implementation of the CBCS to follow a Common Minimum Curriculum and syllabi of the Core papers provided by the UGC/NCTE. The allowed deviation from the syllabi being 30% at the maximum.

18.5.2 University has the flexibility to add to the list of elective papers prescribed by the UGC/NCTE, as per the available facilities.

18.5.3 Credit score earned by a student for any elective paper has to be included in the student’s overall score tally irrespective of whether the paper is offered by the parent University (degree awarding university/institute) or not.

18.5.4 For the introduction of AE Courses, they may be divided into two categories:

18.5.4.1 **AE Compulsory Courses:** The universities participating in CBCS system may have common curriculum for these papers. There may be one paper each in the first two Semesters viz., 1st & 2nd semester. 1) English/MIL Communication, 2) Environmental Studies. AECC should compulsorily be studied by a candidate to complete the requirement of a degree in a said programme/discipline of study. AECC cannot be substituted by any other course.

18.5.4.2 **Skill Enhancement Courses:** The university/department may decide the papers they may want to offer from a common pool of papers as prepared by the concerned BOS and approved by the Academic Council and University Council. The BOS also has the flexibility to add/delete to the list suggested by UGC. The university may offer two or more than two paper per semester for these courses.

18.5.5 The students will choose any course offered by a Centre/Department/School under CBCS as Elective Course with the advice of his/her Faculty Mentor and the course instructor.

18.5.6 The University/Institute may plan the number of seats per elective paper as per the facilities and infrastructure available.

18.5.7 The University shall review the course structure and syllabi for B.Ed, M.Ed and B.Ed- M.Ed Integrated programmes after one academic session in order to rectify anomalies, if any, based on the feedback from stakeholders.
18.5.8 For the purpose of computation of work-load the following mechanism shall be adopted:

18.5.8.1 1 Credit = 1 Theory period of one hour duration per week for a minimum of 15 weeks.

18.5.8.2 1 Credit = 1 Tutorial period of one hour duration per week for a minimum of 15 weeks.

18.5.8.3 1 Credit = 1 Practical period of two hours duration per week for a minimum of 15 weeks.

18.5.9 The duration of classes may be decided accordingly by respective Principal of the Colleges/Head of the School/Head of the School Department.

18.5.10 As per standard, the size of Tutorial/Practical/Practice of Teaching is 8 - 10 students. The Principals of respective colleges/Head of the School/Head of the School Department may decide about the class-size and tutorial/practical size as per their requirements according to the prescribed standards.

18.5.11 The general elective courses offered by the department will be taught by the teachers of the same department.

18.5.12 Depending on the course/availability of faculty, the Principal of colleges/Head of the School/Head of the School Department may take decision for offering a pool of two or more Generic Elective Papers/Skill Enhancement Elective to be opted by students in each semester.

18.6 APPLICABILITY OF CBCS AND GRADING SYSTEM

18.6.1 The Regulations herein specified applies to all full – time B.Ed/M.Ed/ B.Ed-M.Ed Integrated Programmes under choice Based Credit System by the University.

18.6.2 The Government College of Education will cater to B.Ed/ M.Ed Courses.

18.6.3 The School of Teacher Education of the University will cater to B.Ed-M.Ed Integrated Programme.

18.7 PROGRAMMES OF STUDY

The list of programmes offered in the Faculty of Education by the University is:

18.7.1 Integrated B.Ed-M.Ed Programme after Post graduation;

18.7.2 M.Ed General Programme after B.Ed; and

18.7.3 B.Ed, General Programme after Graduation.
18.8 **DURATION (TIME FRAME)**
Each Semester shall be of about six months duration including the Admission Process, Classification, Conduct of Examinations and the Preparation of Results with a provision of Teaching-Learning Activity of at least 15 Weeks as reflected in the Academic Calendar.

18.8.1 Duration of B.Ed programme for a regular student shall be for a period of Two years (four semesters) and a maximum duration of up to four years (eight semesters).

18.8.2 Duration of M.Ed programme for a regular student shall be for a period of Two years (four semesters) and a maximum duration of up to four years (eight semesters).

18.8.3 Duration of B.Ed-M.Ed Integrated programme for a regular student shall be for a period of Three years (six semesters) and a maximum duration of up to five years (ten semesters).

18.8.4 Each academic year shall comprise of two semesters.

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<tr>
<th>18.9</th>
<th>ACADEMIC CALENDAR UNDER SEMESTER SYSTEM</th>
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<tbody>
<tr>
<td><strong>Events</strong></td>
<td><strong>Period</strong></td>
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<tr>
<td>Period for Odd Semesters including Admission &amp; Examinations</td>
<td>June to December</td>
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<tr>
<td>Admission to Odd Semesters, Classification &amp; Finalization of Time Tables</td>
<td>May - June</td>
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<tr>
<td>Class Work of Odd Semesters</td>
<td>July to November</td>
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<tr>
<td>Commencement and Completion of Semester-end Examination of Odd Semesters</td>
<td>November - December</td>
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<tr>
<td>Period for Even Semesters including Examinations / Evaluation</td>
<td>January - May</td>
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<tr>
<td>Class work of Even Semesters</td>
<td>January to April</td>
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<tr>
<td>Commencement and Completion of Semester End Examination of Even Semesters</td>
<td>April - May</td>
</tr>
<tr>
<td>Supplementary Examination of Semester-V &amp; VI</td>
<td>May/December</td>
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<tr>
<td>Summer Breaks</td>
<td>45 days (1st June to 15 July)</td>
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<tr>
<td>Winter Breaks</td>
<td>10 days (26th Dec to 4th January)</td>
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<td>Holi Breaks</td>
<td>2 Days Preceding Holi</td>
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<tr>
<td>Diwali (Pooja Holidays)</td>
<td>1 Day before and 2 Days after Diwali</td>
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18.10 AUTHORITY FOR PRESCRIPTION OF COURSES OF STUDIES

The Courses of Study and the Syllabi for each course (B.ED/M.ED/B.ED-M.ED Integrated) shall be prescribed and revised, as per need, by different Boards of Under-graduate and Postgraduate Studies of the University & approved by the Academic Council, in tune with the UGC guidelines. In cases where text-books are prescribed, a candidate shall be required not only to show a thorough knowledge of text-books but also to have ability to answer questions of a similar standard set with a view to testing his/her general knowledge as well as understanding of the course. However, the concerned Boards of Under-graduate Studies shall ensure that the course content of each theory paper, irrespective of the Credit weightage, is uniformly distributed into 5 units with equal weightage.

18.11 COURSE AND CREDITS

18.11.1 Provided that Boards of Studies shall have, subject to prior authorization and approval of the Vice-Chancellor, power to affect from time to time, such minor change/s in course/s offered as are deemed desirable in the academic interest.

18.11.2 Except in the cases for which a different structure is provided under the regulations, the course matter of each course shall be divided into different units/credits, which shall also include the practical / tutorial component/s to be evaluated in accordance with the relevant Regulations.

18.11.3 Each level of certification for a given duration has a typical structure of courses of study with well-defined name for each course/paper, instruction hours per week translated into credits, marks for comprehensive continuous assessment and term end examination as percentage of total marks/grades.

18.11.4 Every course offered will have three components associated with the teaching-learning process of the course, namely: (i) Lecture – L (ii) Tutorial - T (iii) Practicals – P where L stands for Lecture session. T stands for Tutorial session consisting participatory discussion / self study/ desk work/ brief seminar presentations by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the Lecture classes. Normally, the tutorial sheets prepared by the teacher are distributed in advance to help learner prepare for interaction systematically. P stands for Practice session and it consists of Hands on experience / Laboratory Experiments / Field Studies / Case studies that equip students to acquire the much required skill component.

18.11.5 Credit defines the quantum of content/syllabus prescribed for the course. It may be a unit prescribed for a course and is determined by the number of hours of instruction required per week. Thus, in each course credits will be assigned on the basis of the number of hours required per week for lectures/tutorials/lab work/field work to complete the course in a single semester. In terms of credits, every one hour session of L amounts to 1 credit per semester and a minimum of two hour session of T or P amounts
to 1 credit per semester, over a period of one semester of 16 weeks for teaching-learning process.

1 credit = 1 hour of direct teaching per week
1 credit = 2 hours of lab work/field work/project work per week
Thus, 1 credit course requires 1 hour per week during a 15-18 week semester and accordingly a 3 credit or 4 credit courses requires 3 or 4 hours per week during a 15 week semester. The total duration of a semester is 20 weeks inclusive of semester end examination.

18.11.6 A course shall have either or all the three components. That means a course may have only lecture component, or only practical component or combination of any two or all the three components.

18.11.7 The total credits earned by a student at the end of the semester upon successfully completing the course are L + T + P. The credit pattern of the course is indicated as L: T: P. If a course is of 4 credits then the different credit distribution patterns in L : T : P format could be

- 4 : 0 : 0, 1 : 2 : 1, 1 : 1 : 2, 1 : 0 : 3, 1 : 3 : 0
- 2 : 1 : 1, 2 : 2 : 0, 2 : 0 : 2, 3 : 1 : 0, 3 : 0 : 1
- 0 : 2 : 2, 0 : 4 : 0, 0 : 0 : 4, 0 : 1 : 3, 0 : 3 : 1

A course of 3 credits may be so designed that; all 3 credits are assigned for theory or 2 credits for theory and 1 credit for lab work/field work/project work or 1 credit each for Theory, Tutorial and lab work/field work/project work.
A course of 2 credits may be designed either 2 credits for theory or 2 credits for lab work/field work/project work.

18.12 Admission Procedure
Admission to different Courses shall be made as per procedure adopted by the University.

18.13 Admission Fees
The institution shall charge only such fees as prescribed by the University from time to time.

18.14 Curriculum Structure

18.14.1 B.Ed Programme
The B.Ed. Programme shall consist of 94 credits spread over to four semesters. The distribution of the credits for each Semester, courses and individual components is given in the Table below:-
The syllabi and courses of study for individual components shall be as prescribed by Board of Studies and approved by the Academic Council from time to time. Same syllabi shall be used for each segment of B.Ed. Programme.

18.14.1.1 Internship & Micro Teaching

Table 18.2 Summary of Internship & Micro Teaching

<table>
<thead>
<tr>
<th>S.No</th>
<th>Semester</th>
<th>No. of Papers</th>
<th>Credits</th>
<th>Total Credits</th>
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<tbody>
<tr>
<td>1</td>
<td>1st</td>
<td>Five Theory Papers (All Core Courses)</td>
<td>4</td>
<td>20</td>
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<tr>
<td></td>
<td></td>
<td>Internship</td>
<td>2</td>
<td>2</td>
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<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
<td></td>
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<tr>
<td>2</td>
<td>2nd</td>
<td>Five Theory Papers (Three Core Courses and Two Discipline Specific Elective Courses)</td>
<td>4</td>
<td>20</td>
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<tr>
<td></td>
<td></td>
<td>Internship</td>
<td>2</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td>Microteaching</td>
<td>4</td>
<td>4</td>
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<td></td>
<td></td>
<td>Action Research</td>
<td>2</td>
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<td><strong>Total</strong></td>
<td><strong>28</strong></td>
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<tr>
<td>3</td>
<td>3rd</td>
<td>Three Theory Papers (One Core and Two Discipline Specific Elective Papers)</td>
<td>4</td>
<td>12</td>
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<tr>
<td></td>
<td></td>
<td>School Internship</td>
<td>2</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td>Practice of Teaching of 1st Subject</td>
<td>4</td>
<td>4</td>
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<td>Practice of Teaching of 2nd Subject</td>
<td>4</td>
<td>4</td>
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<td><strong>Total</strong></td>
<td><strong>22</strong></td>
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<tr>
<td>4</td>
<td>4th</td>
<td>Two Theory Papers (One Core and One Discipline Specific Elective Papers)</td>
<td>4</td>
<td>8</td>
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<td></td>
<td></td>
<td>Project Work</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School Internship</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practice of Teaching of 1st Subject</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practice of Teaching of 2nd Subject</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Credits of All Semesters</strong></td>
<td><strong>94</strong></td>
<td></td>
</tr>
</tbody>
</table>
### MICROTEACHING

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activity</th>
<th>Duration (8 weeks)</th>
<th>Credits (10)</th>
<th>Marks (250 marks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Teaching skill – I (2 Lessons)</td>
<td>3 Days</td>
<td>2</td>
<td>Internal 30 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>External 20 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total 50 marks</td>
</tr>
<tr>
<td>2</td>
<td>Teaching skill – II (2 Lessons)</td>
<td>3 Days</td>
<td>4</td>
<td>Internal 60 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>External 40 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total 100 marks</td>
</tr>
<tr>
<td>3</td>
<td>Teaching skill – III (2 Lessons)</td>
<td>3 Days</td>
<td>4</td>
<td>Internal 60 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>External 40 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total 100 marks</td>
</tr>
<tr>
<td>4</td>
<td>Teaching skill – IV (2 Lessons)</td>
<td>3 Days</td>
<td>4</td>
<td>Internal 60 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>External 40 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total 100 marks</td>
</tr>
</tbody>
</table>

### 18.14.1.2 Practice of Teaching

Table 18.3 Summary of Practice of Teaching

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activity (School Internship cum Teaching Practice)</th>
<th>Duration (8 weeks)</th>
<th>Credits (10)</th>
<th>Marks (250 marks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School Internship (School Internship includes all the activities which a regular teacher does in routine in a school. The trainee are expected to work as full time teacher during the period of school internship and the internship is fully recorded in the form of reflective journal (RJ)).</td>
<td>1 week</td>
<td>2</td>
<td>Internal 30 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>External 20 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total 50 marks</td>
</tr>
<tr>
<td>2</td>
<td>Practice of Teaching in 1st Subject (The Practice of Teaching shall be of 60 teaching practice component (40 lessons in each subject + 20 lessons (10 on spot lessons+8 observations lessons of the peers+2 criticism lessons)). The student shall prepare Reflective Journal (RJ) of these lessons).</td>
<td>3.5 weeks</td>
<td>4</td>
<td>Internal 60 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>External 40 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total 100 marks</td>
</tr>
<tr>
<td>3</td>
<td>Practice of Teaching in 2nd Subject (The Practice of Teaching shall be of 60 teaching practice component (40 lessons in each subject + 20 lessons (10 on spot lessons+8 observations lessons of the peers+2 criticism lessons)). The student shall prepare Reflective Journal (RJ) of these lessons).</td>
<td>3.5 weeks</td>
<td>4</td>
<td>Internal 60 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>External 40 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total 100 marks</td>
</tr>
</tbody>
</table>
FOURTH SEMESTER PRACTICE OF TEACHING

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activity (School Internship cum Teaching Practice)</th>
<th>Duration (8 weeks)</th>
<th>Credits (10)</th>
<th>Marks (250 marks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School Internship (School Internship includes all the activities which a regular teacher does in routine in a school. The trainee are expected to work as full time teacher during the period of school internship and the internship is fully recorded in the form of reflective journal (RJ)).</td>
<td>1 week</td>
<td>2</td>
<td>Internal 30 marks</td>
</tr>
<tr>
<td>2</td>
<td>Practice of Teaching in 1st Subject (The Practice of Teaching shall be of 60 teaching practice component (40 lessons in each subject + 20 lessons (10 on spot lessons+8 observations lessons of the peers+2 criticism lessons)). The student shall prepare Reflective Journal (RJ) of these lessons).</td>
<td>3.5 weeks</td>
<td>4</td>
<td>Internal 60 marks</td>
</tr>
<tr>
<td>3</td>
<td>Practice of Teaching in 2nd Subject (The Practice of Teaching shall be of 60 teaching practice component (40 lessons in each subject + 20 lessons (10 on spot lessons+8 observations lessons of the peers+2 criticism lessons)). The student shall prepare Reflective Journal (RJ) of these lessons).</td>
<td>3.5 weeks</td>
<td>4</td>
<td>Internal 60 marks</td>
</tr>
</tbody>
</table>

18.14.1.3 Project Work (to be completed from Semester 1st to 4th)

Table 18.4 Activities of Project Work

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Activity</th>
<th>Completion period</th>
<th>Internal marks</th>
<th>External marks</th>
<th>Total marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Activity – I</td>
<td>1st Semester</td>
<td>15</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>2</td>
<td>Activity – II</td>
<td>2nd Semester</td>
<td>15</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>Activity – III</td>
<td>3rd Semester</td>
<td>15</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>4</td>
<td>Psychological Testing</td>
<td>4th semester</td>
<td>15</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>60</strong></td>
<td><strong>40</strong></td>
<td><strong>100</strong></td>
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</tbody>
</table>
18.14.2 M.ED. PROGRAMME

The M.Ed. Programme shall consist of 90 credits spread over four semesters. The distribution of the credits for each Semester, courses and individual components is given in the Table below:

Table 18.5 Curriculum Structure for M.Ed Program

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Semester</th>
<th>No. of Papers</th>
<th>Credits</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1st Semester</td>
<td>Five Theory Papers (All Core Courses)</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internship</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>
| 2     | 2nd Semester | Five Theory Papers (Four Core and one Discipline Specific Elective Papers) | 3 core = 3x4 = 12  
|       |           |                                                       | 1 core = 1x2 = 2  
|       |           |                                                       | 1DSEP = 1x2 = 2    | 16 |
|       |           | Internship                                             | 4       | 4             |
|       |           | Dissertation Synopsis                                  | 2       | 2             |
|       |           | **Total**                                              |         | **22**        |
| 3     | 3rd Semester | Three Theory Papers (Two Core and One Elective Papers)  | 4x3     | **12**        |
|       |           | Internship                                             | 4       | 4             |
|       |           | Dissertation (Upto 4th Chapter)                        | 4       | 4             |
|       |           | **Total**                                              |         | **20**        |
| 4     | 4th Semester | Two Theory Papers (One Core and One Elective Papers)   | 4x2     | **8**         |
|       |           | Project Work                                            | 4       | 4             |
|       |           | Internship                                              | 4       | 4             |
|       |           | Dissertation                                             | 8       | 8             |
|       |           | **Total**                                              |         | **24**        |
|       |           | **Total Credits of All Semesters**                      |         | **90**        |

The syllabi and courses of study for individual components shall be as prescribed by Board of Studies and approved by the Academic Council from time to time. Same syllabi shall be used for each segment of M.Ed. Programme.
Summary of Internship

SEMESTER – I  INTERNSHIP (4 Credits)

Visit Cum Observation

1. Visit and observe one Teacher Education Institution (College of Education, SIE, DIET, etc.) in summer

   (a) Observe and record lessons of Interns  5 Days
   (b) Writing Reflective Journals  10 Days

   Writing Reflective Journals will be Related to:-
   i) Teacher Education Institution Activities - Planning, Teaching & Assessment, Interaction with School Teachers, Community & Panchayat Members.
   ii) Understanding Related Aspects of Curriculum.
   iii) Assessment of Teachers & Learners.
   iv) Preparation for Diverse Learners in Teacher Education Institutions.
   v) Reflection on Teaching Experience.

2. Plan and Deliver 4 Lessons in 4 Perspective papers in Teacher Education Institution.  5 Days

3. Visit one Teacher Education institution and Observe & Record Innovative extended discussions and presentations on different aspect of teaching.  1 Day

SEMESTER – II  INTERNSHIP (4 Credits)

Visit Cum Observation

1. Visit and observe High/Higher Secondary School.  5 Days

2. Plan and deliver core group subjects lessons in High/Higher Secondary School and writing Reflective Journal (RJ) of the activities.  15 Days

3. Visit one Teacher Education institution and Observe & Record Innovative extended discussions and presentations on different aspect of teaching.  1 Day

SEMESTER – III  INTERNSHIP (4 Credits)

Visit Cum Observation

1. Visit, observe and Record activities of High/Higher Secondary School.  5 Days

2. Writing Reflective Journal (RJ) related to:
   i. Lessons of Interns;
   ii. School Planning;
   iii. Budget Allocation in School Administration and Management;
   iv. Monitoring system in Schools.

3. Visit and deliver 15 lessons in Specialization Papers in High/Higher secondary School.  15 Days

4. Visit one Teacher Education institution and Observe & Record Innovative extended discussions and presentations on different aspect of teaching.  1 Day
SEMESTER –IV INTERNSHIP (4 Credits)
1. Devising Teaching Learning Material in the subject of specialization (5 Items) 2 Days
2. Teaching through Innovative methods (In Simulation form) 2 Lessons 2 Days

18.14.2.2 Dissertation Synopsis
Dissertation Synopsis is of 2 Credits having 50 marks. Each student shall be allotted a supervisor who shall help the M.Ed. student in the theme and selection of Dissertation Topic. After reviewing the literature and other related material, the student shall prepare the synopsis and submit to the head of the department in 2nd semester. The student shall make presentation of his/her synopsis before a panel of two internal experts and students for evaluation. The 30 marks are allotted for preparation of synopsis and 20 marks for presentation.

18.14.2.3 Project Work
Each student of M.Ed. shall be required to prepare the Reflective Journal (RJ) of all the Internship activities of 1st to 3rd semesters. In addition to the internships activities, he/she shall also reflect in the Reflective Journal (RJ) all other activities performed by him/her in the entire M.Ed. Programme such as:
1. Workshop on narratives, biographies, stories, group interactions, film reviews and forms of self expression (poetry, humor, creative movement, aesthetic representations);
2. Document Teaching Specialization;
3. Record of Sessional work in Advanced Communication Skills;
4. Portfolio of an adolescent;
5. Care of one tree on campus;
6. Feedback of Reflective Journals(RJs) of all semesters;
7. The methodology will include theatre activities, discussions, nature walk, collective art, adventure/field visits.

The compilation of all activities in the Reflective Journal (RJ) shall be the Project Work of each student. It shall be of 4 credits having 100 marks and shall be evaluated by both Internal and external examiners.

18.14.2.4 Dissertation:
The student shall be required to submit Synopsis of Dissertation in 2nd semester under the supervision of a Supervisor and then make a presentation of his synopsis before the internal experts. It shall have 2 credits. The 30 marks are allotted for preparation and 20 marks for presentation of Dissertation Synopsis. He/she shall complete 4 stages of research work (04 Credits) in 3rd semester and the same has to be evaluated by the internal guide/supervisor.
Further he/she has to submit two copies of Dissertation along with C.D. in 4th semester to the Head of Institution within 10 days from the last paper of M.Ed. course for onward submission to the Controller of Examination. The Dissertation shall be evaluated by Board of examiners consisting of one Internal Examiner and one External Examiner appointed by the competent authority. The student shall present a seminar of his/her Dissertation Work which shall be evaluated by both internal and external examiners. The dissertation shall be of 8 credits having 200 marks. The 130 marks are allotted for the evaluation of Dissertation by 2 experts (One Internal and One External) and 70 marks for the evaluation of seminar/viva-voce (External examiner) as appointed by competent authority.

18.14.3  **B.Ed-M.Ed Integrated programme**  
Three Years Integrated B.Ed-M.Ed, Degree Programme of Cluster University of Jammu w.e.f The Academic Year 2017. The Programme Structure of Proposed Course Splits into Six Semesters comprising of 165 Credits.

### 18.14.3.1 COURSE CONTENT & CREDITS

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Courses</th>
<th>No. of Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Core Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Perspective Courses</td>
<td>14</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>b) Research Tools &amp; Self Development</td>
<td>4</td>
<td>22</td>
</tr>
<tr>
<td>2</td>
<td>Elective Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Teacher Education</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>b) Interdisciplinary (credits to be earned from other courses offered by other colleges)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>c) Optional Papers</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Practicum</td>
<td>6</td>
<td>69</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>31</td>
<td>165</td>
</tr>
</tbody>
</table>

The syllabi and courses of study for individual components shall be as prescribed by Board of Studies and approved by the Academic Council from time to time. Same syllabi shall be used for each segment of Integrated Programme.
18.14.3.2 Summary of Practicum

Table 18.7 Practicum Semester Ist

<table>
<thead>
<tr>
<th>SNO</th>
<th>Activity</th>
<th>Credits</th>
<th>Internal Marks</th>
<th>External Marks</th>
<th>Total Marks</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>I. VISIT CUM OBSERVATION TO</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Anganwari (Neighboring Centre )</td>
<td></td>
<td>15</td>
<td>10</td>
<td>25</td>
<td>2 days</td>
</tr>
<tr>
<td></td>
<td>b) Nursery School (Observation of five Lessons)</td>
<td></td>
<td>15</td>
<td>10</td>
<td>25</td>
<td>2 days</td>
</tr>
<tr>
<td></td>
<td>c) Innovative Centre (Primary / Middle Schools)</td>
<td></td>
<td>15</td>
<td>10</td>
<td>25</td>
<td>2 days</td>
</tr>
<tr>
<td></td>
<td>II. PROJECT WORK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Each one Teach one</td>
<td>9</td>
<td>6</td>
<td>15</td>
<td>Continuous Activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Self development</td>
<td>9</td>
<td>6</td>
<td>15</td>
<td>Continuous Activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Own a Plant</td>
<td>9</td>
<td>6</td>
<td>15</td>
<td>Continuous Activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Gender Sensitization</td>
<td>9</td>
<td>6</td>
<td>15</td>
<td>Continuous Activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>e) Save Water</td>
<td>9</td>
<td>6</td>
<td>15</td>
<td>Continuous Activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>6</td>
<td>90</td>
<td>60</td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>

Table 18.8 Practicum Semester 2nd

<table>
<thead>
<tr>
<th>SNO</th>
<th>Activity</th>
<th>Credits</th>
<th>Internal Marks</th>
<th>External Marks</th>
<th>Total Marks</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Visit cum Observation to</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Primary School (Observation of Five Lessons)</td>
<td></td>
<td>12</td>
<td>8</td>
<td>20</td>
<td>2 days</td>
</tr>
<tr>
<td></td>
<td>b) Middle School (Observation of Five Lessons)</td>
<td></td>
<td>12</td>
<td>8</td>
<td>20</td>
<td>2 days</td>
</tr>
<tr>
<td></td>
<td>Project Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Each one Teach one</td>
<td>6</td>
<td>4</td>
<td>10</td>
<td>Cont. Act</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Self development</td>
<td>9</td>
<td>6</td>
<td>15</td>
<td>Cont. Act</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Own a Plant</td>
<td>6</td>
<td>4</td>
<td>10</td>
<td>Cont. Act</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Orientation and practice of major Teaching Skills</td>
<td>75</td>
<td>50</td>
<td>125</td>
<td>10 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>8</td>
<td>120</td>
<td>80</td>
<td>200</td>
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### Table 18.9 Practicum Semester -3rd

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Activity</th>
<th>Credits</th>
<th>Internal Marks</th>
<th>Externa l Marks</th>
<th>Total</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Visit cum observation To</strong> a High School (Observation of Ten Lessons)</td>
<td>20</td>
<td>24</td>
<td>16</td>
<td>40</td>
<td>4 days</td>
</tr>
<tr>
<td></td>
<td><strong>b) Higher Secondary School</strong> (observation of Five Lessons)</td>
<td></td>
<td></td>
<td></td>
<td>30</td>
<td>3 days</td>
</tr>
<tr>
<td></td>
<td><strong>Project Work</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Each one Teach one</td>
<td>6</td>
<td>6</td>
<td>4</td>
<td>10</td>
<td>Cont. Act</td>
</tr>
<tr>
<td></td>
<td>b) Self development</td>
<td>6</td>
<td>6</td>
<td>4</td>
<td>10</td>
<td>Cont. Act</td>
</tr>
<tr>
<td></td>
<td>c) Own a Plant</td>
<td>180</td>
<td>120</td>
<td>120</td>
<td>300</td>
<td>Cont. Act</td>
</tr>
<tr>
<td></td>
<td><strong>Teaching Practice (45 x2=90 Lessons)</strong></td>
<td>45</td>
<td>30</td>
<td>30</td>
<td>75</td>
<td>8 Weeks</td>
</tr>
<tr>
<td></td>
<td><strong>Internship in Practicing Schools</strong></td>
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<td></td>
<td></td>
<td>277</td>
<td>223</td>
<td>500</td>
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<td></td>
</tr>
</tbody>
</table>

### Table 18.10 Practicum Semester-4th

<table>
<thead>
<tr>
<th>SNO</th>
<th>Activity</th>
<th>Credits</th>
<th>Internal Marks</th>
<th>Externa l Marks</th>
<th>Total</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>VISIT CUM OBSERVATION TO</strong></td>
<td>20</td>
<td>27</td>
<td>18</td>
<td>45</td>
<td>2 days</td>
</tr>
<tr>
<td></td>
<td>a) DIET</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) SIE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Project Work</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Each one Teach one</td>
<td>9</td>
<td>6</td>
<td>6</td>
<td>15</td>
<td>Cont. Act</td>
</tr>
<tr>
<td></td>
<td>b) self development</td>
<td>4</td>
<td>9</td>
<td>6</td>
<td>15</td>
<td>Cont. Act</td>
</tr>
<tr>
<td></td>
<td>c) Own a Plant</td>
<td>180</td>
<td>120</td>
<td>120</td>
<td>300</td>
<td>Cont. Act</td>
</tr>
<tr>
<td></td>
<td><strong>Teaching Practice</strong> (45 x2=90 Lessons)**</td>
<td>45</td>
<td>30</td>
<td>30</td>
<td>75</td>
<td>8 Weeks</td>
</tr>
<tr>
<td></td>
<td><strong>Internship in Practicing Schools</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
<td>300</td>
<td>200</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL  | **20** | **300** | **200** | **500** |          |

471
### Table 18.11 Practicum Semester-5th

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Activity</th>
<th>Credits</th>
<th>Internal Marks</th>
<th>External Marks</th>
<th>Total</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1) Book Review</td>
<td>3</td>
<td>9</td>
<td>6</td>
<td>15</td>
<td>5 days</td>
</tr>
<tr>
<td></td>
<td>2) Course Content Evaluation of any Paper of Semester Ist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Critical Analysis of an Educational Film</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4) Presentation on Environmental issues</td>
<td>9</td>
<td>9</td>
<td>6</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5) Visit Observe and Preparation of the Report on Old Age Home/ Nari Niketan/ Bal Ashram</td>
<td>9</td>
<td>9</td>
<td>6</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>3</td>
<td><strong>45</strong></td>
<td><strong>30</strong></td>
<td><strong>75</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Table 18.12 Practicum Semester-6th

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Activity</th>
<th>Credits</th>
<th>Internal Marks</th>
<th>External Marks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1) Research Work (Dissertation)</td>
<td>10</td>
<td>150</td>
<td>100</td>
<td>250</td>
</tr>
<tr>
<td></td>
<td>2) Reflective Journal / Project Work from Ist Semester to Semester 6th (Two credit for each 2x6=12)</td>
<td>12</td>
<td>180</td>
<td>120</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>22</strong></td>
<td><strong>330</strong></td>
<td><strong>220</strong></td>
<td><strong>550</strong></td>
</tr>
</tbody>
</table>

### Table 18.13 Summary of the Credits of Three Year B.Ed-M.Ed Integrated Course

<table>
<thead>
<tr>
<th>SNO</th>
<th>Semester</th>
<th>Credits</th>
<th>Internship</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>I</td>
<td>20</td>
<td>06</td>
<td>26</td>
</tr>
<tr>
<td>2</td>
<td>II</td>
<td>20</td>
<td>08</td>
<td>28</td>
</tr>
<tr>
<td>3</td>
<td>III</td>
<td>12</td>
<td>20</td>
<td>32</td>
</tr>
<tr>
<td>4</td>
<td>IV</td>
<td>10</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>V</td>
<td>16</td>
<td>03</td>
<td>19</td>
</tr>
<tr>
<td>6</td>
<td>VI</td>
<td>08</td>
<td>22</td>
<td>30</td>
</tr>
</tbody>
</table>

A. Grand Total of Core and Elective Courses=86 Credits  
B. Practicum/Internship=79 Credits  
Total Course Credits=86+79=165 Credits
18.15 **ATTENDANCE**

18.15.1 Students are required to attend at least 80% of the subject classes actually held; 90% for teaching and Internship.

18.15.2 Attendance shall not be mandatory for students repeating only the Major Examinations.

18.15.3 Absence on medical reasons should be supported by a medical certificate which has to be submitted within 5 working days after recovery/re-joining after illness.

18.15.4 No student who has less than 80% attendance in any course shall be permitted to attend the end-semester examination and She/he shall be given grade of FA-failure due to lack of attendance.

18.15.5 He/She shall be asked to redo that course by enrolling for it the next time it is offered.

If a student attends NCC/NSS/Sports Activities/Cultural Activities attendance will be given as per rules mentioned in statutes

18.16 **CONDONATION**

18.16.1 In particular & without prejudice to the generality of Statutes or any clause of these Statutes where any candidate falls short of attendance in any semester, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the:

18.16.1.1 Principal of the College/Head of the School Department up to a maximum of 5 lectures in theory and 3 in practicals in each course for a semester end examination;

18.16.1.2 Vice-Chancellor up to a Maximum of 5 lectures in theory and 3 in practicals in each course for a semester end examination, beyond the competence of the Principal;

18.16.1.3 Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Principal of the College.

18.16.2 No candidate shall be eligible for condonation of shortage in attendance more than once in an academic year.

18.16.3 Any candidate, who falls short of attendance beyond condonable limits or whose shortage in attendance is not condoned by the competent authorities and wants to pursue the programme, shall be required to re-join the course along with the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she had fallen short. This provision shall however, be applicable only in respect of such of the candidates who have attended at least 50% classes in the said
course/s. Candidates having attended less than 50% of the lectures in a particular course/s shall be considered for re-admission for making up the deficiency after depositing afresh the prescribed admission fee for the Semester/Course. However, such candidate/s shall appear in the examination along with the candidates of the semester, with which he/she has been readmitted, in regular capacity.

18.16.4 Proviso-Provided a student who has not completed the required attendance in a course/s or paper/s of a particular semester and whose deficiency in attendance is not condoned shall be allowed to appear in the examination of the course/s only in which he/she has completed the required attendance.

18.16.5 Proviso-Provided that the Principal Concerned/Head of the School Department, if satisfied, shall be competent to condone shortage on account of health grounds where the period of absence exceeds the prescribed limit.

18.17 CONCESSIONS IN ATTENDANCE

Concession in attendance for participating in different activities will be subject to the following conditions:

18.17.1 Participation in Co- / Extra-Curricular Activities:
Inter-University, Intra- and Inter-College Sports Tournaments, Debates, Seminars, Youth Festivals, Cultural Programmes and Sports Tournaments organized by the J&K Sports Council etc;

18.17.2 Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India Inter-University/Inter-College Debates, Seminars, Youth Festivals and Cultural Programmes, etc.;

18.17.3 Participation in N.S.S. programmes;

18.17.4 Participation in Mountaineering / Hiking / Trekking / skiing / Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University;
A candidate who participates in above mentioned activities may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days of his/her absence on such account subject to a maximum of twelve days in an academic semester.

18.17.5 Participation in N. C. C. programmes:
The students having actually attended N.C.C. camps during working/non vacation days shall be treated on duty subject to a maximum of 15 days including journey days for purposes of condoning deficiency in attendance;
18.7.6 Participation in more than one activity:
A candidate who has participated in more than one activity as prescribed above may for the purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days in a semester, during the period of his/her absence on such account. Provided further that if one of the activities is participation in NCC camps he/she shall be treated as present on all working days not exceeding 20 days including the days of travel.

18.7.7 That the Vice-Chancellor, if satisfied, shall be competent to condone shortage on such account in such cases where the period exceeds the limit prescribed above.

18.7.8 Provided further that Special Examination shall be conducted in favour of such students who miss their examination due to participation in various NSS/NCC/Sports/Other activities organized at the State and Inter University/National and International level.

Note: The candidate/s participating in such events must produce a copy of the certificate to the Principal of the College within one month from the end of the event, failing which no such benefit shall be given. The authority competent to issue the candidate's participation certificate shall bring to the notice of the College the Name, Roll No of the candidate and the Date (s) on which the activities were conducted within a month's period from the end of the event.

18.18 EXAMINATION

18.18.1 MEDIUM OF INSTRUCTION AND EXAMINATION

18.18.1.1 English shall be the medium of instruction and examination in all papers/courses except in Oriental Classical and Modern Indian Languages where the medium of instruction and examination shall be in the language concerned. Project report / Dissertation / Field work report/ Training report etc. if any, shall have to be written in English except in case of the programmes of study in languages/literature, where the same may be required to write in the respective languages.

18.18.1.2 It shall be incumbent upon all the candidates to cross the blank pages of Answer Script, if any, during the Examination. If any candidate leaves any page/s between any two written pages in the Answer book blank without crossing or does not write the Correct Roll Number / Subject at the relevant place on the title page or writes a wrong Roll Number / Subject or commits any other similar mistake which goes against the guidelines already issued for the purpose, by the University, it shall entail a punishment in terms of the guidelines including the cancellation of the concerned paper.
18.18.1.3 Preservation Period of an Answer Script shall be defined on the basis of whether an examinee applies /does not apply for re-evaluation during the stipulated time period. The Answer Scripts of L.O. /N.A. /D.E. & other such categories cases shall be preserved up to their result declaration and completion of the re-evaluation process. In all other cases the Answer Scripts shall be disposed of immediately after the last date prescribed for re-evaluation is over.

18.18.1.4 In addition to determination of basic eligibility for appearing in the Semester-end examination a minimum of 80% attendance is required.

18.18.1.5 The Attendance award record thereof shall be maintained in accordance with the regulations prescribed for the purpose. In case of failure/re-appear category the attendance marks earned by the candidate as a regular student shall be carried forward to the subsequent examination.

18.18.1.6 In case of industry related / field related courses, as prescribed by the university from time to time, appropriate attendance shall be reserved for internship / field work /internal assessment etc.

18.18.2 EXAMINATION FEE

The examination fee shall be as prescribed by the University from time to time and shall have to be paid by each student at the time of admission to the Odd Semesters within the stipulated time. In addition to the examination fee prescribed for each Semester end examination every candidate shall have to pay the Degree Certificate Fee, Degree Verification Fee and the Transcription Fee at the time of admission to the 3rd Semester for M.Ed & B.Ed Course and 5th Semester for B.Ed-M.Ed Integrated Courses.

18.18.3 DATES OF EXAMINATIONS

The examination for all the semesters will be held as per the prescribed Academic Calendar every year. However, exact dates and the centres of examination shall be notified by the Controller of Examinations. Ordinarily the University shall not deviate from the prescribed academic calendar and the conduct of examinations subsequent to the issuance of Date Sheets in order to ensure time bound declaration of results, however, in the event of any unforeseen exigency the Controller of Examination shall be competent to effect minor adjustments in the schedule.
18.18.4 EXEMPTION TO RE-APPEAR IN PRACTICAL EXAMINATION ONCE QUALIFIED

A candidate who appears and passes in the Practical Examination of a course but fails to qualify in the theory course shall be exempted from appearing in the practical examination of the course subsequently and the marks obtained by him/her in the practical examination shall be carried over. Consequently, he/she shall be required to appear in the theory part of that course only at the subsequent examination.

18.18.5 RE-APPEAR CATEGORY FOR FAILURES

A candidate who passes in any component of a course/s in a Semester End Examination shall be exempted from appearing in such a component of course/s in the subsequent examination(s) under the re-appear category. Provided that a candidate under the re-appear category may also appear in the exempted course/s, if he/she chooses so. His/her result shall be declared only if he/she improves upon his/her earlier performance. Provided also that re-appear/failure candidates shall have to appear in the Semester End Examination as per the syllabi in vogue at the time of examination and fulfilment of other statutory conditions.

18.18.6 RE-APPEAR FOR GRADE IMPROVEMENT

B.ED, M.ED, B.Ed-M.Ed Integrated Programme

18.18.6.1 A candidate who has passed the B.ED, M.ED, B.Ed-M.Ed Integrated Programme examination from the University/Constituent Colleges and is desirous of improving his/her Grade shall have the option to improve his/her Grade after paying the normal fee prescribed by the University for the purpose up to a period of two years after having passed the B.ED, M.ED, B.Ed-M.Ed Integrated Programme examination and for this purpose he/she may appear in the consecutive examinations in the courses as per his/her choice except Practical’s, field work, surveys, viva-voce etc. (For example, a student re-appearing in paper prescribed in Semester-I examination may do so along with subsequent semester 3rd and not along with papers for Semester 4th) The Grade already earned by the candidate in other courses in which he/she does not re-appear shall be carried forward. The result of such a candidate shall be declared if he/she improves the Grade, otherwise no modification of result will be notified. In case the candidate wishes to improve his grade after two years of completing his/her graduation he/she shall have to deposit double the fee prescribed for the purpose up to a period of 5 Years. Beyond 5 Years the fee to be paid for the purpose shall be 5 times the normal fee.
18.18.6.2 A candidate who has cleared examinations of Second academic year (3rd & 4th Semester) of B.Ed-M.Ed Integrated Programme may re-appear in any paper of two semesters of the last year only once, at the immediate subsequent examinations on foregoing in writing his/her previous performance in paper/s concerned within the prescribed span period.

18.18.6.3 In the case of a candidates who opts to re-appear in any paper/s under the aforesaid provisions on surrendering his/her earlier performance but fails to reappear the marks previously secured shall be taken into account while determining his/her result of examination held currently.

18.18.6.4 Reappearing in Practical examination passed shall not be allowed.

18.18.6.5 There will not be any special examination for Grade Improvement.

18.18.6.6 A student who re-appears in a course shall carry forward the attendance marks originally awarded. Such a candidate shall have to return the Degree and marks transcript, in original, to the University if issued to him/her, in case of a positive change in Grade

18.18.7 ADMISSION OF STUDENTS DISQUALIFIED FOR MISCONDUCT / USING UNFAIRMEANS IN EXAMINATIONS

A candidate who has been disqualified for specific periods from the University for misconduct/using unfair means in examinations shall not be permitted to appear in any examination before the expiry of that period. She/he will also not be permitted to join any college/institution/department at any time during the period of his punishment.

18.18.8 ISSUANCE OF MARKS CERTIFICATE/ GRADE CARD/ TRANSCRIPT


18.18.8.2 The Grades secured in each course / paper (separately in Theory / Practicals, wherever applicable) of each candidates will, however, be available on the University website immediately after the declaration of result of each Semester End Examination.
18.18.8.3 Once the degree is complete a Transcript indicating the Grade Performance of the candidate from 1st to the last semester will be issued. Any student seeking migration to any other university shall be provided a transcript of semesters along with the SGPA / CGPA qualified from the University against the payment of a prescribed fee.

18.18.9 ISSUANCE OF PHOTOSTAT COPIES /RE-EVALUATION OF ANSWER SCRIPTS
18.18.9.1 Providing Photostat copies and re-evaluation of answer scripts shall be permissible in each course of a Semester-end examination of B.Ed, M.Ed, B.Ed-M.Ed Integrated Programme as per the University statutes, for which a candidate shall have to apply on-line along with the prescribed fee, till the University switches over to the digitization of Answer Scripts, for which subsequent statutory modifications will be sought.

18.18.9.2 Time duration within which a candidate can apply for Photostat Copy of Answer Script/s with or without RTI shall be 10 days after the declaration of the result and the University shall provide the copies within 10 days after the last date for applications for the purpose.

18.18.9.3 Time duration within which a candidate can apply for Re-evaluation of Answer Script/s, shall be 15 days after the declaration of result.

18.18.9.4 Re-evaluation shall not be permitted in the Practical Examination, Project Report, Dissertation and Viva-Voce etc.

18.18.9.5 Final result after re-evaluation will be based on average marks of 1st & 2nd Examiners. As such, the marks may increase or decrease after the re-evaluation result is declared.

18.18.9.6 In case there appears to be deviation of 30% or more marks in the original and the re-evaluation result in a particular Descriptive Answer Script it shall be referred to a panel of subject experts, constituted for the purpose, for final assessment and suitable action shall be initiated against the negligent evaluator after affording him / her a chance to be heard, and the decision of the panel with regard to the result of the candidate and the punitive action, if any, for the negligent evaluator shall be final and binding. If after the final evaluation of such Answer Script there is a positive change in the result of the candidate to the extent of 30% or more marks the Re-evaluation fee charged from the candidate shall be refundable and the same shall be levied from the negligent evaluator in addition to the penalty imposed by the panel.
18.18.9.7 On receiving the Answer Script if any candidate notices that any question has remained un-evaluated or the marks for any question have not been counted the same shall be brought in to the notice of the Controller Examinations for immediate remedial action.

18.18.9.8 No rechecking of Answer Scripts shall be permissible.

18.18.9.9 The University shall evolve a mechanism for Digitisation of the Answer Scripts so that the students can access their scripts any time.

18.18.10 **AWARD OF DEGREE**
Subject to the Provisions of the Act, Statutes and Regulations for the time being in force, a candidate shall be entitled to the award of the B.Ed, M.Ed & B.Ed-M.Ed Integrated Degree, on the satisfaction of the following conditions:

18.18.10.1 has pursued a full time Programme in the concerned discipline;

18.18.10.2 has qualified in all the theory, practical & research components, wherever applicable;

The candidate/s shall be declared to secure the CGPA/Letter Grade/Grade Points on the basis of overall CGPA Score obtained in accordance with these statutes /Regulation Provided that the candidate/s secure/s not less than qualifying grade in each theory/practical/attendance for the award of the degree.

18.18.11 **DEGREE CERTIFICATE**

Only a Single Transcript, indicating the SGPAs & the CGPA, & the Final Degree Certificate shall be issued by the University immediately on completion of the Degree Programme. No Provisional Certificates, in this regard, shall be issued by the University.

18.19 **PATTERN OF EXAMINATION**

Breakup of Major and Minor Examinations
The Continuous Internal Assessment (Minor) and End Semester Examination (Major) will form the basis for Evaluating/ grading the student performance in each paper/course.

18.19.1 **B.Ed Programme**
The Examination is a continuous process and the formative and summative techniques would be used to complete the process of examinations. The semester end or the term end examination would be held in the following components:-
18.19.1.1 Theory Examination:
The Theory papers shall be of 100 marks each, out of which 60 marks shall be for semester end examination and 40 marks for internal assessment. The internal assessment shall have 15 marks for Minor-I, 15 marks for Minor-II and 10 marks for Sessional. The theory examination will be held as per the Cluster University Date-sheet at the designated centers of the constituent colleges and students need to write in the examination as per rules and regulations of the Cluster University. The Candidates shall require a minimum of 40% marks for passing in the theory examination and has to pass both in theory as well as in internal assessment.

18.19.1.2 Internship (I):
It is continuous assessment of the student teacher performance in the classroom and outside the classroom. The students shall devote 4 weeks in semester 1st and 2nd to school based related activities in different institutions. During the visit of these institutions, the students shall fully record their activities in the form of Reflective Journal (RJ). The Reflective Journal is to be a compendium of all the activities of the student teacher in which he/she would perform/enact in the classroom in the practicing school. All the activities performed need to be authenticated by the principal and the teacher in-charge. The Internship shall be of 50 marks having 30 marks for internal evaluation and 20 marks for external evaluation.

18.19.1.3 Microteaching (M):
In the Microteaching, 2 weeks shall be devoted to school based teaching skill activities in 2nd semester and the student teacher shall be given 4 teaching skills with 2 lessons in each teaching skill to perform. Each teaching skill shall have 25 marks with 15 marks for lesson planning and 10 marks for presentation and demonstration. Out of 100 marks, 60 marks for lessons planning and demonstration shall be evaluated by internal examiner and 40 marks for Presentations shall be evaluated by external examiner.

18.19.1.4 Project Work (P):
Every Student has to conduct certain activities in each semester and compile all those in 4\textsuperscript{th} Semester as Reflective Journal/Project. In it He/she has to deliberate in detail about the activities performed (with proof) and also about personal experiences. The project is of 4 credits to be evaluated by internal and external evaluators.
18.19.1.5 **School Internship and Practice of Teaching (T):**
School Internship includes the activities which a regular teacher does in routine in a school. The trainees are expected to work as full time teacher during the period of school internship and the internship is fully recorded in the form of reflective journal (RJ). It shall have 50 marks having 30 marks for internal and 20 marks for external examiner.

Teaching Practice is to be reflected through Reflective Journal (RJ).

Teaching Practice will take place in two semesters (3rd & 4th) for the two subjects selected by the student teacher.

The awarding of 60 teaching Practice lessons (40 lessons in each subject +20 lessons (10 On spot lessons + 8 Observations lessons of the peers + 2 criticism lessons) is to be done out for 100 marks i.e 60 marks to be allotted by Internal Evaluator while 40 Marks be allotted by the External in each subject taught(100+100=200 Marks).

The External Examiner appointed by the Controller of Examinations is to award 40 marks on the basis of:

i. Interviewing the reflection of student teacher on the basis of the Pedagogy of teaching subject opted by the student. **10 Marks**

ii. Evaluation of the teaching record of the lessons. **20 Marks**

iii. Any Innovation done while teaching for the learning among the students (authenticated in RJ by the respective teacher) **05 marks**

iv. Use of Cost effective /waste material products used as aids/ homemade aids (Minimum 20 teaching aids) **05 marks**

Teaching practice (a component of School Internship) of not less than 80 lessons (40 in first and 40 in the second subject and 20 lessons (10 on spot lesson + 8 observations lesson and 2 criticism lesson on each of the chosen subject) has to be taken up for the pedagogical mastery on the content basis in the recognized elementary/secondary/ higher secondary schools in the 3rd & 4th Semester of the curriculum.

18.19.1.6 **STRUCTURE OF QUESTION PAPERS (Major Examinations)**

The structure of question paper shall have three Sections A, B and C. However, marks allotted to a course will be different.

There will be 100 marks for a course with 4 credits and 50 marks for a course with 2 credits. The semester end examination marks for a course shall be 60 for 4 credits and 30 for 2 credits. Similarly the Minor Examinations marks shall be of 40 and 20 for 4 and 2 credit courses respectively.

Weightage of questions per section under 4 and 2 credit courses shall be as under:-
<table>
<thead>
<tr>
<th>Weightage</th>
<th>Section A</th>
<th>Section B</th>
<th>Section C</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 credit course</td>
<td>16 marks 8 Short type Questions of 2 marks each (Compulsory)</td>
<td>20 marks 5 Medium type Questions of 4 marks each (with choice)</td>
<td>24 marks 2 Long Questions of 12 marks each (with choice)</td>
</tr>
<tr>
<td>2 credit course</td>
<td>8 marks 8 Short Questions of 1 marks each (Compulsory)</td>
<td>10 marks 5 Medium Questions of 2 marks each (with choice)</td>
<td>12 marks 2 Long Answer Questions of 6 marks each (with choice)</td>
</tr>
</tbody>
</table>

18.19.2 M.Ed Programme: Continuous Internal Assessment (Minor) & End Semester Examinations (Major Examinations)

The Examination is a continuous process and the formative and summative techniques would be used to complete the process of examinations. The semester end or the term end examination would be held in the following components:

18.19.2.1 Theory Examination:

The Theory papers shall be of 100 marks each, out of which 60 marks shall be for semester end examination and 40 marks for internal assessment. The internal assessment shall have 15 marks for Minor-I, 15 marks for Minor-II and 10 marks for Sessional. The theory examination will be held as per the Cluster University Date-sheet at the designated centers of the constituent colleges and students need to write in the examination as per rules and regulations of the Cluster University. The Candidates shall require a minimum of 40% marks for passing in the theory examination and has to pass both in theory as well as in internal assessment.

18.19.2.2 Internship (I):

It is continuous assessment of the student teacher performance in the classroom and outside the classroom. The students shall devote 3 weeks in each semester from 1st to 3rd semester to school based related activities in different institutions. During the visit of these institutions, the students shall fully record their activities in the form of Reflective Journal (RJ). The Reflective Journal is to be a compendium of all the activities of the student teacher in which he/she would perform/enact in the classroom in the practicing school. All the activities performed need to be authenticated by the principal and the teacher in-charge. The Internship shall be of 100 marks (4 credits) having 60 marks for internal evaluation and 40 marks for external evaluation. The details of school related activities in Internships in each semester shall be as under:
(A) SEMESTER – I  INTERNSHIP (4 Credits)

Visit Cum Observation
1. Visit and observe one Teacher Education Institution (College of Education, SIE, DIET, etc.) in summer
   a. Observe and record lessons of Interns 5 Days
   b. Writing Reflective Journals related to: 10 Days
2. Teacher Education Institution Activities - Planning, Teaching & Assessment, Interaction with School Teachers, Community & Panchayat Members.
4. Assessment of Teachers & Learners.
5. Preparation for Diverse Learners in Teacher Education Institutions.
6. Reflection on Teaching Experience.
7. Plan and Deliver 4 Lessons in 4 Perspective papers in Teacher Education Institution. 5 Days
8. Visit one Teacher Education institution and Observe & Record Innovative extended discussions and presentations on different aspect of teaching 1 Day

(B) SEMESTER – II  INTERNSHIP (4 Credits)

Visit Cum Observation
1. Visit and observe High/Higher Secondary School. 5 Days
2. Plan and deliver core group subjects lessons in High/Higher Secondary School and writing Reflective Journal (RJ) of the activities. 15 Days
3. Visit one Teacher Education institution and Observe & Record Innovative extended discussions and presentations on different aspect of teaching. 1 Day

(C) SEMESTER – III  INTERNSHIP (4 Credits)

Visit Cum Observation
1. Visit, observe and Record activities of High/Higher Secondary School. 5 Days
2. Writing Reflective Journal (RJ) related to:
   i. Lessons of Interns;
   ii. School Planning;
   iii. Budget Allocation in School Administration and Management;
   iv. Monitoring system in Schools.
3. Visit and deliver 15 lessons in Specialization Papers in High/Higher secondary School. 15 Days
4. Visit one Teacher Education institution and Observe & Record Innovative extended discussions and presentations on different aspect of teaching. 1 Day
18.19.2.3 **Dissertation Synopsis**

Dissertation Synopsis is of 2 Credits having 50 marks. Each student shall be allotted a supervisor who shall help the M.Ed. student in the theme and selection of Dissertation Topic. After reviewing the literature and other related material, the student shall prepare the synopsis and submit to the head of the department in 2nd semester. The student shall make presentation of his/her synopsis before a panel of two internal experts and students for evaluation. The 30 marks are allotted for preparation of synopsis and 20 marks for presentation.

18.19.2.4 **Project Work**

Each student of M.Ed. shall be required to prepare the Reflective Journal (RJ) of all the Internship activities of 1st to 3rd semesters. In addition to the internships activities, he/she shall also reflect in the Reflective Journal (RJ) all other activities performed by him/her in the entire M.Ed. Programme such as:

1. Workshop on narratives, biographies, stories, group interactions, film reviews and forms of self expression (poetry, humor, creative movement, aesthetic representations);
2. Document Teaching Specialization;
3. Record of Sessional work in Advanced Communication Skills;
4. Portfolio of an adolescent;
5. Care of one tree on campus;
6. Feedback of Reflective Journals (RJs) of all semesters;
7. The methodology will include theatre activities, discussions, nature walk, collective art, adventure/field visits.

The compilation of all activities in the Reflective Journal (RJ) shall be the Project Work of each student. It shall be of 4 credits having 100 marks and shall be evaluated by both Internal and external examiners.

18.19.2.5 **DISSERTATION:**

The student of M.Ed. shall be required to submit two copies of Dissertation along with C.D. in 4th semester to the Head of Institution within 10 days from the last paper of M.Ed. course for onward submission to the Controller of Examination. The Dissertation shall be evaluated by Board of examiners consisting of one Internal Examiner and one External Examiner appointed by the competent authority. The student shall present a seminar of his/her Dissertation Work which shall be evaluated by both internal and external examiners. The dissertation shall be of 8 credits having 200 marks. The 130 marks are allotted for the evaluation of Dissertation by 2 experts (Internal & External) and 70 marks for the evaluation of seminar (external examiner) as appointed by competent authority.
18.19.2.6 Structure of Major Examinations Question Paper

<table>
<thead>
<tr>
<th>Weightage</th>
<th>Section A</th>
<th>Section B</th>
<th>Section C</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 credit</td>
<td>16 marks</td>
<td>20 marks</td>
<td>24 marks</td>
</tr>
<tr>
<td>course</td>
<td>8 Short type Questions of 2 marks each (Compulsory)</td>
<td>5 Medium type Questions of 4 marks each (with choice)</td>
<td>2 Long Questions of 12 marks each (with choice)</td>
</tr>
<tr>
<td>2 credit</td>
<td>8 marks</td>
<td>10 marks</td>
<td>12 marks</td>
</tr>
<tr>
<td>course</td>
<td>8 Short Questions of 1 marks each (Compulsory)</td>
<td>5 Medium Questions of 2 marks each (with choice)</td>
<td>2 Long Answer Questions of 6 marks each (with choice)</td>
</tr>
</tbody>
</table>

18.19.3 B.Ed-M.Ed Integrated: Continuous Internal Assessment (minor) & End Semester Examinations (Major)

18.19.3.1 CONTINUOUS ASSESSMENT (Minor Test)

(A) Theory Papers

1. For all B.Ed- M.Ed Integrated Programmes, the concerned HOD shall prepare/collection three sets of question papers for Continuous Assessment Test and submit the same to the Principal/Convener Examination Committee of the college in properly sealed envelopes. The Principal/Convener Examination Committee shall choose one of the question papers for the Continuous Assessment Test.

2. Evaluation of the answer books of continuous assessment test/tests shall be done by the faculty member responsible for the courses.

3. The tests shall be held in a semester but at least 15 days before the Commencement of the Major Examinations.

4. The schedule of Internal Assessment tests shall be prepared at the very beginning of the semester.

5. In case of B.Ed- M.Ed Integrated course the 1st Minor Test and score process should be completed after finishing 20% of the syllabus (Unit-1) for the first minor test and second minor test be completed at least 15 Days before commencement of Major Examinations (Unit-2). The sessional work for each subject paper and one subject presentation be completed before the commencement of the Major Examinations. The Internship Activities as well as Teaching Practice is to be conducted as per calendar of the School/ Constituent College.

6. It is mandatory for all students to appear in all the Internal Assessment tests and in various course- work related activities for the award of the marks.

7. The result of the continuous assessment of the students shall be communicated to students immediately after the assessment.

8. If a student remains absent or scores low or nil marks in Minor Test, he/she shall be permitted to reappear. However the student shall not be permitted to reappear for internal assessment after the semester is over.
9. A student who fails to secure 40% marks in Minor Test shall not be allowed to sit in the End Term Examination.

10. In case of the student who fails to appear in the Major Examinations but secure a pass mark in Internal Assessment (continuous evaluation) of the course, marks of Minor Test of the student will remain valid for that course until he/she obtains a pass mark in the Major Examinations.

11. A record of such assessment procedure will be maintained by the department and shall be open for clarification by the students. Students will have the right to appeal to the Head of the Department/ Dean of the School in case of glaring disparities in marking.

12. The final result in each semester shall be calculated on the basis of this continuous assessment and performance in the Major Examinations.

13. In case of a student who has failed to attend any of the MINOR TEST on schedule date it shall be deemed that the student has dropped the test. However, in case of student who could not take the test due to genuine reasons, such candidate may appeal to the programme Co-ordinator/Principal. The Programme Co-ordinator/Principal in consultation with teachers shall determine about the genuineness of the case and decide to conduct special test to such candidate but before commencement of end semester exam.

(B) Dissertation:
The dissertation has 10 credits in total. The synopsis as well as completion of the dissertation work will be awarded by the respective guide internally (100 Marks) whereas the final copy of the dissertation will be evaluated by the External & Internal evaluators along with power point presentation and viva-voce having 150 Marks.

(C) Practicum/ Internship and Practice of Teaching (T):
1. Practicum /Internship includes all the major activities which a regular teacher does in routine in a school. The trainee are expected to work as full time teacher during the period of school internship and the internship is fully recorded in the form of reflective journal (RJ).

2. The Practicum component includes Internship Activities in and outside the Practicing Schools/ College along with Project Work/ Reflective Journal and Teaching work. The component has 79 Credits spread over 06 Semesters having total marks 1975.

3. The marks are given by internal and external evaluators in the ratio of 60:40.

4. Teaching Practice is to be reflected through Reflective Journal (RJ).

5. Teaching Practice will take place in two semesters (3rd & 4th) for the two subjects selected by the student teacher.
18.19.3.2 MAJOR EXAMINATION

1. During the 18th – 20th week the Semester-end Examination in each theory paper shall be conducted by the University consisting of one written paper carrying 60 marks for 4 Credit Course & of 30 Marks for 2 Credit Course.

2. A candidate shall be required to pass in all the components of assessment.

3. At least 50% of core courses offered in different programs across the disciplines, the assessment of the theoretical component towards the end of the semester should be undertaken by external examiners from outside the university conducting examination, who may be appointed by the competent authority.

4. In such courses, the question papers will be set by external examiners and evaluated by external/internal examiners.

5. For the rest of the courses including Ability Enhancement Courses, Skill Enhancement Courses, Discipline Specific Electives and Generic Electives Courses, the Question papers will be set as well as assessed by the internal examiners. A set of five question papers shall be set/collection from the Convener /Dean of the concerned subject by the Controller of Examination, out of which any one question paper shall be chosen by COE for End Term Examination

6. An Major Examinations shall be conducted for all courses offered in the department. The duration of the Major Examinations shall be for 1.5 / 3 hours .

7. A schedule of Major Examinationss will be prepared and displayed by the Department/ Centre/ Concerned Section at least one- month ahead of the conduct of the examination.

8. Each Convener/Dean of faculty offering courses B.Ed-M.Ed Integrated shall prepare a model question paper, a panel of external examiners and submit the same to The Controller of Examination of the University, by 8th week of the Semester. The question paper should cover all the units of syllabus as per the criterion fixed in the guidelines.

9. The Convener Examination Committee shall coordinate the conduct of exams/ consolidation of marks and Grades and with the approval of the concerned Head of the Department or equivalent send the consolidated marks and grades to the Controller of Examination to provisionally publish the Results.

10. The candidate/s shall be required to secure a minimum Qualifying Letter Grade “P” or Grade Point 4 in each course including Theory/Practical;
11. There shall be no supplementary or bi-annual or special examination for 1st/2nd/3rd/4th semesters;
12. Where a candidate fails in any course/s he/she shall be required to appear in such course/s as and when the 1st/2nd/3rd/4th semester examinations for the next batch of students shall be held;
13. Where a candidate fails in any course in 5th / 6th semester examination, he/she may appear in a subsequent supplementary examination which shall be held as per the academic calendar;
   a) No candidate shall be admitted to the examination of a semester unless he/she is a regular student and has completed the prescribed course of Lectures delivered/Practical’s or Tutorial’s conducted during the semester and qualified the Practical Examination.
   b) If a candidate who was otherwise eligible to appear in the examination in a particular semester but;
      i. did not appear or
      ii. was unable to pass the examination in any course(s).
   Subject to the Provisions of these regulations, a candidate who fails to secure the required percentage of marks/Grade, in one or more papers of a semester examination may be permitted to re-appear in such paper(s) at a subsequent examination

18.19.4 GUIDELINES FOR PAPER SETTING

1. End-Semester Examination for all programmes shall be conducted by the controller of examination by inviting Question Papers from potential examiner(s) and in coordination with the respective Departmental Examination Committee (DEC)
2. Question Papers shall be moderated for the coverage of syllabus and pattern of questions.
3. An alternative Question paper should also be made available for any contingency.
4. The Examiner(s) shall prepare a detailed scheme of valuation.
5. The end of semester examination shall have assessment from following perspective with respect to all courses:
   a) Evaluation with respect to knowledge.
   b) Evaluation with respect to Understanding.
   c) Evaluation with respect to skill.
   d) Evaluation with respect to Applications.
   e) Higher Order Thinking Skills
With respect to all above components, the types of questions can be:
   i. Objective/Multiple Choice Type Questions
   ii. Short Answer Type Questions
   iii. Long Answer Type Questions
18.19.4.1 STRUCTURE OF QUESTION PAPER

(A) THEORY PAPER SETTING FOR B.ED-M.ED INTEGRATED FOR MAJOR EXAMINATIONS

A candidate shall have to appear for a written examination at the end of the semester.
1. Each theory paper carries a maximum of 30/60 marks for a 2/4 credit course and will be of 1.5/3 hours duration.
2. Answer Script shall be designed in such a manner that the students can answer all questions in it and no additional continuation sheet/s will be provided for the purpose.
3. End Semester theory (Major) paper will be of two parts
   i). Part A: It will comprise of objective type/short answer questions of 12/24 marks covering all five units.
   ii). Part B: It will comprise of six long/short answer questions of 18/36 marks each from 3rd, 4th and 5th units. Two questions shall be set from each unit and student will have the internal choice (i.e. She/he will have to attempt any one from two given questions in each unit).

Minimum pass percentage in each paper, both theory and practical is 40%.

(B) SEMINAR EXAMINATION SCHEME

1. The seminar lecture is expected to train the student in self study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation
2. B.Ed-M.Ed Integrated student shall deliver one seminar lecture from the core subject per semester with a weightage of 10 marks each. Out of these 10 marks, 5 marks shall be allotted for the write up of the topic of the seminar and 5 marks for the presentation.
3. The list of the seminar lectures to be delivered in the departments shall be prominently displayed on the Notice Board of the Department. Seminar lecture programme is allotted one hour.
4. The seminar lectures are open to all the students and faculty of the Department.
6. The dissertation must be typed and be limited to 50 to 75 pages of A4 size.
The project work is a part of the regular course work of the B Ed- M.Ed Integrated programme from 1st to 4th Semester. A Student has to submit the complete report of the project activities 15 days before the End term examination in each semester. The compiled form of all the activities completed throughout the Semesters be presented as reflective journal in the 6th Semester to be internally and externally evaluated by the evaluator.

### Table 18.14 Distribution of Marks for B.Ed-M.Ed Integrated Course

<table>
<thead>
<tr>
<th>Component</th>
<th>2 Credit Courses (Theory)</th>
<th>4 Credit Courses (Theory Paper of Lab. Oriented Course &amp; Ability / Skill Enhancement Course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Total Time Allotted</td>
<td>One and Half Hour (1.5)</td>
<td>Three Hour (03)</td>
</tr>
</tbody>
</table>

**Descriptive:**

**Section A:**
This section will Cover the whole Syllabus 02/09
- Multiple Choice/Short Answer type Questions of 1 mark each: $2Q \times 1 = 2$ Marks
- 05/05 Short Answer type Questions of 2/3 mark each: $5Q \times 2 = 10$ Marks

**Section B:**
Three (03) questions with one question from each of the 3rd, 4th, 5th Unit with Internal Choice. Each Question will have 2 parts (a and b).
- Part a: Long Answer Type of Questions (100 to 150 Words/200 to 250 Words): $3Q \times 4 = 12$ Marks
- Part b: Medium Answer Type of Questions (50 to 60 Words/100 to 120 words): $3Q \times 2 = 06$ Marks

**Total Semester End Examination Marks in each Course**
- 30 Marks
- 60 Marks

**Grand Total Per Course**
- 30 Marks
- 60 Marks
Table 18.15 Continuous Assessment/ End Term Criterion For B.Ed- M.Ed Integrated Programme

<table>
<thead>
<tr>
<th>Examination (Theory)</th>
<th>Syllabus to be covered in examination</th>
<th>Time allotted for the examination</th>
<th>Weightage (Marks)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Internal Assessment Tests</td>
<td>1st 20% IInd Test for Next 20%</td>
<td>1 Hour Each Test</td>
<td>10 % for each</td>
<td>1st (C1) and IInd (C2) Internal Assessment tests shall be held for the first 20% and next 20% of the syllabus having 10 marks for each test i.e. Covering first unit in 1st test and IInd unit in IInd test out of five units 1st Test will be comprised of 20 objective type questions of 10 marks 2nd Test will be comprised of 10 Short Answer Type Questions of 10 Marks.</td>
</tr>
<tr>
<td>Sessional Work</td>
<td>Related to subject but not included in the syllabus</td>
<td></td>
<td>10 % for each</td>
<td>Sessional work is related to the subject taught but not from the syllabus of 10 Marks</td>
</tr>
<tr>
<td>Presentation</td>
<td>From the syllabus</td>
<td>One Hour</td>
<td>10 % for each</td>
<td>Each student has to prepare and present a PPT based upon a topic within subject syllabus in each semester of 10 Marks</td>
</tr>
<tr>
<td>End Semester Examination</td>
<td>100% Syllabus</td>
<td>1.5/3 Hours for 2/4 credit courses</td>
<td>60% 30/60 marks for 2/4 credit courses</td>
<td>End Semester theory paper will be of two parts Part A: It will comprise of objective type/short answer questions of 12/24 marks covering all five units. Part B: It will comprise of six long/short answer questions of 18/36 marks each from 3rd, 4th and 5th units. Two questions shall be set from each unit and student will have the internal choice (i.e She/he will have to attempt any one from two given questions in each unit)</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>100%</td>
<td>Marks may be rounded off to nearest integer</td>
</tr>
</tbody>
</table>
18.20 EVALUATION

18.20.1 Evaluation of Theory Papers

18.20.1.1 Evaluation of each student enrolled in all programmes will be done under the Grading System at the end of the semester.

18.20.1.2 The Students pursuing B.Ed, M.Ed & B.Ed - M.Ed Integrated Programmes should pass separately in both the internal and external Examinations.

18.20.1.3 The final result in each course will be determined on the basis of Minor Examinations and performance in the end-semester examination.

18.20.1.4 At the end of all semesters a transcript indicating the Grade performance of the candidates from 1st to last semester will be issued.

18.20.1.5 The answers papers of Minor Test and Major Examination should be evaluated by the examiner(s) immediately after the completion of the exam and marks of Minor Test shall be published on the notice board of the department / college/ school for information of the students.

18.20.1.6 For the conduct of practical examinations of all the semesters the guidelines notified by the university shall be followed and the process completed before the students are let off for preparation leave or immediately after the theory exam is over.

18.20.1.7 For each Minor Test and End Semester Exam (Major Examination), the Principal of each college will form a Department Examination Committee (DEC).

18.20.1.8 All Minor Test papers will we evaluated internally by the faculty members who are the eligible course co-ordinators as appointed by the Principal in consultation with the Head of the Department(s) for Constituent Colleges and for courses in the schools it will be evaluated by the teacher Concerned.

18.20.1.9 For End Semester theory papers 50% of Question Papers of the core courses in each Semester end Examination shall be got evaluated externally by the eligible faculty members of a constituent college/other colleges out of the panel of Evaluators submitted by the convenor of the subject, under the supervision and co-ordination of the Controller of Examinations.
18.20.1.10 The remaining 50% of Core papers and other Elective/Compulsory papers will be internally evaluated by the eligible faculty members at the individual Constituent Colleges/Departments of the School (Evaluation Centre) where the candidates are registered. The Principal of the College/Heads of the Department of the Schools where an Evaluation Centre shall be established shall prepare the panel of Evaluators and Head Examiners. 5-10% of the Answer Scripts evaluated by each evaluator may be got revised at random through the Head Examiners, in case of all major subjects.

18.20.1.11 Students failing to secure the minimum pass percentage marks in internals will not be allowed to take the end semester exam of that particular subject in that semester. He/She has to appear again in the course by attending the classes for a semester to gain the pass percentage in the internal tests in order to take the Major Examinationss.

18.20.1.12 Students failing a course due to lack of attendance have to appear again in the course.

18.20.1.13 The student may appear again in a course to improve his/her internal marks by re-attending classes for the given course. However, the freshly secured internal marks only will be considered for computing the final marks.

18.20.1.14 Students failing only in the Major Examinations can retain their internal marks and reappear for only the Major Examinations, when it is conducted.

18.20.1.15 Students failing a course due to their absence in the Major Examinations(Major) can reappear only for the end semester examination(Major), when it is conducted.

18.20.1.16 A student failing in a course/ paper shall register for that course only when it is offered by the concerned faculty/ department.

18.20.1.17 The answer scripts of the End semester examinations(Major) shall not be returned to the candidates but will be shown by the instructor at the specific request of the student concerned. The result of the continuous assessment of the students will, however, be communicated to students and the scripts also will be shown by the instructor to the students immediately after the assessment.

18.20.1.18 In case the student is not satisfied, at the end of semester examination, wherever required, the teacher concerned along with the Dean / Head of the Department/Centre of the School/Principal of the Constituent Colleges or equivalent and the chairperson, Department Examination Committee (DEC) may moderate the evaluation.
Students, who obtain “F” Grade or „Unsatisfactory” in any course, may be permitted to appear again in the course for the Major Examinations, when it is conducted depending upon their attendance and marks obtained in Minor Examination.

Students who have passed in a course of a semester even with a “C” (or “B”) grade shall not be allowed to repeat the end-semester examination or reappear in the course for improving their grades.

Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.

Separate application for every course to be re-evaluated should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of obtaining the photocopy of the answer-script.

Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied:

- Finds that any answer(s) to question(s) that has/ have not been evaluated
- Finds that the answer-script evaluation in full or part is not justified and there is reasonable ground for re-evaluation.

The Project work/Dissertation of all students of the B.Ed, M.Ed & B.Ed – M.Ed Integrated Programs will be evaluated by the concerned Teacher/BOS of the Department and external examiner.

The candidate shall submit the record book for practical examination/Dissertation/ Report duly certified by course teachers and HOD/staff Incharge it will be evaluated at the end of semester

A record of decisions by the concerned Teacher/BOS on the percentage of marks shall be maintained by the department for clarification by the students

The qualifying grade for the dissertation/project report/monograph/research paper in all programs offered in University is “C” (B.Ed, M.Ed & B.Ed – M.Ed Integrated Programs). Students who obtain less than the said grade in the dissertation/project work/monograph/ research paper will be required to rewrite it within such further period as may be allowed by the Board of Studies concerned on the recommendation of the Supervisor(s).
18.20.2.5 Evaluation of the seminar shall be conducted by the concerned Teacher/DEC/BOS of the department.

18.21 PASS PERCENTAGE

No candidate shall be declared to have passed the semester examination as the case may be under 1st – 3rd year unless he/she obtain not less than 40% marks in theory examination/practical examination and 40% marks and internal assessment put together in each subjects and 40% marks (including IA) in project work & Viva wherever prescribed.

If a candidate fails in a subject, either in theory or in practical, he/she shall appear for the subject only at subsequent regular examination, within the maximum period prescribed for completing the programme.

18.22 PROMOTION FOR B.Ed, M.Ed & B.Ed – M.Ed INTEGRATED PROGRAMS

18.22.1 Subject to the provisions contained in the statutes and regulations promotion to the next higher semester shall be open to:

18.22.2 A candidate from 1st semester to 2nd semester, 2nd semester to 3rd semester, 3rd semester to 4th semester and 5th semester to 6th semester in case he/she has been admitted to the 1st, 2nd, 3rd, 4th or 5th Semesters, as the case may be, under rules.

18.22.3 A candidate from 4th Semester to 5th Semester in case he/she has not a backlog of more than 50% credits of study in the 1st to 3rd Semester end examinations exclusive of any awaited re-evaluation result for determining the eligibility; fulfilment of the statutory requirements of attendance in all courses of study including Practicals, and has also passed in Practicals and completed the required Survey / Field-work / Map-work etc. of the 4th Semester.

18.22.4 A candidate who has not completed the requirement of Attendance / Practicals / Survey / Field-work / Map-work etc. of a particular semester shall not be allowed to sit in the examination of that semester. However, he / she shall not be debarred from joining the next semester, if otherwise eligible under rules. Such a candidate can complete the missing semester/s in subsequent session/s, as and when possible.

18.22.5 Students, who do not fulfill the promotion criteria mentioned above, shall be declared fail in promotion examination. However, they have the option to retain marks in papers in which they want to retain.

18.22.6 A student who want to re-appear for improvement for marks in paper prescribed for I/II/IV may do so only in semester examination to be held in November and for Semester II/IV/VI may do so only in exam held in May.
18.23 **CLASSIFICATION OF SUCCESSFUL CANDIDATES**
Each semester result shall be declared in terms of classes on basis of percentage of aggregate marks scored and in terms of grading system based on marks scored: The results of successful candidates at the end of 4th & 6th Semester shall be classified on the basis of aggregate %age of marks obtained in all 4th & 6th semesters and aggregate or Cumulative Grade Point Average (CGPA) for award of

18.23.1 B.Ed
18.23.2 M.Ed
18.23.3 B.Ed-M.Ed Integrated

18.24 **GRADING SYSTEM AND CONVERSION OF PERCENTAGE TO GRADE**

18.24.1 *Grading System*

18.24.1.1 Grading constitutes the core of CBCS, as it tries to reduce the subjective element in assessment/evaluation and thereby prevents any disadvantage to the student. Grade is an index of the performance of a student in a particular course. It is the transformation of scaled marks secured by a student in a course. Grade point is the weightage allotted to each grade depending on the range of marks awarded in a course.

18.24.1.2 The Department End-Semester Examination Committee (DEC) shall prepare two copies of the results, one with marks to be sent to the office of the Controller of Examination another for the Department.

18.24.1.3 Grades shall be awarded as indicated below in a meeting of the Committee to be held at the earliest, not later than 15 days after the last day of semester examinations.

18.24.1.4 A student in order to be eligible for the award of Degree in all Undergraduate and Integrated master’s program must obtain a minimum of “P” grade in each course.

18.24.1.5 The results of successful candidates will be classified as indicated below on the basis of the Cumulative Grade Point Average(CGPA)

<table>
<thead>
<tr>
<th>CGPA of 9.0 and above and up to 10</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGPA of 8.0 and above and up to &lt; 9.0</td>
<td>First Class Exemplary</td>
</tr>
<tr>
<td>CGPA of 7.0 and above and up to &lt; 8.0</td>
<td>First Class Distinction</td>
</tr>
<tr>
<td>CGPA of 6.0 and above and up to &lt; 7.0</td>
<td>First Class</td>
</tr>
<tr>
<td>CGPA of 5.50 and above and up to &lt;6.0</td>
<td>High Second Class</td>
</tr>
<tr>
<td>CGPA of 5.00 and above and up to &lt;5.50</td>
<td>Second Class</td>
</tr>
<tr>
<td>CGPA of 4.00 and above and up to &lt;5.00</td>
<td>Pass Class</td>
</tr>
<tr>
<td>CGPA of Below 4.00</td>
<td>Fail</td>
</tr>
</tbody>
</table>
18.24.1.6 To satisfactorily complete the programme and qualify for the degree, a student must obtain a minimum CGPA of 4. No student with “F” grade on record shall be eligible for award of the degree.

18.24.1.7 A student in order to be eligible for the award of the degree in all Under Graduate programs must obtain a minimum of “B” grade in each of the courses as well as in the dissertation / project report/ monograph.

18.24.1.8 The results of the successful candidates will be classified as below:

18.24.1.9 The division obtained by a student will be entered in his/her provisional cum consolidated marks sheet and the degree certificate.

18.24.2 FINAL RESULT / GRADES DESCRIPTION

<table>
<thead>
<tr>
<th>Grades Description for Final Results</th>
<th>Semester GP</th>
<th>Letter Grade</th>
<th>Result/ Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.0-100</td>
<td>9.00-10.00</td>
<td>O (Outstanding)</td>
<td>Outstanding</td>
</tr>
<tr>
<td>80.0-&lt;90.0</td>
<td>8.00-&lt;9.00</td>
<td>A+ (Excellent)</td>
<td>First Class</td>
</tr>
<tr>
<td>70.0-&lt;80.0</td>
<td>7.00-&lt;8.00</td>
<td>A (Very Good)</td>
<td>Distinction</td>
</tr>
<tr>
<td>60.0-&lt;70.0</td>
<td>6.00-&lt;7.00</td>
<td>B+ (Good)</td>
<td>Exemplary</td>
</tr>
<tr>
<td>55.0-&lt;60.0</td>
<td>5.50-&lt;6.00</td>
<td>B (Above Average)</td>
<td>High Second Class</td>
</tr>
<tr>
<td>50.0-&lt;55.0</td>
<td>5.00-&lt;5.50</td>
<td>C (Average)</td>
<td>Second Class</td>
</tr>
<tr>
<td>40.0-&lt;50.0</td>
<td>4.00-&lt;5.00</td>
<td>P (Pass)</td>
<td>Pass Class</td>
</tr>
<tr>
<td>Below 40</td>
<td>Below 4.00</td>
<td>F (Fail)</td>
<td>Fail/Reappear</td>
</tr>
</tbody>
</table>

18.24.3 GRADES AND GRADE POINTS

Absolute grading system is followed by University under this system; the marks are converted to letter grades based on pre-determined mark intervals. The marks in fractions shall be rounded off to the nearest integer. The performances of students in each course are expressed in terms of marks as well as in Letter Grades. The grades may be awarded as given in the following tables.

18.24.4 COMPUTATION OF SEMESTER GRADE POINT AVERAGE (SGPA)

SGPA indicates the performance of a student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total numbers of credits assigned to the courses in a semester. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

\[
SGPA = \frac{\sum (C_i \times G_i)}{\sum C_i}
\]

Where \( C_i \) is the number of credits of the \( i^{th} \) course and \( G_i \) is the grade point scored by the student in the \( i^{th} \) course.
### Table 18.16  Description of Grades Awarded

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Percentage of marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>O (Outstanding)</td>
<td>10</td>
<td>Marks $\geq 90$ and Marks $\leq 100$</td>
</tr>
<tr>
<td>A+ (Excellent)</td>
<td>9</td>
<td>Marks $\geq 80$ and Marks $&lt; 90$</td>
</tr>
<tr>
<td>A (Very Good)</td>
<td>8</td>
<td>Marks $\geq 70$ and Marks $&lt; 80$</td>
</tr>
<tr>
<td>B+ (Good)</td>
<td>7</td>
<td>Marks $\geq 60$ and Marks $&lt; 70$</td>
</tr>
<tr>
<td>B (Above Average)</td>
<td>6</td>
<td>Marks $\geq 55$ and Marks $&lt; 60$</td>
</tr>
<tr>
<td>C (Average)</td>
<td>5</td>
<td>Marks $\geq 50$ and Marks $&lt; 55$</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>4</td>
<td>Marks $\geq 40$ and Marks $&lt; 50$</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>0</td>
<td>Marks $&lt; 40$</td>
</tr>
<tr>
<td>FA (Absent)</td>
<td>0</td>
<td>Failure Due to absent</td>
</tr>
</tbody>
</table>

### Table 18.17  Illustration for SGPA:

<table>
<thead>
<tr>
<th>Core type</th>
<th>Course Type</th>
<th>Credit assigned</th>
<th>Marks obtained by student (in %)</th>
<th>Grade letter</th>
<th>Grade point (GP)</th>
<th>Credits assigned x (GP) = Credit Point</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course 1</strong></td>
<td>Core</td>
<td>4</td>
<td>78</td>
<td>A</td>
<td>8</td>
<td>32</td>
</tr>
<tr>
<td><strong>Course 2</strong></td>
<td>Core</td>
<td>4</td>
<td>67</td>
<td>B+</td>
<td>7</td>
<td>28</td>
</tr>
<tr>
<td><strong>Course 3</strong></td>
<td>Core</td>
<td>4</td>
<td>77</td>
<td>A</td>
<td>8</td>
<td>32</td>
</tr>
<tr>
<td><strong>Course 4</strong></td>
<td>Core</td>
<td>4</td>
<td>96</td>
<td>O</td>
<td>10</td>
<td>40</td>
</tr>
<tr>
<td><strong>Course 5</strong></td>
<td>Elective</td>
<td>3</td>
<td>86</td>
<td>A+</td>
<td>9</td>
<td>27</td>
</tr>
<tr>
<td><strong>Course 6</strong></td>
<td>Core</td>
<td>2</td>
<td>66</td>
<td>B+</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td><strong>Course 7</strong></td>
<td>Core Lab)</td>
<td>2</td>
<td>50</td>
<td>B</td>
<td>6</td>
<td>12</td>
</tr>
</tbody>
</table>

$$\text{SGPA} = \frac{185}{23} = 8.04$$
18.24.5 **COMPUTATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA)**

CGPA is obtained by dividing the total number of credit points earned in all the semester by the total number of credits in all the semester of a programme, i.e.,

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

where $S_i$ is the SGPA of the $i^{th}$ semester and $C_i$ is the total number of credits in that semester. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the Grade card/sheet or transcripts.

**Table 18.18 Illustration for CGPA:**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
<th>Semester 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit: 22</td>
<td>Credit: 22</td>
<td>Credit: 23</td>
<td>Credit: 23</td>
<td>Credit:23</td>
</tr>
<tr>
<td>SGPA: 6.9</td>
<td>SGPA: 7.8</td>
<td>SGPA: 5.6</td>
<td>SGPA: 6.0</td>
<td>SGPA:6.3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 6</th>
<th>Semester 7</th>
<th>Semester 8</th>
<th>Semester 9</th>
<th>Semester 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit: 23</td>
<td>Credit: 23</td>
<td>Credit: 23</td>
<td>Credit: 23</td>
<td>Credit:25</td>
</tr>
<tr>
<td>SGPA:8.0</td>
<td>SGPA:7.0</td>
<td>SGPA: 7.2</td>
<td>SGPA:6.8</td>
<td>SGPA:7.0</td>
</tr>
</tbody>
</table>

Thus,

$$\left(22 \times 6.9 + 22 \times 7.8 + 23 \times 5.6 + 23 \times 6.0 + 23 \times 6.3 + 23 \times 8.0 + 23 \times 7.0 + 23 \times 7.2 + 23 \times 6.8 + 25 \times 7.0\right)$$

$$CGPA= \frac{1577}{230} = 6.85$$
18.24.6 GRADE CARD/ SHEET
The Controller of Examination shall issue a Grade card/ sheet to the students, containing the marks and grades obtained by the student in the previous semester and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The grade card/ sheet shall list:

18.24.6.1 The title of the courses taken by the student.
18.24.6.2 The credits associated with the course.
18.24.6.3 Type of Course
18.24.6.4 The marks and grade secured by the student.
18.24.6.5 The total credits earned by the student in that semester
18.24.6.6 The SGPA of the student.
18.24.6.7 The total credits earned by the students till that semester.
18.24.6.8 The CGPA of the student.

Table 18.19 Conversion of Percentage of Marks into Grade Points in a Paper

<table>
<thead>
<tr>
<th>%Marks in a paper/practical</th>
<th>Grade Point (GP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>96-100</td>
<td>10.0</td>
</tr>
<tr>
<td>91-95</td>
<td>9.5</td>
</tr>
<tr>
<td>86-90</td>
<td>9.0</td>
</tr>
<tr>
<td>81-85</td>
<td>8.5</td>
</tr>
<tr>
<td>76-80</td>
<td>8.0</td>
</tr>
<tr>
<td>71-75</td>
<td>7.5</td>
</tr>
<tr>
<td>66-70</td>
<td>7.0</td>
</tr>
<tr>
<td>61-65</td>
<td>6.5</td>
</tr>
<tr>
<td>56-60</td>
<td>6.0</td>
</tr>
<tr>
<td>51-55</td>
<td>5.5</td>
</tr>
<tr>
<td>46-50</td>
<td>5.0</td>
</tr>
<tr>
<td>41-45</td>
<td>4.5</td>
</tr>
<tr>
<td>40</td>
<td>4.0</td>
</tr>
<tr>
<td>Below 40</td>
<td>0</td>
</tr>
</tbody>
</table>
18.25 GRIEVANCE AND APPEAL

18.25.1 GRIEVANCE COMMITTEE

18.25.1.1 Every Department shall constitute a DEC which will act as a Grievance Committee every semester to examine the complaints received from the students regarding their assessment, both MINOR TEST and End-Semester Examination.

18.25.1.2 The committee shall consist of 3 or 4 faculty members from the department.

18.25.1.3 The requests for review from the students concerned should reach the Dean of the School/Faculty concerned through the Head of the Department/Centre within 15 days of the announcement of the results of that assessment.

18.25.1.4 If a student is not satisfied with the decision of Department Grievance Committee on his/her grievance, the Dean of the School/Faculty on a request from the student may refer the matter to the Controller of Examinations for getting the paper evaluated by an external examiner, whose evaluation will be final. The fees for external evaluation in all such cases shall be decided by the University.

18.25.2 PROVISION TO APPEAL

There shall be a provision for Appeal for a candidate who may be dissatisfied with the marks/Grade(s) he has been awarded. The appeal may be made for C.I.A marks as well as the End of Semester examination. Such appeals will be referred to an Appeals Committee whose decision shall be final.

18.25.2.1 Continuous internal assessment

1. In the case of dissatisfaction with C.I.A marks, the students shall approach the concerned department head or equivalent with separate written submission for every course within 3 working days from the declaration of C.I.A marks by the course instructor/faculty member offering the course.

2. The student shall not pay any fee for the Appeal on C.I.A marks.
18.25.2.2 **Major Examinations**

1. The student shall approach the Grievance Cell with the written submission within 15 days of the publication of the end semester results.
2. Appeal for each paper should be made separately.
3. Fee as prescribed by the University for each course under appeal should be paid.
4. The Grievance Committee is empowered to revise the grades if the case is genuine and is also empowered to penalize the candidate if his/her submission is found to be baseless and unduly motivated.

18.26 **TEACHERS COURSE FILE**

A course teacher will maintain a Teachers Course File in which all the detail of the course he/she is teaching will be entered. This file will contain details about all the students enrolled in the course, including the details about the attendance, minor/mid-term tests, course time table, unit and sub-unit wise content delivery (with dates), end-semester examination, grade points earned, etc. This file will be a semi-permanent record to be maintained by the teacher and will be retained with the teacher or in the Department/College for at least 5 years.

18.26.1 **Documentation of The Teachers Course File**

To bring transparency in the whole system maintenance of complete course file by teacher to be handed over to the designated head of Department having following documents shall be essential

18.26.1.1 Course Time table
18.26.1.2 Learning goals of the course
18.26.1.3 Unit wise, Subunit wise, Lecture wise course plan for content delivery along with learning/instructional objectives with dates
18.26.1.4 Tutorial sheets/Assignment sheets
18.26.1.5 Quizzes
18.26.1.7 Question papers of minor tests
18.26.1.8 Question paper of Major Examinations
18.26.1.9 Attendance record*
18.26.1.10 Complete record of Comprehensive Continuous Assessment*
18.26.1.11 Filled Teacher Evaluation Sheets by students
18.26.1.12 Course Content Evaluation Sheets by students
18.26.1.13 Raw scores of CCA of students with authenticated copy submitted to Head of the Department/Principal

18.26.1.14 This file will be a semi-permanent record to be maintained by the teacher and will be retained with the teacher or in the Department / College for at least 5 years.

### 18.20 Format for Attendance cum Continuous Comprehensive Assessment Register

<table>
<thead>
<tr>
<th>S.No</th>
<th>Roll No</th>
<th>NAME1</th>
<th>Attendance</th>
<th>CCA1 (during first 8 weeks)</th>
<th>CCA2 (during second 8 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>NAME2</td>
<td></td>
<td>Attendance</td>
<td>CCA1 (during first 8 weeks)</td>
<td>CCA2 (during second 8 weeks)</td>
</tr>
</tbody>
</table>

### 18.27 DURATION OF FIELD WORK/SUBJECT TOURS/INDUSTRIAL VISITS

The period that may be spent on subject tours in each Academic Semester in case of following courses shall be limited to a maximum of 10 days per course depending up on the requirements of the course:

18.27.1 B.Ed
18.27.2 M.Ed
18.27.3 B.Ed-M.Ed Integrated

### 18.28 RECOGNITION OF CREDITS FROM OTHER UNIVERSITIES

The University shall recognize the credits of only those Universities which are recognized by the University Grants Commission (UGC). Further the University shall grant recognition to the credits obtained through distance mode provided that:

18.28.1 the University is recognized by the UGC;
18.28.2 the credit/credits are granted by University established by an Act of Parliament or by an Act of State Legislature; and
18.28.3 if the said University is not in the Jammu and Kashmir State but has been allowed to offer its distance education programme within Jammu and Kashmir State by the State Govt.
18.28.4 Further also the University shall not recognize the credits obtained through study centres/ franchises of any University in the country except Indira Gandhi National Open University (IGNOU) and Maulana Azad National Urdu University (MANUU) and Universities of similar nature established by any act of the Parliament.
18.29 **ISSUANCE OF DEGREE CERTIFICATE**
A candidate who is declared to have qualified all the Semesters of B.Ed, M.Ed & B.Ed – M.Ed Integrated Programme examinations shall be awarded the Degree Certificate in the faculty concerned under Statutes and the Transcript immediately after the completion of Degree Programme.

18.30 **AUTHORITY TO INTERPRET STATUTES**
With a view to remove any difficulty arising out of the application and implementation of these Statutes, the Vice-Chancellor shall be competent to give final Interpretation of these Statutes which shall be final and binding on all concerned.

18.31 **CODES FOR COURSES OF STUDY**
Each course is given a unique code reflecting its content and an alphanumeric code for easy identification.

<table>
<thead>
<tr>
<th>ONE NUMERIC CODE FOR LEVEL OF COURSE</th>
<th>Three letter Alphanumeric code for Subject/Department</th>
<th>Numeric code for Semester (Double digit)</th>
<th>Numeric code for Course no. (Double digit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,2,3,4,5,6,7</td>
<td>PHY</td>
<td>01</td>
<td>01</td>
</tr>
</tbody>
</table>

- 1 UNDERGRADUATE PASS COURSE
- 2 POSTGRADUATE PASS COURSE
- 3 UNDERGRADUATE HONOURS
- 4 POSTGRADUATE INTEGRATED HONOURS
- 5 B. ED
- 6 M. ED
- 7 B. ED-M. ED INTEGRATED
- T THEORY
- P PRACTICAL
- C CORE (FIRST LETTER AFTER T OR P)
- A E ABILITY ENHANCEMENT COURSE
- CC COMPULSORY COURSE
- D E DISCIPLINE SPECIFIC ELECTIVE
- G E GENERIC ELECTIVE
- S E SKILL ENHANCEMENT COURSE
- SC SOFT COURSE
- OC OPEN COURSE
- DI DISSERTATION
- SR SEMINAR
- PR PROJECT
Examples

1PHYTC0101 UG PASS COURSE PHYSICS THEORY CORE 1ST SEM COURSE ONE
1PHYPC0101 UG PASS COURSE PHYSICS PRACTICAL CORE 1ST SEM COURSE ONE
1EVS AECC01 UG ABILITY ENHANCEMENT COMPULSORY COURSE (EVS) 1ST/2ND SEM
1ENGAECC01 UG ABILITY ENHANCEMENT COMPULSORY COURSE (ENGLISH) 1ST/2ND SEM
1HINAECC01 UGABILITY ENHANCEMENT COMPULSORY COURSE (HINDI) 1ST/2ND
1HINTCCC01 UG THEORY CORE COMPULSORY COURSE HINDI (1ST/2ND SEM COURSE)
1HINTCCC02 UG THEORY CORE COMPULSORY COURSE HINDI (3rd/4th SEM COURSE)
1ENGTCCC01 UG THEORY CORE COMPULSORY COURSE, ENGLISH (1ST/2ND SEM COURSE)
1ENGTCCC02 UG THEORY CORE COMPULSORY COURSE ENGLISH (3rd/4th SEM COURSE)
1URDTCCC01 UG THEORY CORE COMPULSORY COURSE URDU (1ST/2ND SEM COURSE)
1URDTCCC02 UG THEORY CORE COMPULSORY COURSE URDU (3rd/4th SEM COURSE)
1HILTTC0101 UG PASS COURSE HINDI LITRATURE THEORY CORE 1ST SEM COURSE ONE
1HILTTC0201 UG PASS COURSE HINDI LITRATURE THEORY CORE 2ND SEM COURSE ONE
1ENLTC0101 UG PASS COURSE ENGLITRATURE THEORY CORE 1ST SEM COURSE ONE
1ENLTC0201 UG PASS COURSE ENGLITRATURE THEORY CORE 2ND SEM COURSE ONE
1PHYDE0101 UG PASS COURSE PHYSICS DISCIPLINE SPECIFIC ELECTIVE 1ST SEM COURSE ONE
1PHYSE0101 UG PASS COURSE PHYSICS SKILL ENHANCEMENT COURSE 1ST SEM COURSE ONE
1PHYGE0101 UG PASS COURSE PHYSICS GENERIC ELECTIVE 1ST SEM COURSE ONE
2PHYTC0101 PG PASS COURSE PHYSICS THEORY CORE 1ST SEM COURSE ONE
2PHYPC0101 PG PASS COURSE PHYSICS PRACTICAL CORE 1ST SEM COURSE ONE
2PHYSC0101 PG PASS COURSE PHYSICS SOFT COURSE 1ST SEM COURSE ONE
2PHYOC0101 PG PASS COURSE PHYSICS OPEN COURSE 1ST SEM COURSE ONE
2PHYDI0101 PG PASS COURSE PHYSICS DISSERTATION 1ST SEM COURSE ONE
2PHYSR0101 PG PASS COURSE PHYSICS SEMINAR 1ST SEM COURSE ONE
2PHYPR0101 PG PASS COURSE PHYSICS PROJECT 1ST SEM COURSE ONE
ANNEXURE 18.1        Model Transcripts for Different Courses

A. Illustration of Transcript of CGPA of B. Sc. (General) Course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade Letter</th>
<th>Grade Point</th>
<th>Grade Point (Credit X Grade)</th>
<th>SGPA (Credit Point/Credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSC-1A</td>
<td>06</td>
<td>B</td>
<td>6</td>
<td>36</td>
<td>6.0</td>
</tr>
<tr>
<td>DSC-2A</td>
<td>06</td>
<td>B+</td>
<td>7</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>DSC-3A</td>
<td>06</td>
<td>C</td>
<td>5</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>AECC -1</td>
<td>04</td>
<td>B</td>
<td>6</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>22</td>
<td></td>
<td></td>
<td>132</td>
<td></td>
</tr>
<tr>
<td>Semester II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSC-1B</td>
<td>06</td>
<td>B</td>
<td>6</td>
<td>36</td>
<td>6.27</td>
</tr>
<tr>
<td>DSC-2B</td>
<td>06</td>
<td>B</td>
<td>6</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>DSC-3B</td>
<td>06</td>
<td>C</td>
<td>5</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>AECC-2</td>
<td>04</td>
<td>A+</td>
<td>9</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>22</td>
<td></td>
<td></td>
<td>138</td>
<td></td>
</tr>
<tr>
<td>Semester III</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSC-1C</td>
<td>06</td>
<td>A</td>
<td>8</td>
<td>48</td>
<td>8.27</td>
</tr>
<tr>
<td>DSC-2C</td>
<td>06</td>
<td>A+</td>
<td>9</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>DSC-3C</td>
<td>06</td>
<td>A</td>
<td>8</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>SEC-1</td>
<td>04</td>
<td>A</td>
<td>8</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>22</td>
<td></td>
<td></td>
<td>182</td>
<td></td>
</tr>
<tr>
<td>Semester IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSC-1D</td>
<td>06</td>
<td>C</td>
<td>5</td>
<td>30</td>
<td>6.54</td>
</tr>
<tr>
<td>DSC-2D</td>
<td>06</td>
<td>B</td>
<td>6</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>DSC-3D</td>
<td>06</td>
<td>B+</td>
<td>7</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>SEC-2</td>
<td>04</td>
<td>A+</td>
<td>9</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>22</td>
<td></td>
<td></td>
<td>144</td>
<td></td>
</tr>
<tr>
<td>Semester V</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSE-1A</td>
<td>06</td>
<td>B</td>
<td>6</td>
<td>36</td>
<td>7.36</td>
</tr>
<tr>
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Thus, CGPA = (22 x 6.0 + 22 x 6.27 + 22 x 8.27 + 22 x 6.54 + 22 x 7.36 + 22 x 5.82)/132 = 6.71
B. Illustration of Transcript of CGPA of B.Ed, M.Ed & B.Ed – M.Ed Integrated Programme:

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| CGPA      |        |              |             |                               |                            |
| Grand Total| 132    |              |             | 1002                          | 7.59 (1002/132)            |

Thus, CGPA = (22 x 7.27 + 22 x 7.36 + 22 x 6.91 + 22 x 7.63 + 22 x 8.73 + 22 x 7.63)/ 132 = 7.59